

TABLE OF CONTENTS

About	2
Objective	2
Orientation	2
Structural Welder Course AWS D1.1	3
Pipe Welder Course API 1104 & ASME Section IX	4
Steps to get started	5
Requirements to enroll	5
Pre enrollment suggestions	5
PPE provided by student	5
Lab safety	5
Code of Behavior	6
Class Times	6
Attendance Policy	6
Attendance Infractions	6
Leave of Absence	6
Explanation of evaluation and completion requirements	7
Academic Standards and Grading System	7
Conditions for interruption for unsatisfactory grades or progress	7
Smoking	7
Sexual or racial misconduct or harassment	7
Drug and alcohol policy	8
Theft	8
Disciplinary action	8
Complaint or Grievance Procedure	8
Refund policy	9
Legal Holidays	9
Staff	10
Facilities	10
Structural welder course description	11
Pipe welder course description	12

About

Our goal is to provide skills and knowledge to an individual that is seeking a career in the welding industry. Whether you have no experience or are already welding and looking to improve ability, AWA is a path to help you reach your potential. Our 10-1 student/instructor ratio aids in the advancement of your progress.

Welders have a variety of industries to choose from. Local fabrication shops to nuclear plants and everything in between need welders. Having a skilled trade makes your time at work more valuable. The opportunity for high wages is what attracts most people's initial interest to a career in welding. That can change during your career, to your interest being focused on always improving your abilities as a tradesman. The instructors here at AWA have projects in our past that we are proud of, but the biggest ones are when former students make a better life for themselves and families.

Objective

To produce tradesmen that have the knowledge and skills required to enter the workforce through multiple avenues.

Courses

Orientation for courses include

Course overview, OSHA 10, shop safety, student responsibility and code of behavior.

Structural Course to AWS D1.1

Must be 17.5 years old on or before first day of class. Provide a negative drug screen test. Students that are still minors will need a parent or guardian signature when enrolling.

10 weeks 400 hours (60 classroom/340 lab) Monday-Friday 7:00am-3:00pm

Provided by AWA is all the basic tools to complete course.

This course is to prepare structural welders that may be employed by fabrication shops, tank farms, steel mills, paper mills, food processing plants, power plants, refineries, chemical & pharmaceutical plants and many other areas.

The structural course includes OFC (acetylene torch), FCAW (flux core arc welding), GMAW (MIG), SMAW (stick) and CAC-A (carbon arc cutting).

Students will demonstrate knowledge of theory, equipment and troubleshooting of equipment to be used.

Students will use common trade math. In the Vocational setting, math is sometimes easier to comprehend when applied to a physical object.

Basic metallurgy, metal classification, electrode classification, pre and post heating will be introduced.

Project plans – Blueprints, legends, detail drawings and weld symbols.

After the student exhibits skill and control of each process and a successful coupon to D1.1. The instructor may allow the student to move to the next process.

Each student during shop time can progress individually according to the individual's skill with the direction of the instructor.

Non-Destructive and bend tests.

Student will demonstrate ability to make weld repairs within code.

The student will demonstrate the ability to perform quality fits on structural members.

Students will be strongly encouraged to surpass the minimum requirements of AWS D1.1 code. WE DO NOT TEACH TO JUST PASS THE TEST.

Students shall wear proper PPE at all times.

Resume, interview and employment search assistance is provided at the end of the course.

Upon course completion a student will receive a Certificate of Completion.

Weld test certification administered by a Certified Welding Inspector will be available.

Pipe welder course to API 1104 & ASME section IX

Pre-requisite - Structural welder course to AWS D1.1. Must be 17.5 years old on or before first day of class. Provide a negative drug screen test. Students that are still minors will need a parent or guardian signature when enrolling.

12 weeks 480 hours (72 classroom/408 lab) Monday-Friday 7:00am-3:00pm

Provided by AWA is all the basic tools to complete course.

This course takes the skills that students demonstrated during the structural course and builds on them to create a competent combo pipe welder. With the ability to weld pipe comes the reward of the opportunity for higher wages. Some of the industries a pipe welder may be employed in are - steel mills, paper mills, food processing plants, power plants, refineries, chemical & pharmaceutical plants, oil & gas and many other areas.

