2023 Course Catalog &

Student Handbook

School Locations:

Piedmont Main Campus
2615 Highway 153 | Piedmont, SC 29673
P: 864.236.9995 | F: 864.236.7666

Columbia Branch Campus
700 Gracern Road | Columbia, SC 29210
P: 803.807.9180

Charleston Branch Campus
3185 Industry Drive | North Charleston, SC 29418
P: 843.261.0044

Rock Hill Branch Campus
2260 Cherry Road | Rock Hill, SC 29732
P: 803.659.3367

Houston Branch Campus
9510 North Houston-Rosslyn Road | Houston, TX 77088
P: 281.501.8594

Corporate Office: 877.647.4111

www.arclabs.edu

This handbook has been prepared as a guide to various student policies and procedures. It does not constitute an expressed or implied contract between students and Arclabs. The information in this document is not meant to be all-inclusive. The policies and procedures discussed may change at any time without prior notice. I understand it is my responsibility to familiarize myself with the information contained within this handbook.

Arclabs is licensed in the state of South Carolina as a nonpublic postsecondary institution by:

South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
803.737.2260
https://www.che.sc.gov/

Arclabs is approved and regulated in the state of Texas by:

Texas Workforce Commission, Career Schools and Colleges
101 East 15th Street
Austin, TX 78778
512.936.3111
https://csc.twc.state.tx.us

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Arclabs is Nationally Accredited by the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET)
1722 N Street NW | Washington, DC 20036
202.955.1113 | www.accet.org

Arclabs Piedmont Main Campus is an Accredited Training Sponsor of the National Center for Construction Education & Research (NCCER)
3600 NW 43rd Street, Building G | Gainesville, FL 32606
352.334.0911 | http://www.nccer.org/

Arclabs branch campuses are Accredited Training Units of the NCCER.

Arclabs is an Accredited Test Facility of the American Welding Society.
550 NW LeJeune Road | Miami, FL 33126

Select accreditation, approval, and/or licensing documents are available at the respective school locations. Students/prospective students may review other documents by submitting a written request to the Exec. Vice President at Heidi.bray@arclabs.edu.

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2023 Academic Calendars
Beginning and Ending Dates for Each Term:

Classes start the first Monday of each month but are subject to change.

*** *Students should call the individual school to verify class start dates.* ***

January 2, 2023 – New Year's Day (Observed) – Holiday
January 16, 2023 – In-service/Teacher Workday – No day classes; night classes report
February 20, 2023 – In-service/Teacher Workday – No day classes; night classes report
March 13, 2023 – Continuing Education – No day classes; night classes report
April 7, 2023 – Spring Holiday
May 8, 2023 – In-service/Teacher Workday – No day classes; night classes report
May 29, 2023 – Memorial Day – Holiday
June 19, 2023 – Juneteenth - Holiday
July 3 & 4, 2023 – Independence Day/Summer Break – Holiday
August 14, 2023 – In-service/Teacher Workday – No day classes; night classes report
September 4, 2023 – Labor Day – Holiday
September 15, 2023 – Constitution Day Celebration (Observed); all students report
October 16, 2023 – Continuing Education – No day classes; night classes report
November 23 & 24, 2023 – Thanksgiving Break – Holiday
December 15, 2023 – Continuing Education – No day classes; night classes report
December 25 & 26, 2023 – Christmas Break – Holiday
January 1, 2024 – New Year's Day – Holiday
January 2, 2024 – Classes Resume

2023 Holidays:

Students will not attend classes for the following school holidays:
New Year's Day – January 2, 2023
Spring Holiday – April 7, 2023
Memorial Day – May 29, 2023
Juneteenth – June 19, 2023
Independence Day/Summer Break – July 3 & 4, 2023
Labor Day – September 4, 2023
Thanksgiving Holiday – November 23 & 24, 2023
Christmas Holiday – December 25 & 26, 2023
New Year's Holiday – January 1, 2024

****Holidays/no class days are subject to change. Advance notice will be given to students if any changes are made.*

Orientation:

The size of the class is determined by the number of applicants and welding booths available. Each class will run for 280, 400, 900, or 1300 consecutive hours. The maximum student to teacher ratio is 20:1 for the welding lab and 40:1 in the classroom. It is mandatory for students to attend orientation before the class starts. If a student is unable to attend orientation, the student must start on the next start date. If a student wishes to withdraw from the welding class, he or she should meet with a school administrator.

Message from the Arclabs Team:

A good weld is like a work of art, and each artist painting a masterpiece uses a different brush stroke. We challenge each one of you to develop your own stroke! Never settle for anything less! A goal of our Arclabs instructors is to help you develop that stroke**.**

Best of luck for a successful and rewarding welding career!

History of Arclabs:

Arclabs, LLC, d/b/a Arclabs Welding School, is an S Corporation that is 100% owned and controlled by Gene Crook. In 2006, Gene Crook saw a need to train and certify welders. Mr. Crook has started and currently operates three successful welding schools in South Carolina and one in Texas. With the growing demand in welding, Arclabs was started to train and certify welders.

Mission:

Intentionally train and test students in welding, pipe fitting, and inspection for employment by the clients we serve.

Goals:

The goal of Arclabs is to provide welders with skills enhancement training to help better their performances. The training we offer is focused on helping our students advance to a higher-level position at an increased rate of pay. We strive to enable students to develop the attitudes, knowledge, quality, and skills necessary for them to be effective as people, family members and citizens in an era of rapid growth potential.

Our Institutional Goals:

- To provide programs of study that are educationally sound, up-to-date, of high quality, and demonstrably effective
- To maintain fair, ethical, and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing Arclabs and its services to all people
- To provide effective student services that recognizes individual differences and ensure successful student retention, graduation and employability, where applicable
- To demonstrate the ultimate benefit of private educational training programs through satisfied participants
- To ensure proper and ethical administration of all financial aspects of the institution
- To embrace voluntary self-regulation, which is inherent to the accreditation process

- To demonstrate a commitment to the people served by Arclabs through local community involvement and participation
- To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive workforce
- To promote continuing education and training programs of highest quality and integrity
- To meet and exceed completion and placement benchmarks set by ACCET

Responsibility of Arclabs:

Arclabs is dedicated to regularly reviewing welding training curricula to incorporate the latest industry practices as reflected in national codes and standards to stay current with job requirements.

Communication:

All school activities are overseen by the management team of Arclabs. The schools' leadership team are in daily communication with the branch campuses. The main method of communication used is email. Quarterly and as-needed visits are made to each location by one of the management team. Any student of Arclabs can contact the corporate office at any time.

Admissions Requirements:

- High school diploma or GED (excludes seminar students)
    - Students must present their high school diplomas, GEDs, or official high school or GED transcripts
        - Homeschool students need to supply their high school transcripts; additional documentation may be required depending on the homeschooling laws/regulations of the state of the homeschool
        - Students with foreign high school diplomas or transcripts will need to provide an international credential evaluation from a reputable credentialing company
- Minimum age requirement is 18 years old, or 17 years old with parental consent
- Desire to work in a welding career after completion of class
- Capable of meeting the visual and physical requirements a welding career demands
- Must visit and tour the campus prior to starting class
- **Veteran Students Only:** must supply all military service transcripts and transcripts from all post-secondary institutions previously attended

Vaccination Policy:

Arclabs does not require proof of vaccinations for students wishing to attend the school.

Application Procedures:

Students who are interested in attending Arclabs must complete an Enrollment Agreement, pay the application fee, and meet with a Student Recruiter or Office Coordinator. If all the admissions requirements are met, the Student Recruiter or Office Coordinator will notify the student of acceptance into Arclabs. Financial arrangements will be reviewed at this time.

Arclabs does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, military status, or any other characteristic protected by law.

Arclabs offers the 280 Hour Specific Process Welding, 900 Hour Advanced Welding, 1300 Hour Master Welder, and all seminar classes except the OSHA 30-Hour at the main and branch campuses. The OSHA 30-Hour seminar is not offered at the Texas location. The 400 Hour Welding program is only available at the Rock Hill, SC and Houston, TX locations.

Students with Special Needs

Students with special needs, including physical and/or intellectual disabilities, should discuss these needs with a school administrator during the admissions process and fill out the Student Request for Accommodation and the ADA Medical Release forms, if applicable; medical documentation must accompany this request. The Section 504 Coordinator, Heidi Bray, and the Compliance Officer will review all requests and documentation, and we will try to accommodate the student, within reason, by providing services such as tutoring, delivery modification, and/or modified exam schedules. All requests and documentation will be kept strictly confidential and not shared with anyone who does not have a need to know.

Ability to Benefit (ATB):

Arclabs does not enroll ATB students.

Trial Enrollment Period:

First time Arclabs students may enroll and attend our school for a trial enrollment period of five consecutive instructional days, during which time the students are able to participate in the school experience to determine if welding is the right educational path for them. No financial obligation beyond school fees and supplies, where applicable, are incurred during the five-day trial period.

Any student who officially or unofficially withdraws from the school within the trial enrollment period will be considered a NO-START. Any student who misses time during the trial period without written approval will be administratively withdrawn and will be considered a NO-START. The student's tuition obligation will be waived and no credits will be earned. Withdrawn students can reapply for the next available month's class start, subject to the discretion of the school.

A student still in attendance on day six (6) of the program will be considered to have confirmed his or her intention to continue the program as a regular student. The student will then be classified as a start, a tuition obligation will be incurred, and credits will be earned.

Please note that the Trial Enrollment Period policy is not applicable to re-entry or seminar students.

Application Deadlines:

Students planning on enrolling in the next class start date should have the enrollment agreement complete and payment arrangements made prior to the class start date.

Veterans: GI Bill® and VR&E beneficiaries (**Chapter 33** and **Chapter 31** beneficiaries) may attend training at Arclabs for up to 90 days from the date the beneficiary provides a Certificate of Eligibility, Statement of Benefits, or valid VAF 28-1905 per The Veterans Benefits and Transition Act of 2018 (Public Law 115-407). Arclabs will not impose penalties due to late payments from the VA, nor will beneficiaries be required to borrow additional funds to cover tuition and fees. Veterans are required to fill out the Request for VA Educational Benefits Certification form to process benefits for use at Arclabs; additional information may be requested by Arclabs to process the request. Veterans must make payment arrangements for any financial obligation that exceeds the amount of the VA education benefit disbursement.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Visits:

Visitors are welcome anytime throughout the year. Please call the respective school to schedule an appointment to see our facilities, discuss enrollment, and schedule courses. Visitors must check in at the front office. Cameras are not allowed during visits to the facility.

Hours of Class:

The welding programs offered are 280, 400, 900, or 1300 hours. All day students meet 7 am- 4:00 pm, Monday – Thursday and 7 am – 1:00 pm on Friday. Full-time night students meet from 3:45 pm – 11:30 pm Monday – Thursday and 2:00 pm – 11:30 pm. on Friday at the Houston campus only. Part-time night students at the Houston campus meet from 5:30 pm – 11:30 pm, Monday – Friday; night students at the South Carolina campuses meet from 6:00 pm – 11:00 pm, Monday – Friday. If a student requires a special schedule, documentation must be provided and approved before the schedule is granted. Special schedules may affect funding.

Class Schedules	Monday – Thursday	Friday
Day Classes (All Campuses)	7 am- Classes Begin 10 am- 10 Minute Break 12 pm- 1 Hour Lunch 2:30 pm- 10 Minute Break 4 pm- Classes Dismissed	7 am- Classes Begin 10 am- 10 Minute Break 1 pm- Classes Dismissed
FT Night Classes (Houston Campus only)	3:45 pm- Classes Begin 5:30 pm- 10 Minute Break 7:50 pm- 30 Minute Dinner 10:00 pm- 10 Minute Break 11:30 pm- Classes Dismissed	2:00 pm- Classes Begin 5:30 pm- 10 Minute Break 7:50 pm- 30 Minute Dinner 10:00 pm- 10 Minute Break 11:30 pm- Classes Dismissed
PT Night Classes (Houston Campus only)	5:30 pm- Classes Begin 7:50 pm- 20 Minute Break	5:30 pm- Classes Begin 7:50 pm- 20 Minute Break

	11:30 pm- Classes Dismissed	11:30 pm- Classes Dismissed
PT Night Classes (SC Campuses only)	6:00 pm- Classes Begin 8:00 pm- 10 Minute Break 11:00 pm- Classes Dismissed	6:00 pm- Classes Begin 8:00 pm- 10 Minute Break 11:00 pm- Classes Dismissed

Lunch Breaks:

Day students get a one-hour lunch break Monday thru Friday. Full-time night students get a 30-minute dinner break Monday thru Friday. The schools provide a refrigerator and microwave for the students' use. It is the responsibility of the students to maintain a clean break area. Students are expected to return to their work areas promptly when break is over.

Transfer of Credit Policy:

As an Accredited Training Sponsor (ATS) for the NCCER, Arclabs accepts all previous training as indicated on the official NCCER transcript. If a student has previously earned credit from the National Center for Construction Education and Research (NCCER), the student must present an NCCER transcript along with his or her identification card. The NCCER certified Master Trainer or an Instructor will verify the courses taken by the student. The transcript will be placed in the student's file. Students will not have to repeat the course. Arclabs only accepts NCCER completed modules and performance tasks for the Core Curriculum, Welding Levels I, II, III, and IV. Students with previously earned credit will be given a reduced tuition rate based on the number of hours transferred at the rate of $21 per hour. There is no fee for transferring NCCER credits to Arclabs. In lieu of a reduced tuition rate for transferring credits from the NCCER, the student may choose to have additional welding lab time.

Students who previously graduated from a curriculum-based program at Arclabs may transfer their entire program hours when upgrading to a more advanced curriculum-based program within the institution. Students who previously graduated from a curriculum-based program at Arclabs may transfer their didactic hours when returning to the institution in a curriculum-based program of equal or lesser length that offers curriculum not completed during the previous enrollment.

An Arclabs student who has previously withdrawn from school may return to class with the following transfer credits when returning during a period of 181 days to 365 days post-LDA (last day attended): (a) didactic credit – credit for all didactic coursework previously taken and passed will be awarded; (b) welding lab hours – credit for welding lab hours completed will be awarded if the student can demonstrate competencies for the welding and cutting processes in which he/she had previously completed. A student who returns after the 180 days post-LDA and prior to one year post-LDA and demonstrates competency per previous guidelines will receive full transfer credit for hours previously completed and will return to his/her program at the point in which he/she withdrew.

Arclabs does not limit the number of hours a student may transfer into the institution; there is also no time limit restrictions for programs previously completed and transferred into the institution. Students that have a shorter-than-published program length due to credits transferred in will have their Title IV financial aid prorated based on clock hours remaining, which may cause a reduction of funds awarded. A Financial Aid representative will provide a funding sheet that reflects your new award amounts.

Arclabs will provide a student's transcript within 30 days of receipt of the Transcript Request Form – available at your local Arclabs campus or on the Arclabs website at the bottom of the home page (https://www.arclabs.edu/) – for any student wanting to transfer hours to another institution. No transcripts will be released to students with a balance due to the Arclabs campus. Arclabs makes no claims or guarantee that credit earned will transfer to another institution. If the student does not agree with the NCCER transcript, he or she must appeal through the NCCER directly at:

National Center for Construction Education and Research
3600 North West 43rd Street, Building G | Gainesville, FL 32606
Phone: 352-334-0911
www.nccer.org

Welding School Facility:

Arclabs Welding School is equipped with welding booths, a grinding area, an oxyfuel cutting area, and classroom space at each campus.

Arclabs is a vocational school and does not provide any living areas for students. Students are responsible for their own transportation to and from school. Student parking is designated at each location, and there is no charge. Student parking will be discussed during student orientation. Some of the branch campuses have access to public transportation. Please see the school administration office for specific details.

Welding Tool Kits:

The Welding Tool Kit will include:

- Supply Bucket
- Welding Helmet
- Clear Cutting Shield
- Shade 5 Cutting Glasses
- 10" Adjustable Wrench
- SMAW Gloves
- Drivers Gloves
- Chipping Hammer
- Safety Glasses (2 Pairs)
- Flowmeter
- Angle Grinder
- Welding Sleeves
- MIG Pliers
- Locking Pliers
- Tape Measure
- Wire Brush
- Grinding Discs
- Pocket Welding Guide
- Pen Light LED Flashlight
- C-Clamp Pliers
- Argon Hose with Fittings

The Advanced Welding Tool Kit will include:

Welding Tool Kit above plus:

- GTAW Gloves
- Hand Pad
- Pack of Tungsten (2%)
- GTAW Torch & Power Adapter

The Master Welder Welding Tool Kit will include:

Welding Tool Kit and Advanced Welding Tool Kit above plus:

- SMAW Gloves
- GTAW Gloves
- Drivers Gloves
- Wire Brush
- Y Connect
- Grinding Discs (additional)
- Aluminum Grinding Discs
- Flap Wheel for Stainless Steel
- Stainless Steel Wire Brush
- Argon Hose with Fittings

Students receive their Welding or Advanced Welding tool kits during the first week of class, and these are nonrefundable. The Master Welder tool kit add-on will be distributed once the student reaches 901 actual hours.

Welding Lab Rules:

Due to the possible dangers in welding operations – high voltage, fire, hot metal, explosives, gases, grinding dust, loud noises created by grinders, and other equipment – it is imperative that all instructors and students working in a welding environment abide by all safety rules established for the welding shop.

Arclabs takes the safety of students and staff seriously. Students who violate the safety policies in the welding shop will be subject to disciplinary action, up to and including dismissal from the program.

1. Shop hours are 7:00 am until 11:00 pm, Monday through Friday in South Carolina and 7:00 am until 11:30 pm, Monday through Friday in Texas. Lunch is from 12:00 pm to 1:00 pm for day classes at all campuses and dinner is from 7:50 to 8:20 pm in Texas for full-time night students only.

2. You are expected to be in your work area at the scheduled work time and remain there until the scheduled stopping time.

3. Office phones are for Arclabs staff only. However, in the event of an emergency, you will be allowed to use the phone.

4. Everyone will clean up the entire welding shop before leaving each day.

5. No tobacco products or any type of vapor devices are allowed in the Arclabs Training Center.

6. Z87 approved safety glasses are required in the shop **at all times**.

7. **Safely** use all shop tools for the intended use.

8. Burn welding electrodes and TIG wire down to a 3" minimum stub.

9. Please put **ROD** stubs in **STUB CANS** and not on the floor or in the trash can.

10. Put scrap metal in container marked **metal only**.

11. Students should not be in instructor's office unless accompanied by the instructor.

12. No jewelry will be allowed in the welding shop including rings, earrings, piercings, necklaces, etc.

13. No horseplay in the shop.

14. Wear proper face shield **in conjunction with safety glasses** when grinding or flame cutting.

15. **No** butane lighters or any type of vapor devices are allowed in the welding shop.

16. Welding students are required to wear proper welding attire while in the welding shop. This includes long pants, long sleeves, denim or some type of material that will not burn easily, and leather steel-toe boots a minimum of 8" high.

17. **No** use of cell phones or other electronic devices are allowed in the welding area during class hours except electronics used for music; students are permitted to have **only one** earphone due to safety requirements.

Eye & Hand Protection Policy

All instructors, students and testers shall adhere to the following:

- Wear safety glasses 100% of the time they are in the welding shop area.
- Wear safety glasses underneath their welding hoods while welding.
- Wear safety glasses plus a clear face shield while grinding.
- Wear safety glasses along with a properly tinted face shield while flame cutting.
- Wear gloves while doing any welding process or flame cutting.