Students will perform welds in the 2G, 5G and 6G positions using GMAW, FCAW, SMAW and GTAW (which will be introduced in this course). After performing quality welds in those positions, restrictors will be used on the same tests. Restrictors will limit welder mobility while improving skill as students move into simulations of in-the-field welding.

Basic metallurgy, metal classification, electrode classification, pre and post heating.

Project plans – Blueprints, detail drawings, weld symbols, ISO's and P&ID's.

Non-Destructive and bend tests.

Students will demonstrate -

The use common trade math. In the Vocational setting math is sometimes easier to comprehend when applied to a physical object.

The ability to make weld repairs within code.

Basic pipefitting knowledge including but not limited to:

Ability to perform quality fits on pipe to pipe and pipe to fittings.

Ability to perform quality weld joint transitions.

Ability to perform a degree cut on an elbow.

Students shall wear proper PPE at all times.

Resume, interview and employment search assistance is provided at the end of the course.

Upon course completion a student will receive a Certificate of Completion.

Weld test certification administered by a Certified Welding Inspector will be available.

Steps to get started

1. Fill out application form completely and submit.
2. If accepted, you will receive an acceptance letter with information on financial aid.
3. Complete enrollment form and reserve your spot.
4. Secure funding.
5. Funding and fees are due on or before start date.
6. Show up and work hard.

Requirements to enroll

Must be 17.5 years old at or before first day of class. Students that are still minors will need a parent or guardian signature when enrolling.

1. Provide a negative drug screen.

Pre enrollment suggestions

1. Have your vision tested and obtain any correction needed before starting class. This is important because impaired vision can be a barricade to improvement.
2. If you have a learning disability, we ask that you privately share what your disability is with your instructor if it will affect your education.
3. Physical mobility issues - be aware that welders are required to perform manual lifting and odd body positions while welding. Please inform us if special accommodations are needed.

PPE supplied by student.

Students supply long sleeved shirts tucked in, full length pants (all clothing will be wool, cotton or of FR material) and leather safety shoes or boots (safety toe is recommended). Pants shall be outside of shoes/boots. All clothing shall be free from frays and holes. If proper dress code is not followed students will incur an attendance infraction until they return with proper clothing.

Lab Safety

ANSI Z87 Safety glasses at all times.

Student must use the appropriate shade lens for the task they are on.

Double eye protection and leather gloves while grinding, buffing or any other power tools are in use.

Jewelry of any kind shall not be exposed.

Code of Behavior

Students are expected to be respectful of others on and off campus.

Disorderly conduct will not be tolerated. The focus of students needs to be set on learning the trade; any disturbance that draws attention away from that is prohibited.

Obscene language or images are not allowed on campus.

Students will keep their work areas clean and orderly.

Repeated violations of the above listed offences may result in dismissal.

Class Times

Hours of operation are Monday-Friday 7:00 am -3:00pm.

Attendance Policy

Students are expected to

1. sign in before class begins.
2. If taking breaks, follow on/off times the instructor has set.
3. Stay on task in assigned area.
4. Complete the day by signing out when class is dismissed.
5. Be present 95% of course

Anything outside of above listed expectations is considered an infraction.

Attendance infractions

1. one to fifteen-minute infractions will count as .25 hour.
2. infractions over fifteen-minutes will count as actual time.

If the total of infractions exceeds 5% of course hours the student will be dismissed.

If a student is absent and has not called in for three consecutive days, the student will then be considered withdrawn as of the first day of the consecutive three days.

Leave of Absence (LOA)

LOA request form and any supportive documents can be submitted to the director for approval. When the student is seeking to return to the program an evaluation may be needed to determine placement and restart date. If a leave of Absence is approved, both parties will agree on a timeframe that the course will be completed by if the student does not complete the course in the approved time frame the student will be dismissed.

Academic Standards and Grading System

Explanation of evaluation and completion requirements

Students who maintain a classroom GPA of 2.0, completed all curriculum requirements, score 80% or better on all daily weld skill evaluations, maintain daily production of 80% and have not missed more than 5% of the course training hours will be awarded a Certification of Completion and transcript. After those standards have been met a student is eligible schedule weld tests to AWS D1.1, API 1104 and/or ASME section IX codes. If those standards are not met within 10 weeks structural course/12 weeks pipe course the student will be considered a fail.

If student attendance is below 95% the student is considered a fail.

Student progress binders are maintained and available for student review at any time.