There are no exceptions to this policy.

Dress Regulations:

All Arclabs students are required to wear proper safety attire at all times while in the welding booth and the welding shop.

- Proper welding jacket must be worn.
- Safety glasses must be worn at all times in the shop area.

- Welding hood must be worn when performing any type of welding.
- No jewelry is allowed.
- Long hair should be tied back at all times when in the shop area.
- High top leather steel-toed boots must be worn at all times.

For all additional clothing requirements in the schools please refer to the safety training material.

Smoking and Use of Tobacco Products:

Smoking and the use of other tobacco products, including any type of vapor devices, are prohibited except in designated areas.

Graduation:

A graduation ceremony is held for all curriculum students who have achieved successful completion of their designated programs. Students are encouraged to invite family and friends to the graduation ceremony. The Certificates of Completion and Perfect Attendance certificates are presented to the students at graduation.

Students must complete all their program hours and achieve a 70% grade average to graduate and receive a Certificate of Completion.

Conduct Information and Regulations:

Student Conduct Code

This handbook contains guidelines, policies, and regulations designed to ensure students conduct themselves in the proper manner. Each student is fully responsible to know all the contents of this handbook and to abide by the content while identified with the welding school. The administration has determined that the school will take all steps necessary to ensure students abide by all contained in this handbook. The following areas are considered major by the school: alcohol, disorderly conduct, drugs, sexual misconduct, theft, unauthorized visitation, vandalism, violation of outside law, and weapons.

- **Alcoholic Beverages**: The possession or consumption of alcoholic beverages at Arclabs is prohibited. It is also prohibited to be under the influence of alcoholic beverages at any time while at the school.

- **Disorderly Conduct**: Students must be aware of the school's commitment to having an environment which discourages exaggerated conduct that draws attention to oneself or to a group. Disorderly or obscene conduct or breach of peace on the school property is prohibited. No students shall push, strike, or physically assault any member of the staff, administration, student body, or any visitor on the campus. No student should use profane or vulgar language.

- **Drugs**: Whether on or off campus, students may not be under the influence, possess or use (without valid medical or dental prescription), manufacture, furnish, or sell narcotic,

mood altering, or dangerous drugs controlled by federal, South Carolina or Texas law. Appropriate officials/representatives of the school reserve the right to require a student to show proof of a drug-free condition including drug screening whenever such officials suspect or have reason to believe that an individual(s) might be engaging in drug use on or off campus. Further, the school and its officials reserve the right to determine what constitutes "suspicion" or "reason to believe" to include common symptoms routinely identified with a person under the influence. For a student to violate the drug policy in any way is a major policy violation and will result in the immediate loss of privilege to attend Arclabs.

- **Sexual Misconduct**: Any individual that is obscene, lewd, or indecent violates the conduct policies of Arclabs. Sexual misconduct by Arclabs students is harmful to the image and reputation of Arclabs and will not be tolerated.

- **Theft**: No student shall take, attempt to take, or keep in his or her possession items of school property or items belonging to students, faculty, staff, visitors or others outside the school community without proper authorization. Whenever theft occurs, the student should contact the instructor immediately. If deemed appropriate the school will conduct an investigation, including searches. The Sheriff's Department may be asked to assist with an investigation. Arclabs cannot be responsible for any personal items students bring onto campus.

- **Vandalism:** Malicious or intentional damage or destruction of property belonging to the school is prohibited.

- **Weapons/Explosives:** Students are prohibited from possession of firearms, knives, bows, arrows, sling shots, water guns, BB or pellet guns, paintball guns, fake weapons of real appearance, or other weapons on school property. Pocket knives 4" or smaller in size are allowed. Students are prohibited from possessing, furnishing, selling, or using explosives of any kind on the school property.

- **Fire Safety:** No student shall tamper with fire safety equipment. Violation is an extremely serious offense. The possession or use of fireworks on school property is prohibited.

- **Tobacco:** Tobacco products and any type of vapor devices are allowed only in designated areas on the school property.

- **Parking:** Students are to park vehicles in designated areas assigned by the instructor.

- **Wireless Communication Devices:** Cell phones or any other communication devices are prohibited in the welding shop. Cells phones should only be used during designated breaks and lunch time.

- **Sexual Harassment**: Arclabs is committed to providing an environment free from sexual harassment. Sexual harassment by any member of the school community is a violation of law and school policy and will not be tolerated. Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment is an issue that may affect any member of the school community and will be dealt with promptly by the administration.

- **Immoral Material:** No pornographic, lewd, vulgar, or provocative material in any form is allowed at Arclabs. This includes but is not limited to magazines, t-shirts, audiotapes, and electronic downloads.

- **Guests:** All guests of Arclabs must enter the office before entering the welding area. Only students and staff of Arclabs are allowed in the welding area.

Standard of Conduct:

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Our students have a responsibility to the school and to their peers to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict the students' rights, but rather to be certain that everyone understands what conduct is expected and necessary.

Unacceptable Activities

- Violation of school rules or policy

- Any deliberate action that is extreme in nature and obviously detrimental to school efforts to operate

- Violation of security or safety rules, failure to observe safety practices, failure to wear required safety equipment, or tampering with school equipment

- Negligence or any careless action which endangers the life or safety of an employee or another person

- Buying, selling, dispensing, possessing, using, or being under the influence of illegal drugs, including the misuse of prescription drugs, is prohibited on the school campus

- Being under the influence of alcohol while on school grounds is prohibited

- Possession of firearms, weapons, or explosives on the school campus

- Engaging in criminal conduct, acts of violence, or making threats of violence toward any person

- Insubordination or refusing to obey instructions issued by an instructor or the school administration pertaining to a student's work
- Threatening, intimidating or coercive behavior at any time
- Engaging in an act of sabotage, willfully or with gross negligence, causing the destruction or damage of school property or the property of fellow students
- Theft
- Dishonesty, falsification, misrepresentation, or alteration of any record, including testing materials, time sheets or other school materials; falsification of time includes not being present and productive in the work area during the times the student is clocked in for class
- Immoral conduct or indecency
- Inappropriate language; use of profanity or vulgar language
- Gambling
- Failure to report to school
- Accepting or giving a bribe
- Any act of harassment whether sexual, racial, or other; telling sexist, racial, or gender jokes; or making racial, gender, or ethnic slurs

Student Rights, Privileges and Responsibilities

Student Rights

Students are expected to act in every way as responsible citizens. Students are expected to govern their conduct by standards of considerate and ethical behavior so as not to discredit or harm themselves, the school or any other individual. Enrolling in Arclabs, students assume responsibility for obeying the regulations and accepted practices of the school, both academic and non-academic, and the rules established by the school, until such time as these may be officially changed. The relationship between the school and each student is based on Arclabs policies, procedures and practices and is non-custodial; no special relationship, such as an in loco parentis status, exists by virtue of his or her status as a student, regardless of the student's age.

Any violation of local, state, or federal laws, whether on campus or off campus, is subject to the authority of the police and the courts. In addition, students engaged in illegal activity may also face disciplinary action by the school.

Since its founding, the school has emphasized the requirement that every student exercise responsibility and personal honor. In the area of academic conduct, the honor system has provided an influential dimension in student life. The expectation of honorable conduct is not confined to the classroom; the concept of honor is intended to permeate all aspects of student life at Arclabs.

The school reserves the right to withdraw any student who fails to accept his or her responsibility, as evidenced by inadequate scholastic achievement, or conduct that violates school rules or policies or which is not consistent with the students' obligations and responsibilities to their fellow community members. Such action is taken only after careful consideration by appropriate management team of the school.

In both non-academic and academic matters, Arclabs is committed to maintaining an atmosphere of free and open inquiry and civility. The school seeks a positive and equitable climate on campus, one in which all students may enjoy maximum personal and intellectual growth. To that end, this section outlines the non-academic privileges and responsibilities of the members of the Arclabs community.

Privileges

Arclabs students are entitled to utilize the equipment assigned for the purpose of the course at scheduled times. Students also have the privilege to utilize the common facilities of the school at scheduled times. Finally, students should ask for and receive an interview with the Director regarding academic, grievance or conduct issues as governed by the policy for interviews and appointments.

Responsibilities

All members of Arclabs are subject to local, state, and federal laws. Specific Arclabs rules governing student conduct are given in this handbook. Additionally, members of Arclabs have the following general responsibilities:

- To refrain from deliberately violating the privileges of any others, and to consider all actions carefully to ensure that they do not unintentionally violate others' privileges. Each person is responsible for his/her own actions.
- Fulfill all financial obligations to the school.
- Behave in a professional manner at all times while on the school premises.
- Make every effort to attend classes in a timely fashion.
- Fulfill the academic requirements of the school under the stipulation set forth in this publication and other publications of the school.

Inspection of Company Property and Personal Items:

When Arclabs has reasonable cause to believe a student may be in violation of a policy or standard of conduct rule involving the possession or use of inappropriate items or confidential

information of the school, the school reserves the option to inspect all school property. In addition, the school may request the student empty the contents of his or her personal belongings (such as lunch boxes, lockers, handbags, briefcases, packages, and/or outer clothing), and/or personal vehicles on company property. The school may discipline a student for refusing to submit to an inspection.

Policy for Recording Devices in the School:

The school prohibits the use of cameras, tape recorders, the recording capacities of camera or picture phones, and other video and/or audio recording devices of any kind by students. This policy is a preventive step necessary to ensure student privacy and the confidential information of the school.

Safety and Health:

To ensure a safe work environment, the school needs the cooperation of all students. Cooperation means maintaining a clean and orderly work environment as well as reporting to the instructor or administration any unsafe working conditions, injuries or accidents, no matter how slight. All students are required to complete Welding Safety training during the first day of class. Arclabs takes safety very seriously and requires all students to follow the proper safety procedures at all times.

Satisfactory Academic Progress Policy (SAP)

Arclabs training programs are all clock hour classes. Satisfactory progress is evaluated as follows throughout the program:

- The student is required to make quantitative progress toward program completion. To make satisfactory progress, a student must have 100% attendance on a cumulative basis during any given period. The attendance rate is calculated by physical attendance plus excused absences. A student must have at least 90% physical attendance of the scheduled class hours per payment period and can have up to 10% excused absences per payment period.

- The student's academic average is reviewed to determine qualitative progress. The minimum requirement is a 70% grade average at the conclusion of each evaluation period.

Title IV Students: Students enrolled in the 900 Hour Advanced Welding program and using federal student aid will be measured for financial aid SAP (FA SAP) at 450 scheduled hours. Failure to meet FA SAP standards at the 450-hour Financial Aid evaluation point will result in the student being placed on FA Warning for the next payment period. Students will remain eligible for Title IV funds for the next payment period while on FA Warning.

Students enrolled in the 1300 Hour Master Welder program and using federal financial aid must meet FA SAP requirements at the end of each payment period – 450 and 900 scheduled hours – and students who fail to meet these requirements will automatically be placed on Financial Aid Warning for the next payment period. Students will continue to receive Title IV student aid

funds while on Financial Aid Warning status. At the end of the Financial Aid Warning period, students must meet the minimum SAP requirements, or they will lose eligibility for Title IV student aid funds. A student rendered ineligible for Title IV student aid funds must determine alternative methods of funding their continued education; otherwise, he/she may be withdrawn from the program.

Veteran Students: VA students' failure to meet the academic probation terms will result in administrative withdrawal/termination of VA Education Benefits until the next evaluation period. If SAP is not achieved by the next evaluation period, VA Education Benefits will be terminated for the remainder of the program.

Students who have not completed the requirements to graduate by their scheduled graduation date will move to Incomplete status. Incomplete grades set forth by the *Texas Education Code, Section 132.061 (f)* apply. Students who fail to complete graduation requirements within 150% of the normal time frame of their program will be withdrawn.

Evaluation Periods

Arclabs students will be evaluated at the following intervals of their respective programs:

280 Hours: 70 Hours, 140 Hours, and 210 Hours

400 Hours: 100 Hours, 200 Hours, and 300 Hours

900 Hours: 200 Hours, 450 Hours, 700 Hours, and 850 Hours*

1300 Hours: 200 Hours, 450 Hours, 700 Hours. 900 Hours, 1100 Hours*

**The 450-hour SAP is a Financial Aid SAP (FASAP) evaluation for both the 900 Hour Advanced Welding and 1300 Master Welder programs; the 1300 Hour Master Welding program also has a Financial Aid SAP (FASAP) at 900 hours.*

Students struggling to meet attendance and/or academic requirements may be subject to additional follow-up evaluations as determined by the institution.

Probation:

If a student fails to meet the cumulative 100% attendance and/or 70% grade average at any evaluation period, he or she will be placed on probation for the next evaluation period. If the student has satisfied the required attendance and academic standards during the probation period, he or she will be removed from probation.

Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling, as appropriate, when they are placed on probation. Failure to meet the academic probation terms could result in an administrative withdrawal from the program. The institution

will attempt to notify a student by phone, email, and/or postal mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

Title IV Students: Students enrolled in the 900 Hour Advanced Welding program and using Title IV funds who are not meeting the attendance or grade average at the 450-hour FA SAP evaluation point (450 scheduled hours) within their program will be placed on FA Warning until the next payment period. Students are still eligible for Title IV funds during the next payment period while on FA Warning.

Students enrolled in the 1300 Hour Master Trainer program and using federal financial aid must meet FA SAP requirements at the end of each payment period – 450 and 900 scheduled hours – and students who fail to meet these requirements will automatically be placed on Financial Aid Warning for the next payment period. Students will continue to receive Title IV student aid funds while on Financial Aid Warning status. At the end of the Financial Aid Warning period, students must meet the minimum SAP requirements, or they will lose eligibility for Title IV student aid funds. A student rendered ineligible for Title IV student aid funds must determine alternative methods of funding their continued education; otherwise, they may be withdrawn from the program.

VA Students: Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed the following amounts of class contact hours: 130 hours for the Master Welder program; 90 hours for the Advanced Welding program; 40 hours for the Welding program; and 28 hours for the Specific Process Welding program. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance.

Appeal Process:

Students requesting appeal of dismissal from school:

The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. The appeal should be addressed to the Executive Vice President. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Executive Vice President will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institution's receipt of the appeal. The decision of the Executive Vice President is final.

A student reinstated upon appeal is placed on probationary status for the next evaluation period, during which time he/she must meet the terms and conditions set out in the Executive Vice President's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained. For Title IV students, if Title IV financial aid

was suspended for failure to achieve SAP during the payment period, when the student returns in a probationary status Title IV financial aid will continue to be suspended. At the end of the probation term, if the student is meeting SAP standards, the student will qualify for Title IV aid in the next payment period.

Maximum Time Frame:

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Maximum Time Frame in Weeks:

280 Hours = 12 Weeks
400 Hours = 18 Weeks
900 Hours = 39 Weeks
1300 Hours = 54 Weeks

Transfer and Readmitted Students:

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. Example: If the student transfers in 400 hours, he or she must complete 500 hours at the institution for the 900 Hour Advanced Welding Program (400/35 hours per week = 11.43 weeks), and the maximum time frame is 11.43 weeks x 150% = 17.15 weeks. Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the institution.

Arclabs Grading Policies:

Grading Scale:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

Method of Evaluation:

Written Test Score Average- 20%
Welding Performance Average- 60%
Participation- 10%
Safety Practices- 10%

Instructors will be covering material in both the classroom and welding lab. Written tests will be given for the material covered, and students will also have welding and cutting performances for grades. Instructors will grade tests and notify students of their grades within two class days.

Arclabs strives to provide adequate assistance to students who are struggling academically while also maintaining a regular rate of progression through the program.

Arclabs wants to see each student succeed in welding but also understands that welding is not a career for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will advise the student of his or her progress within two class days. Students will be aware of the progress they have made with the written tests and welding performance evaluations.

Progress Reports:

Progress Report times:

280 Hours	70 Hours, 140 Hours, and 210 Hours
400 Hours	100 Hours, 200 Hours, and 300 Hours
900 Hours	200 Hours, 450 Hours, 700 Hours, and 850 Hours
1300 Hours	200 Hours, 450 Hours, 700 Hours, 900 Hours, and 1100 Hours

Students struggling to meet attendance and/or academic requirements may be subject to additional follow-up evaluations as determined by the institution.

At the time of the program progress report, the student will have a conference scheduled with the instructor to discuss areas of improvement and recommendations.

If a student is failing to meet the given objectives, a conference with the student, instructor, and a school administrator may be scheduled to discuss possible solutions for the student. The student may be placed on probation until improvement is demonstrated.

All progress reports are kept in the student files.

Student Satisfaction:

Arclabs students' satisfaction is measured by program feedback forms as an ongoing effort to obtain feedback from students across all schools in a systematic way. Understanding students' experiences and satisfaction is important in our efforts to enrich the student experience and to make Arclabs a more student-centered school. This effort provides the school with an overview and serves as a diagnostic tool to make improvements to our programs and services.

Student satisfaction reflects the effectiveness of all aspects of the educational experience. The goal is for all students who complete a course to express satisfaction with course rigor and fairness along with instructors and support staff. Effective instructors help students achieve learning outcomes that match course and learner objectives by using current welding practices and procedures. Students are satisfied through certifications earned and employment achieved.

Effective practices may be analyzed through student and alumni surveys, referrals, testimonials, employer surveys or other means of measuring. Student satisfaction surveys are given to all students at the midpoints and ends of their courses. Student satisfaction is the most important key to continued learning and success in the welding field. All feedback forms and surveys are reviewed by the leadership teams.

Instructor Office Hours:

Instructors and administrative staff are always available to assist students for academic advising. All instructors who teach daytime students have scheduled office hours from 3:00 pm to 3:30 pm, Monday through Thursday, by appointment. Office hours for second shift instructors are from 3:00 until 3:30 pm (FT instructors) and 5:30 pm until 6:00 pm (PT instructors), Monday through Friday by appointment. All administrative staff will be available Monday-Friday, by appointment.

Student Resource Area:

Each Arclabs location is equipped with a Student Resource Area that is a physical hub to foster academic, educational, and social activity and provide a supportive environment for daily student life. Our student resource areas are equipped with student computers for resume writing and job searching. Our administrative staff are available to assist with academic support services by appointment.

By providing a wide range of materials on welding procedures, resume writing, job search skills, and many more, we strive to assist our students in every way possible.

Attendance:

Excellent attendance is an expectation of all students at Arclabs. Daily attendance is especially important for our students to gain the maximum amount of knowledge needed to obtain a career in welding. When you miss class, you will not only fall behind in new material, but you miss the hands-on welding training that will improve your opportunity for success. It is important to attend class to receive continual learning and develop or refine your skills. Your attendance in the classroom is a very good indicator of what an employer can expect when you get on the job. Your future employer will be inquiring about your attendance, and we know from experience they will be looking for students with perfect or near-perfect attendance.

Working with industry, we have established the following attendance policy to prepare our students for what will be expected of them during future employment. All students are expected to be at the school and prepared for class by their appointed start times. If a student is going to be late for any reason, the student must call the instructor prior to his/her start time. All attendance and absences are recorded daily.

Our Standards:

A student must achieve 100% cumulative attendance to meet satisfactory academic progress and must complete all program hours for graduation. The attendance rate is calculated by physical attendance plus excused absences. A student must have at least 90% physical attendance of the scheduled class hours per payment period and can have up to 10% excused absences per

payment period. If you are going to be tardy or absent, you are expected to call the school to advise the instructor.