Grades on welding will be recorded as a percentage. Students must maintain 80% or above on daily weld skill evaluations, meet 80% or more of daily production and maintain a classroom GPA of 2.0. Overall course score is made up of 20% Classroom GPA, 40% daily production and 40% weld skill evaluations.

Transfer of Credits Apex Welding Academy programs are determined by clock hours instead of credit hours; therefore, we do not issue credits. Transferability of AWA's clock hours to another institution is determined exclusively by the receiving institution. No person can imply or guarantee that clock hours will be converted to credits to be transferable. As a vocational training program, it is very unlikely that any credit will be given at another post-secondary institution that offers credits instead of clock hours issued by Apex Welding Academy. All previous vocational training and/or education will be evaluated. Prior training and/or education that is specific to welding will be awarded appropriate clock hours. Students who demonstrate proficiency on weld skill evaluation through pre-enrollment testing will be awarded the appropriate hours. We will not award above ½ of the total program clock hours through proficiency assessment. Upon program completion a copy of the student's transcript is added to their student file. To request a transcript at no fee contact pipersllc@hotmail.com.

Conditions for Interruption for Unsatisfactory Grades or Progress

AWA will notify a student's funding agency to interrupt the student's educational benefits if the student withdraws or is dismissed.

Smoking

Smoking tobacco or e-cigarettes of any kind is only allowed outside of buildings in the designated smoking area. Smoking outside of designated area will result in disciplinary action. Smokeless tobacco is permitted so long as good housekeeping is observed.

Sexual or racial misconduct and harassment

Will not be tolerated. Disciplinary action will be taken for these offences.

Drug and Alcohol Policy

Use of drugs or alcohol on campus is prohibited.

Drug or controlled substance paraphernalia is prohibited on school campus.

Students may be subject to drug and alcohol tests at any time during the program.

Violation of the drug and alcohol policy or a positive test will result in dismissal.

Theft

Should be reported to the school. The county Sherriff's office may be contacted to investigate.

Theft will result in dismissal.

Disciplinary Action

For each offence, a Student Incident Form will be completed by the instructor. The student can write a response. The Student Incident Form will be signed and dated by both instructor and student. The form will be placed in the students file and a copy given to the student.

First offence – Student Incident Form placed in students file.

Second offence – Student Incident Form placed in students file. A suspension may occur at the director's discretion.

Third offence – May result in student dismissal.

Time lost to suspension will count as an attendance infraction.

The School Director has the authority to dismiss a student who violates school policies.

Complaint or Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the Director of school.

The grievance must be addressed and resolved in 48 hours of the time received.

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Missouri Department of Higher Education at (573) 751-2361 for information on filing a formal complaint .

Refund Policy

Apex Welding Academy (AWA) agrees to accept cancellations and make refunds according to the following: An enrollment agreement may be canceled (with written notice) within three business days after class start date. The school shall promptly fully refund all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation. All monies paid (not including books or tool fees if already issued) by an applicant will be refunded if the applicant is rejected by the school or the school cancels the program's scheduled start date.

Withdrawal/cancelation (written notice) or termination prior to start date the student will receive a full refund of tuition and materials.

Refund Policy:

1. All tuition (not including books or tool fees if already issued) shall be refundable.
2. The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
 - (a) At completion of less than twenty five percent (25%) of the program, the refund of tuition and lab fees shall be made on a pro rata basis
 - (b) At completion of 25% but less than 50% of the program, the student will be refunded 50% of tuition and lab fees.
 - (c) At completion of 50% but less than 75% of the program, the student shall be refunded 25% of tuition and lab fees.
 - (d) At completion of 75% or more of the program no refund is due to the student.

Legal Holidays

The following holidays will be observed: New Year's Day, Memorial Day, Independence Day, labor Day, Thanksgiving Day, Friday following Thanksgiving Day and Christmas Day.

Instructor

Lead Instructor

Cody has 27 years of experience. Starting in a custom fabrication shop that performed heavy equipment repair and manufacturing contracts. During the evenings he started teaching the welding night classes at the local vocational school. He was able to hire on in the full-time teaching position and stayed for several years. Next with his wife and children he traveled the country welding in different industries. After showing traits of organization, craftsmanship and ability to handle difficult piping situations the opportunity arose for Cody to start his own pipeline/fabrication companies. This often involved working with engineers and construction coordinators from the project drawing board to picking up trash before turning the facility over to Operations department. As a company owner he feels that he has gained industry knowledge that is not available when you are “hood down, elbows up”.