Tracking:

Attendance is tracked every day by FAME's Student Mobile App. Students must scan in via QR code when they arrive at the school; students are also expected to scan out/in for lunch breaks and ending their shifts. This attendance tracking software downloads time into the student information system at regular intervals throughout the day, and administrative staff work with students on any discrepancies. The cumulative attendance will be reported to the students on each evaluation report.

Tardiness and Early Departures:

Students are expected to be in class on time every day. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. Students who arrive for class after the scheduled start time are considered tardy; students who depart before the scheduled completion time are considered to have departed early. Time missed due to a tardy or early departure counts against a student's cumulative attendance requirement, and students with attendance that drops below 100% at any evaluation point in their programs will be placed on Attendance Probation for the next evaluation period or until the end of their programs, whichever comes first.

Excused Absences:

Arclabs Welding School allows students to miss up to 10% of their scheduled hours in a payment period. These hours are excused hours, and they do not have to be made up. If students miss more than 10% per payment period, they will be required to make up the hours to graduate.

Attendance Probation:

If you do not have cumulative attendance of at least 100% at any evaluation point in your program, you will be placed on Attendance Probation for the next evaluation period or until the end of your program, whichever comes first.

A student on Attendance Probation must meet the 100% cumulative attendance requirement by the end of his/her probation period. Failure to do so requires a conference with the Campus Director/School Administrator and may result in termination from the school.

VA Students: By authority of Title 38, United States Code 3676 (C) (14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed the following amounts of class contact hours: 130 hours for the Master Welder program; 90 hours for the Advanced Welding program; 40 hours for the Welding program; and 28 hours for the Specific Process Welding program. The

interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance.

Make-Up Hours:

Effective with classes commencing October 2, 2023, make-up time will no longer be available to students; students who began classes prior to this effective date will continue to be permitted to make up time as required for graduation requirements.

Make-up time will be available to students during welding shop hours that fall outside of the students' normal class times. In addition, designated Saturdays throughout the students' programs will be available for make-up time; students are required to register in advance for these Saturdays. Daily time logged that exceeds normal scheduled class hours will be recorded as make-up time in the student information system. Make-up time is to be comparable to the content, time, and delivery of the class time missed. If a student misses a lecture, the student must make up the lecture the next time the module is taught. Only time spent on instructor-approved welding tasks will count as make-up hours.

Consecutive Absences:

A student who is absent for fourteen (14) consecutive calendar days from his/her last date attended (LDA) without an approved leave of absence will be terminated from the program.

Dismissal:

Any student dismissed for attendance related reasons— i.e. consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence—may restart classes after receiving approval from one of the Directors; not all students will qualify to resume classes.

Leave of Absence:

A leave of absence is a temporary break in a student's attendance during which he or she is considered to be continuously enrolled.

1. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with Arclabs consecutive absence policy, he or she must be withdrawn.

2. The leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

3. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for Arclabs to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

4. A leave of absence may be taken for the following reasons: (a) death in the family, (b) a serious illness, or (c) a debilitating injury. Any request for a reason not specifically listed must be approved by the Vice President or the Campus Director. Documentation is required in order to have the leave request granted.

5. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. Failure to return to class as scheduled will result in an immediate withdrawal from the program.

6. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

7. A leave of absence may affect student financial benefits, including, but not limited to, military education benefits and federal student aid; however, the student will not incur any additional charges as a result of the leave of absence.

8. The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of Arclabs' curriculum.

Inclement Weather Policy:

Occasionally, the school areas experience bad weather – snow and ice, flooding, hurricanes, etc. – making it difficult for employees and students to get to the campus. Normally, Arclabs does not cancel classes due to bad weather. On those rare occasions when conditions indicate that a delay or a cancellation is necessary, an official announcement will be broadcast on local television stations, our website, and/or our social media pages. The announcement will state that classes either will be delayed on the schedule listed below or will be cancelled for a specific period of time. In the event the school is not officially closed, students experiencing problems (icy roads, dead battery, flooded roads, etc.) should contact their instructor for reporting instructions.

Weather Delay Schedule:

Day classes will meet at 9 am when the school observes a two-hour delay schedule. Any class time missed due to inclement weather (delay/full day cancellation) will be scheduled for make-up on a designated Saturday outside of regular class time hours. Students who do not attend the designated make-up day will have those hours counted as missed time.

Make-Up Work:

Students must arrange with the instructor to ensure all work is made up in a timely fashion. Students who miss a test must schedule the missed test with the instructor. All arrangements are subject to approval by the school's administrators.

Probation:

Upon being placed on probation, the student and the instructor will have a conference regarding

the Attendance Policy. The instructor will reiterate the importance of being in class every day, on time and the satisfactory academic policy.

Termination of Training:

Arclabs reserves the right to terminate training, place on probation, suspend, or dismiss any student based on unsatisfactory performance, unexcused absences, or failure to comply with published rules. Any student with an open container of alcohol, drugs, or weapons on the school grounds is subject to immediate dismissal. Any student cheating on skill or written tests is also subject to immediate dismissal.

Note: The use, sale, or possession of illegal drugs or firearms will result in immediate dismissal and notification of proper authorities. Arclabs has a "no firearms policy." No person shall possess, have under his or her possession or control, convey or attempt to convey, a deadly weapon or dangerous ordnance onto Arclabs premises.

Withdrawals:

A student may voluntarily terminate training at any time by completing a Complete Withdrawal Form, which is available within the administrative offices of each school. A student who is unavailable to complete this form may also verbally notify the school of the intent to withdraw, and preferably, the student can confirm this notification in writing via an email to a school administrator.

A Complete Withdrawal Form will be completed by a school administrator when the school determines a student has violated a policy that warrants an institutional withdrawal of the student. Every attempt will be made to contact the student to discuss the withdrawal and acquire the appropriate student signature on the form. However, due to timely refund processing requirements, an institutional withdrawal will still be processed without a student signature if the student cannot be reached in a timely manner.

Course Incomplete/Withdrawal (Texas only):

A student may voluntarily, verbally or in writing, terminate training at any time. Any unused money would be refunded according to the school policies. A student who starts a class and officially withdraws before the class is 30% completed will receive an incomplete for the class. A student who starts a class and officially withdraws after the class is 30% completed will receive a 0 (F) for the class. The effective date of any termination or withdrawal is the last date of attendance. Under *Texas Education Code, Section 132.061 (f)* a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

Reentry:

A dismissed student may be readmitted at the discretion of the institution based on a review of individual circumstances. Students may be required to fulfill certain requirements to return, such as making payments or agreeing to an attendance and/or academic plan. If you are dismissed, or

you withdraw from the institution, you may petition for re-enrollment. If your petition is approved, you may apply for admission. Students who are re-enrolling within one year's time from their last date attended will have the application fee waived.

Texas Students: Under *Title 40, Texas Administration Code, Section 807.221-224* students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed.

Tuition and Fees:

Application Fee

Application Fee (due with application for enrollment)..……...……$50

Application fee is waived for Veterans with non-dishonorable discharge DD-214s or Active-Duty or National Guard Military members with current, valid military ID. Non-refundable.

Tuition

Due prior to class start; or, financial arrangements and/or signed payment plan must be on file.

280 Hour Specific Process Welding Course..……..…….……..…$5,880
400 Hour Welding Course*...……..……...…….……..…..$8,400
900 Hour Advanced Welding Course..…..……...…….……..……$18,900
1300 Hour Master Welder Course..…..……....$25,000

Welding Lab Fees

1300 Hour Master Welder Lab Fee……..……..$1,200

Welding Supplies

Optional. Due prior to class start; or, financial arrangements and/or signed payment plan must be on file. Non-refundable.

Welding Tool Kit...…….…….…….……..……...$650
Advanced Welding Tool Kit.....…….$950
Master Welder Welding Tool Kit…….$1,200

Student may provide own tools in lieu of purchasing tool kit from Arclabs. All tools on tool kit list required; tools must be approved for use in the welding lab.

Books

Arclabs uses propriety training materials for student training; students are not required to purchase any books for use at the school.

Seminars

Optional. Due prior to class start; must have proper Personal Protective Equipment (PPE). Prices for welding seminars based upon use of carbon steel. Upcharge for use of specialty metals will apply and will be based upon current market price.

OSHA 10 Hours Safety Course (10 Hours, Construction or General Industry)…….$175
OSHA 30 Hours Safety Course (30 Hours, Construction)*..……$450
Advanced GTAW Pipe Seminar (70 Hours)…..……..……..……..……...$1,750
Introduction to Welding Seminar (70 Hours)…….……$1,750
Welder Upskill Seminar (70 Hours) …...…….……..……$1,750

*The 400 Hour Welding program is only available at the Rock Hill, SC and Houston, TX locations. The OSHA 30-Hours Safety Course is not offered at the Houston, Texas campus.

Tuition and fees are subject to change without notice.

Payment Schedule:

The application fee, if not waived or covered by a third party, must be paid at the time you submit your enrollment paperwork. Tuition and supplies fees, if applicable, must either be paid in full or payment arrangements made by the start date of your class. If payment or payment arrangements are not made by this date, the student will not be allowed to start class. Balances must be paid in full by graduation date unless otherwise approved by an Arclabs Welding School Director.

You may pay by check, money order, travelers' check, VISA, MasterCard, AMEX, or Discover Card. For companies or agencies sponsoring students, the school will invoice against vouchers or purchase orders. Students will not be allowed to attend class until proper documentation is received. Students are responsible for any remaining balances not covered by their company, sponsoring agency or funding source, where applicable. Students will be charged a fee for any checks returned due to insufficient funds.

Financial Aid Assistance:

Arclabs Welding School is eligible to participate in the William D. Ford Federal Direct Loan program, the largest federal student loan program. Under this program, the U.S. Department of Education is your lender.

Arclabs is approved to offer federal financial aid assistance under the following Title IV programs: Pell grants, Subsidized and Unsubsidized Direct Loans, Plus Loans, and the Federal Supplemental Educational Opportunity Grant (FSEOG) Program. The class offerings under which Arclabs is approved to offer federal financial aid assistance are the 900 Hour Advanced Welding and the 1300 Hour Master Welder programs.

Federal Pell Grant- This is a need-based grant to help cover the costs of higher education at a career school or college. Pell Grant eligibility is determined by an assessment of the student's/spouse's/parent's income and assets and the resulting Expected Family Contribution (EFC). Pell Grants do not need to be repaid unless you withdraw from school and owe a refund.

Federal Direct Subsidized Loan- Loans made to eligible undergraduate students who demonstrate a financial need to help cover the costs of higher education at a college or career school. The government pays the interest while the student attends school, for the first six

months after you leave school (referred to as grace period) and during a period of deferment (a postponement of loan payments). The US Department of Education is your lender.

Federal Direct Unsubsidized Loan- Loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible. The student is responsible for paying the interest during all periods. If you do not pay interest while you are in school, during grace periods or during deferment periods, interest will be added to the principal of you loan. The US Department of Education is your lender.

Direct Parent Plus Loan- Loans made to parents of dependent undergraduate students or graduate/professional students to help pay for education expenses not covered by other financial aid. The borrower must not have an adverse credit history. The maximum loan amount is the cost of attendance at Arclabs minus any other financial aid received. The US Department of Education is your lender.

Eligibility

To apply for financial aid, you must meet the following eligibility requirements:

- Be a U.S. Citizen with a valid Social Security number (or eligible noncitizen)
- Have a high school diploma or General Equivalency Degree (GED)
- Be enrolled in Arclabs 900 Hour Advanced Welding or 1300 Hour Master Welder Program
- Complete the appropriate application and forms, including the FASFA registration
- Provide all necessary supporting documentation
- Maintain satisfactory academic progress
- Do not owe a refund on a federal student grant or be in default of any federal student loan
- Not have been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining federal student aid

Federal Supplemental Educational Opportunity Grant (FSEOG) Program- This is a grant program that provides awards to undergraduate students who demonstrate exceptional financial need to assist paying for their education. Awards do not need to be repaid. Students are considered to have exceptional financial need if they have Estimated Family Contributions (EFCs) of zero ($0). For FSEOGs, the eligibility requirements above must be met by the student, and the student must have been awarded a Pell Grant to qualify. Awards will be directly credited to the school.

Loan Terms and Conditions

Details about Direct Loans including loan amounts, interest rates, repayment plans and other terms and conditions can be found at the following website:
https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized

The types of Direct Loans available, eligibility requirements for financial assistance, and other financial aid program information can be found in our Federal Financial Aid Program (Title IV)

Disclosures, which are available in our administrative office. Arclabs policies and procedures for administering financial aid can be found in the Arclabs Financial Aid Policy and Procedures Manual, which is available to view in our administrative office or online under Student Resources on the bottom of the home page. If you have questions about the financial aid process or need help completing the FAFSA, please contact a Financial Aid Administrator at 1.877.647.4111 or call your local campus.

Percentage of Students Receiving Title IV Federal Financial Aid

For the period of July 1, 2021 through June 30, 2022, the percentage of full-time, first-time degree/certificate-seeking students awarded any Title IV Federal Financial Aid was 83%, and the percentage of full-time, first-time degree/certificate-seeking students awarded Pell Grants was 69%.

Other Funding Available

State Funding

Arclabs is a South Carolina and Texas State Approved Training Provider. Because of this, students who are unemployed or underemployed may possibly qualify for Workforce Innovation and Opportunity Act (WIOA) funding. To learn more about this type of funding and to see if you qualify, in South Carolina please visit your local SC Works office, and in Texas visit your local Texas Workforce Commission office or contact one of our school locations.

Veterans Benefits

All Arclabs locations are approved to accept Veterans benefits including the GI Bill® and Veterans Readiness and Employment (VR&E) benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Climb Loans

Arclabs has partnered with Climb Credit to offer financing for students. Climb is a private, third-party company that offers financing options to students with various credit profiles. These loans offer financing to students who would otherwise not be able to afford tuition.

Scholarships

Arclabs offers and/or accepts a variety of scholarships for students. Please see the Financial Aid office at your local campus for more information and eligibility requirements.

Payment Plans

Arclabs offers payment plans. Please contact your local campus for more information.

FINANCIAL AID IS AVAILABLE TO THOSE WHO MEET THE ELIGIBILITY REQUIREMENTS OF THE INDIVIDUAL FUNDING SOURCE, AND NOT ALL FINANCIAL

AID SOURCES ARE AVAILABLE FOR ALL PROGRAMS OR LOCATIONS. PLEASE CONTACT YOUR LOCAL CAMPUS FOR DETAILS.

NOTE THAT STUDENTS OR PARENTS OF STUDENTS WHO ENTER INTO AN AGREEMENT FOR A DIRECT LOAN WILL HAVE THE LOAN INFORMATION SUBMITTED TO NSLDS AND THE LOAN INFORMATION WILL BE ACCESSIBLE BY AUTHORIZED AGENCIES, LENDERS AND INSTITUTIONS.

Federal Financial Aid Programs (Title IV) are only available for the 900 Hour Advanced Welding and 1300 Hour Master Welder programs. Additional information on direct loans is available by speaking with one of our Financial Aid representatives at your local campus.

Method of Collecting Delinquent Tuition or Monies Owed:

Collection Policy

The mission of the Arclabs Collections Office is to effectively collect outstanding receivables owed to Arclabs, thereby insuring sound fiscal management. Effective collection means, a controlled and consistent method of collection by the Business Office, resulting in reduced delinquencies and write-off. Payment-in-full is always the primary goal and supports the Arclabs policy. Arclabs mission of providing above-standard service to its customers should not be adversely affected by the Collection policy.

Collection Agency Referral

The use of a third-party to collect delinquent receivables may be necessary. Collection procedures have been developed to ensure consistent use of this collection mechanism.

Small Claims Court

Utilization of Small Claims Court is one of many collection tools used to effectively collect outstanding receivables. Collection procedures may also incorporate the use of litigation to maximize the collection effort.

Telephone and Email Collections

A goal of the collection procedures is to provide more support to internal collections on delinquent accounts prior to the referral to a third-party collection agency or small claims suit. The goal of increased telephone and email contact is to enhance the collections process earlier. Telephone contact is preferred over email use; however, in certain situations, email may be effective. An attempt to increase customer contact will supplement the existing collections process.

Institutional Refund and Cancellation Policy For South Carolina Students

Refund computations will be based on scheduled clock hours of class through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class.

Refund Due Dates

1. If an applicant never attends class (no-show), cancels the contract prior to the class start date or cancels during the trial enrollment period, all refunds due will be made within forty (40) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

2. For an enrolled student, the refund due will be paid within forty (40) calendar days from the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, according to the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student's tuition is sponsored by an outside agency and the agency owes Arclabs money at the time of a withdrawal notice, then the refund will be processed after the payment is received from the authorizing agency.

Cancellations

1. **Rejection of Applicant**: If an applicant is rejected for enrollment by Arclabs, a full refund of all tuition paid will be made to the applicant.

2. Program Cancellation: If Arclabs cancels a program subsequent to a student's enrollment, Arclabs will refund all payments made by the student.

3. Cancellation During the Trial Enrollment Period, Prior to the Start of Class or No Show: If an applicant accepted by Arclabs cancels during the trial enrollment period, within three days (72 hours) of signing the enrollment agreement or does not show for class, Arclabs will make a full refund of tuition money paid.

4. Cancellation After the Start of Class: After classes begin, during the first 60% of the academic year, Arclabs will refund to the appropriate party a pro rata portion of tuition charged, less $100, for the scheduled clock hours of class through the last date of attendance. After the first 60% of the academic year, Arclabs may consider refunds in cases of mitigating circumstances such as those that directly prohibit pursuit of a program and which are beyond a student's control: serious illness of the student, death in the student's immediate family, or active-duty military service including active duty for training. The school will make refunds within 40 days after the effective date of cancellation.

Institutional Refund and Cancellation Policy for Texas Students

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first five scheduled class days (the trial enrollment period), except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated

separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:

(a) The last day of attendance, if the student is terminated by the school;
(b) The date of receipt of written notice from the student; or
(c) Fourteen calendar days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program.

4. If a student enters a residence program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of

the course or program.

7. A full refund of all tuition is due and refundable in each of the following cases:

(a) An enrollee is not accepted by the school;

(b) If the course of instruction is discontinued by the school and this prevents the student from completing the course;

(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school; or

(d) If the student withdraws during the trial enrollment period.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Refund Policy for Seminars for Texas Students

1. Refund computations will be based on the period of enrollment computed on basis of course time in clock hours.

2. The effective date of termination for refund purposes will be the earliest of the following:

(a) the last date of attendance; or

(b) the date of receipt of written notice from the student.

3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than $100 shall be retained by the school.

4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.

5. A full refund of all tuition and fees is due in each of the following cases:

(a) an enrollee is not accepted by the school;

(b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or

(c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and
(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

Withdrawal and Return of Title IV Funds (R2T4) Policy

How a Withdrawal Affects Financial Aid

Federal Title IV student financial aid programs are awarded under the assumption that a student will remain enrolled for the entire 900 or 1300 clock hours for which the funds were awarded. Federal regulations require a recalculation of financial aid eligibility if a student withdraws or stops attending school prior to completion of 900 or 1300 clock hours.