Facilities

Apex Welding Academy is located approximately .5 miles east of Exeter MO on the south side of state highway 76. It is over 13,000 square foot clear span building that includes areas for classroom, administrative office, welding booths, field welding simulation, fitting lab, material preparation and rest rooms. Welding booths are spacious equipped with welding machines that would also be found on jobsites. Positioning tables for each student and several field simulators to mimic in the field welds.

Structural Welder Course to AWS D1.1

- Pre-requisite - Must be 17.5 years old on or before first day of class. Provide a negative drug screen test.
- 10 weeks 400 hours
- Provided by AWA is all the basic tools to complete course.
- This course is to prepare structural welders that may be employed by fabrication shops, tank farms, steel mills, paper mills, food processing plants, power plants, refineries, chemical & pharmaceutical plants and many other areas.
- The structural course includes OFC (acetylene torch), FCAW (flux core arc welding), GMAW (MIG), SMAW (stick) and CAC-A (carbon arc cutting).
- Students will demonstrate knowledge of theory, equipment and troubleshooting of equipment to be used.
- Students will use common trade math. In the Vocational setting, math is sometimes easier to comprehend when applied to a physical object.
- Basic metallurgy, metal classification, electrode classification, pre and post heating will be introduced.
- Project plans – Blueprints, legends, detail drawings and weld symbols.
- After the student exhibits skill and control of each process and a successful coupon to D1.1. The instructor may allow the student to move to the next process.
- Each student during shop time can progress individually according to the individual's skill with the direction of the instructor.
- Non-Destructive and Destructive bend tests.
- Student will demonstrate ability to make weld repairs within code.
- The student will demonstrate the ability to perform quality fits on structural members.
- Students will be strongly encouraged to surpass the minimum requirements of AWS D1.1 code. WE DO NOT TEACH TO JUST PASS THE TEST.
- Students shall wear proper PPE at all times.
- Resume, interview and employment search assistance is provided at the end of the course.
- Upon course completion a student will receive a Certificate of Completion.
- Weld test certification administered by a Certified Welding Inspector will be available.
- Total cost of course \$8,900
 - Tuition - \$6,185
 - Tools & books - \$1,080.
 - Lab fees - \$1,635.

Lab fees include plate & pipe material, welding rod, argon, oxygen, acetylene and any other material that is consumed into the weldment.

Pipe Welder Course

Pre-requisite - Structural welder course, must be 17.5 years old on or before first day of class.

Provide a negative drug screen test.

- 12 weeks 480 hours
- Provided by AWA is all the basic tools to complete course.
- This course takes the skills that students demonstrated during the structural course and builds on them to create a competent combo pipe welder. With the ability to weld pipe comes the reward of the opportunity for higher wages. Some of the industries a pipe welder may be employed in are - steel mills, paper mills, food processing plants, power plants, refineries, chemical & pharmaceutical plants, oil & gas and many other areas.
- Students will perform welds in the 2G, 5G and 6G positions using GMAW, FCAW, SMAW and GTAW (which will be introduced in this course). After performing quality welds in those positions, restrictors will be used on the same tests. Restrictors will limit welder mobility while improving skill as students move into simulations of in-the-field welding.
- Basic metallurgy, metal classification, electrode classification, pre and post heating.
- Project plans – Blueprints, detail drawings, weld symbols, ISO's and P&ID's.
- Non-Destructive and Destructive bend tests.
- Students will demonstrate -
- The use common trade math. In the Vocational setting math is sometimes easier to comprehend when applied to a physical object.
- The ability to make weld repairs within code.
- Basic pipefitting knowledge including but not limited to:
- Ability to perform quality fits on pipe to pipe and pipe to fittings.
- Ability to perform quality weld joint transitions.
- Ability to make a degree cut on an elbow.
- Students shall wear proper PPE at all times.
- Resume, interview and employment search assistance is provided at the end of the course.
- Upon course completion a student will receive a Certificate of Completion.
- Weld test certification administered by a Certified Welding Inspector will be available.
- Total cost of course \$10,600
 - Tuition - \$8,965
 - Lab fees - \$1,635

Lab fees include plate & pipe material, welding rod, argon, oxygen, acetylene and any other material that is consumed into the weldment.