When a student withdraws prior to completion of the program, regardless of the reason, s/he may no longer be eligible for the full amount of Title IV funds originally awarded. Depending on how long a student was enrolled, the student and/or school may have to return funds to the federal government. The return of funds to the federal government is based on a specific formula that calculates the amount of Title IV funds earned and compares that to the amount of Title IV funds disbursed to the student. If the amount disbursed to the student is greater than the amount the student earned, the funds must be returned. If the amount disbursed to the student is less than the amount the student earned, s/he may be eligible to receive a post-withdrawal disbursement of the aid that was not received. The formula that calculates financial aid earned is based on a pro-rata schedule comparing the number of clock hours during which s/he remained enrolled to the number of clock hours in the academic year. Once a student reaches the 60% point in the academic year (540 scheduled hours in academic year one or 240 scheduled hours in academic year two), the student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

NOTE: Arclabs institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from Arclabs will have no impact on the amount of Title IV aid that the student may be required to return to the federal aid programs.

How Earned Financial Aid is Calculated

Financial aid recipients “earn” the aid they originally received by remaining enrolled. The amount of federal assistance earned is based on a pro-rated system. For instance, if the student attended 25% of the academic year, s/he earns 25% of the assistance the student was scheduled to receive. Arclabs is required to determine the percentage of Title IV aid “earned” by the student and return the “unearned” portion to the appropriate federal aid programs. Arclabs must return the unearned funds no later than 45 days from the date the institution determined the student withdrew. The R2T4 calculation is completed by the Business Office.

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- The percent earned is equal to the number of scheduled hours completed up to the withdrawal date divided by the total number of hours in the program assigned for the period of enrollment in the academic year (900 clock hours in academic year one and 400 clock hours in academic year two).
- The percent unearned is equal to 100 percent less the percent earned.

Process for Withdrawal and Determination of Withdrawal Date

A student who wants to officially withdraw from Arclabs should contact the appropriate school official at the branch location and complete the Arclabs Complete Withdrawal Form. The Withdrawal Form will document the student's reason(s) for withdrawing and will be signed by the student and appropriate school official. A student who is unavailable to complete this form may also verbally notify the school of the intent to withdraw, and preferably, the student can confirm this notification in writing via an email to a school administrator. Additionally, the institution may withdraw a student for failure to maintain attendance requirements, failure to maintain Satisfactory Academic Progress, failure to pass a random drug screen, failure to comply with the policies and standard of conduct outlined in the Student Handbook or for other reasons outlined on the Arclabs Complete Withdrawal Form (unofficial withdrawal).

The withdrawal date used in the R2T4 calculation is the actual last date of attendance as determined by attendance records in Arclabs Student Information System (SIS).

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's attendance in the institution's program of study. A LOA is not considered a withdrawal if the student complies with the Arclabs policy for requesting a LOA. See the Arclabs LOA policy in the Student Handbook.

R2T4 Process

- When a student withdraws from the institution, a copy of the withdrawal form and attendance records will be sent to the Business Office. The latest date of attendance in the course in which the student was enrolled will be used as the withdrawal date for R2T4 purposes.

- The Business Office determines the amount of Title IV aid originally awarded and whether it is "disbursed" or "could have been disbursed." The Business Office determines the student's original tuition and fees and other charges.

- An R2T4 worksheet is completed using the above data. The period of enrollment in the academic year will be used as the basis for the calculation in the worksheet.

- The Business Office will post the recalculated amount of aid for which the student is eligible (as per the results of the R2T4 worksheet) to his/her student account in the SIS. The recalculated aid will be communicated to the student in person, via e-mail or through US mail.

- A copy of the worksheet is maintained in the Financial Aid Office and made part of the student's record.

- If the student receives (or Arclabs receives on the student's behalf) excess Title IV funds that must be returned, Arclabs must return a portion of the excess equal to the lessor of:
    - The amount of the student's unearned Title IV aid.
    - The amount of institutional charges assessed for the period of enrollment in the academic year multiplied by the percentage of unearned funds.

- If excess Title IV funds are greater than the amount returned to the federal government by Arclabs, the student must return the remaining unearned funds.

Institutional Refund Policy

Arclabs has an institutional Refund and Cancellation Policy, which is separate from the R2T4 calculation and return of Title IV funds policy. Therefore, a student may owe the school money for unpaid institutional charges calculated under the Arclabs policy that the school was required to return because of the R2T4 calculation.

The Institutional Refund and Cancellation Policy can be found in the Student Handbook.

Post-Withdrawal Disbursement

The R2T4 calculation may result in the student's eligibility to receive a post-withdrawal disbursement. If this occurs, the disbursement will be made from available grant funds first, then from available loan funds. The institution may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. If a student or parent (under Direct Parent Plus Loans) is entitled to a post-withdrawal of loan funds, s/he will be contacted via e-mail and/or US Mail by the Financial Aid Office. Written authorization from the student or parent will be requested and is required before loan proceeds can be processed and awarded to the student or parent. The student or parent may choose to decline some or all of the loan funds so the student or parent doesn't incur additional debt. However, if the student owes a balance to the institution, the student may want to authorize the loan disbursement to pay those charges in order to avoid having a payment to the institution in addition to the Federal Loan payment.

As stated above, Arclabs may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. The school needs the student's permission to use these funds for any other school charges.

Withdrawing Prior to the 60% Point of an Academic Year

Unless and until a student completes 60% of the enrollment period in an academic year in which financial aid was awarded, the student will be required to return all or part of the financial aid originally awarded for the academic year.

When a Student Fails to Begin Attendance

If financial aid is processed for a student who never begins attendance in the course for which s/he registered, all aid will be canceled.

When a Student Fails to Meet Satisfactory Academic Progress

If a financial aid recipient who has not officially withdrawn consistently fails to meet Arclabs Satisfactory Academic Progress Policy, the institution will administratively withdraw the student for unsatisfactory academic progress. The Business Office will determine whether the student actually established eligibility for the aid originally awarded. The last date of attendance will serve as the withdrawal date for the R2T4 calculation and the financial aid originally awarded will be recalculated.

Order of Return of Title IV Funds

In accordance with federal regulations, unearned aid will be returned to the federal programs in the following order:

- Federal Direct Loans: Unsubsidized, then Subsidized
- Federal Direct Parent Plus Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

Information Regarding Loan Repayment

The R2T4 calculation may result in the responsibility of a student and/or parent to return additional loan amounts directly to the US Department of Education. The promissory note signed by the borrower outlines the loan repayment obligations and the student or parent must repay the loan in accordance with the terms (i.e. the student/parent will make scheduled payments to the holder of the loan over time). The student should contact the servicer or the US Department of Education with any questions.

Consequences of Non-Repayment

Students who owe the US Department of Education for an overpayment of Title IV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements are made with the US Department of Education.

Students who owe Arclabs for unpaid institutional charges resulting from a withdrawal will be placed on a financial hold. These students will not be allowed to receive academic transcripts or certain certifications until the balance is paid.

Maintaining Student Files and Confidentiality

Student File Storage

Arclabs adheres to the requirements of the Family Educational Rights and Privacy Act of 1974 to ensure confidentiality of and access to students' personal records. Procedures to maintain confidentiality regarding students' records are taken seriously by all Arclabs staff members.

Student records for the current school year are stored in locked cabinets at all campuses. Student files are transported to the main campus after the completion of the file year for South Carolina schools. Student records for the Texas school are stored in locked cabinets at the branch location after the student graduates. New applications are stored in the Admissions Office in locked cabinets. All personnel offices are locked at night and when unoccupied.

The method of destroying hard copies of all information pertinent to students' records is shredding. Every effort is made for the protection of social security numbers contained in records to prevent misuse of any personal information. All documents are destroyed in a manner to protect confidentiality of information.

Student records are maintained for at least five years after graduation or conclusion of the class. Students' academic records are maintained permanently. Completers of Arclabs can obtain a copy of their academic records by contacting our main campus at 1.877.647.4111 and submitting a written request.

Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law enacted to establish procedures for disclosing information contained in student records and to protect the privacy of these records. The Act applies to currently enrolled students beginning at the point of deposit ("fee paid") and former students but does not apply to individuals who have applied for admission, but never attended Arclabs. Applicants for admission who are denied enrollment or who are accepted but do not deposit do not have a right to review their records.

Information obtained on a former student subsequent to graduation or termination of enrollment is not covered under the Act (e.g. data accumulated on alumni). All rights under the Act cease when a person dies – the school will decide on an individual basis what records of deceased students can be released and to whom they will be released.

Arclabs will notify students annually of their rights under the Act by publishing such information in the school catalog. That notice will inform the student that a complete policy is available from the Admissions Office.

Currently enrolled and former students have a right to inspect their educational records upon written request. Students must request permission in writing to inspect their records and must present that request to the corporate office. The records will be made available to the student for inspection not more than 30 days following the request. A school staff member will be present while the student inspects his or her records.

Definitions:

- A school official is a person employed by Arclabs in an administrative, staff or faculty position.

- Education records are defined as anything that directly identifies a student and are maintained as official working files by the school. Education records may include:
  - Class Lists
  - Grade Rosters
  - Computer Printouts
  - Welding Tests
  - Student Schedules
  - Documents in the Office of the Administrator
  - Class Objectives
  - NCCER Documentation

- AND anything that contains the following:
  - NCCER ID Number
  - Social Security Number
  - Grades
  - Test Scores
  - Objectives Achieved

The following files are NOT considered educational records under FERPA:

- Records about students made by instructors, professors, and administrators for their own use and not shown to others (sole possession records)

- Employment records, except where a currently enrolled student is employed as a result of his or her status as a student

- Records that contain only information relating to a person's activities after that person is no longer a student at the school

- Financial information submitted by parents(s)/guardian(s)

- Confidential letters and recommendations placed in the student's record if the student has waived in writing his or her right to inspect those letters and recommendations. Students may revoke a waiver at a later time, but any such waiver must be in writing and is only effective with respect to actions occurring after the revocation.

For information about educational records, contact the office in which the records are kept.

Types of educational records maintained by Arclabs are as follows:

- Office of Admissions – Application for admission, academic records from past schools attended, recommendations, and related documents. These records are transferred to the Office of the Registrar/Academic Services after the student is enrolled.

- Office of Financial Aid– Financial Aid applications, records of financial aid awarded, and related documents.

Unless otherwise required by law, Arclabs transcripts will not be issued to students who are delinquent in paying school charges for programs or who are behind in financial loan repayments. Copies of education records (e.g. transcripts) which were issued by other education institutions will not be provided unless authorized by the Executive Vice President.

If Arclabs determines there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from educational records to any person whose knowledge of the information is necessary to protect the health or safety of the student or others, provided that Arclabs will only exercise this authority for the duration of the emergency.

Arclabs will maintain a record of requests for access to and disclosure of a student's non-directory information to anyone other than the student, school officials with a legitimate educational interest, a party with the student's written consent, or a party seeking or receiving the records as directed by a court order or lawfully issued subpoena that directs the school to refrain from disclosing the contents of the subpoena or the information furnished in response to the subpoena. A student may inspect the record of disclosure which will be kept by the office in which the record is maintained unless such inspection is prohibited under the terms of a court order or lawfully issued subpoena.

If a student believes that information in his or her record is inaccurate, misleading, or otherwise in violation of his or her privacy rights, he or she may request that a change in the record be made. Such a request must be in writing and submitted to the Executive Vice President. If the student disagrees with the action taken, he or she may make a written request to that official for a hearing to contest the record. A hearing will be conducted within three weeks of the written request (or as soon thereafter as is practicable) with the student having an opportunity to present all relevant evidence. The hearing panel will consist of the school official in charge of the record in question and two other officials selected by the Executive Vice President. The student will be notified within two weeks of the hearing (or as soon thereafter as is practicable) as to the decision of the official or hearing panel. The decision of the hearing panel is final.

If the student disagrees with the action taken by the hearing panel or official, he or she may place a statement in his or her educational record giving the reasons for disagreeing with the decision.

Complaints:

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint

is about a general school policy over which the instructor has no jurisdiction, then the student may contact the Campus Director or the Executive Vice President for mediation.

If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education or the Texas Workforce Commission.

If students have complaints about a classroom situation, they should first attempt to resolve the situation with the instructor. If resolution cannot be made with the instructor, or if the complaint is about a general school policy over which the instructor has no jurisdiction, then the student may contact the Campus Director or the Executive Vice President for mediation.

If the complaint cannot be resolved at the school level through its complaint procedure, students may contact the South Carolina Commission on Higher Education or the Texas Workforce Commission.

Students are not subject to unfair action or treatment as a result of the initiation of a complaint. Arclabs Corporate Office will make every effort the resolve student complaints.

Arclabs Corporate Director:
Heidi Bray
2615 Highway 153, B-3 | Piedmont, SC 29673
Phone: 864.236.9995
Heidi.Bray@arclabs.com

South Carolina Students:
The complaint form for the South Carolina Commission on Higher Education
is available at the following link:
https://che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Complaint_Procedures_and_Form.pdf

Mail the complaint and required documentation to:
SC Commission on Higher Education Academic Affairs
Attn: Student Complaint
1122 Lady Street, Suite 300 | Columbia, SC 29201
Or E-mail: submitcomplaint@che.sc.gov

Texas Students:
The complaint form for the Texas Workforce Commission is available at the following link:
https://www.twc.texas.gov/files/jobseekers/csc-401b-general-school-complaint-form-twc.docx#:~:text=Please%20call%20us%20at%20phone,.state.tx.us.

Mail the complaint and required documentation to:
Texas Workforce Commission
Career School and Colleges, Room 226T
101 East 15th Street | Austin, Texas 78778-0001

Phone: 512.936.3100 | Fax: 512.936.3111
Email: career.schools@twc.state.tx.us

ACCET Document 49.1 – Notice to Students: ACCET Complaint Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student) Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

Online Complaint Submission Form

Section 504 Grievance Procedure:

It is the policy of Arclabs Welding School not to discriminate on the basis of disability. Arclabs Welding School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Section 504 Coordinator – **Heidi Bray, Executive Vice President, 864.236.9995, Heidi.Bray@arclabs.edu** – who has been designated to coordinate the efforts of Arclabs Welding School to comply with Section 504.

Any person who believes he or she has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Arclabs Welding School to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 45 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

- The Section 504 Coordinator (or her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Arclabs Welding School relating to such grievances.

- The Section 504 Coordinator will issue written decision on the grievance no later than 30 days after its filing.

Job Placement:

Arclabs strives to have job placement for all our graduates. A job preparation course is taught in all programs, excluding seminars. Resume writing and interview skills are reviewed with all students. Arclabs' administration assists graduates in preparing resumes, conducting employment searches, attending interviews, and preparing for employers' weld tests.

Prospective employers are invited throughout the program and to graduation and given time to interview graduates. Resumes are provided to students for interviewing. A job seekers board is located at each school for students to review open positions. Previous students have been employed in manufacturing, oil & gas, aerospace, boilermaker, and iron worker positions.

Although Arclabs strives to find jobs for our graduates, it does not guarantee job placement to the graduates. Enrollment in Arclabs or completion of the program does not guarantee employment. If a student has a criminal record, it may prevent the student from obtaining employment in the field.

With the United States government estimating expenditures of approximately $1.6 trillion for infrastructure development and improvement over the next five years, Arclabs graduates will be at the forefront of addressing the shortage of workers capable of meeting that demand.

Arclabs makes no claims or guarantee that credit earned will transfer to another institution.

Arclabs cannot and does not guarantee employment.

Graduate Job Prep Time:

Graduates in good standing are eligible for job preparation practice time. Practice time applies to previously taken welding courses only. Eligibility is eliminated if a graduate has an Arclabs account balance, defaults on a student loan, or causes a disruption with current student training.

Graduates are eligible for up to 20 hours of job preparation practice time that expire six months after the students' graduation dates. Practice time must be scheduled in advance and is subject to booth availability. Graduates are required to supply all necessary welding and safety gear. There is no charge to the graduate for this practice time when welding carbon steel. A materials fee will apply for stainless steel or aluminum coupons.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest
    - Other schools to which a student is transferring
    - Specified officials for audit or evaluation purposes
    - Appropriate parties in connection with financial aid to a student
    - Organizations conducting certain studies for or on behalf of the school
    - Accrediting organizations
    - To comply with a judicial order or lawfully issued subpoena
    - Appropriate officials in cases of health and safety emergencies (The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.)
    - State and local authorities, within a juvenile justice system, pursuant to specific State law

Student Right-To-Know Act:

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically-related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at http://nces.ed.gov.

Arclabs annually publishes this notice, and students and the general public can access each disclosure and related consumer information online at https://www.arclabs.edu/resources/. Students may also request a paper version of this notice by inquiring within the administrative office.

Campus Crime and Safety Information

The goal is to protect the Arclabs community and to reduce campus crime. Help us help you by

taking personal safety steps and by reporting emergencies, suspicious activity and criminal behavior. The federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, 20 USC § 1092(f), requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report, and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year. The crime statistics report is prepared by Arclabs' Compliance Officer in cooperation with school administrators at each campus and the police agencies surrounding each campus. The report contains three years of campus crime statistics.

Campus Security

The School Administration is responsible for the security of students, employees, and the structures on campus. The administrators are responsible for checking all facilities to ensure they are secured. Campus academic buildings are locked outside of normal class hours. Campus academic buildings are opened by an administrator at approximately 6:45 am and are closed at approximately 11:00 pm (SC) or 11:30 pm (TX), Monday through Friday.

Arclabs does not have any on-campus housing or off-campus facilities.

Reporting Crimes and Emergencies

Arclabs' students, employees, visitors, and community members are encouraged to immediately report all emergencies, suspicious activity, and criminal behavior to the school administration and the local police department. All school administrators who receive a crime report will provide the report to the corporate office for further review. Arclabs will take appropriate action based upon the information given and will notify local law enforcement authorities when appropriate. Arclabs does not have any written policies or memoranda of understanding with any local or state enforcement agency for the investigation of alleged criminal offenses.

Arclabs does not accept anonymous reporting of crimes; however, every appropriate effort will be made to maintain confidentiality. Persons wishing to discuss a situation in strict confidentiality may do so by speaking with the corporate directors.

Current Crime Statistics

A list of all criminal incidences reported during the prior three-year period can be viewed on the U.S. Department of Education website at http://ope.ed.gov/security/. Paper copies of this report can be downloaded from our website at https://www.arclabs.edu/campus-security/ or requested from our administrative offices.

Drug and Alcohol Policy

Whether on or off campus, students may not be under the influence, possess or use (without valid medical or dental prescription), manufacture, furnish, or sell narcotic, mood altering, or dangerous drugs controlled by federal, South Carolina or Texas law. Appropriate officials/representatives of the school reserve the right to require a student to show proof of a drug-free condition including drug screening whenever such officials suspect or have reason to

believe that an individual(s) might be engaging in drug use on or off campus. Further, the school and its officials reserve the right to determine what constitutes "suspicion" or "reason to believe" to include common symptoms routinely identified with a person under the influence. The possession or consumption of alcoholic beverages at Arclabs is prohibited. It is also prohibited to be under the influence of alcoholic beverages at any time while at the school.

Violations of the drug and alcohol policy may result in immediate termination from Arclabs Welding School.

Fire Prevention

Fire prevention is a vital objective. To this end, there are a number of restricted objects and activities within campus buildings. These include: no smoking at any time; no candles, incense or other incendiaries; no halogen lamps; no hot plates or other cooking hardware; no unapproved electrical cords; no propane or other fuels; and no covering, tampering or disabling a smoke detector.

Crime Prevention Policy

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act of 2000, which amends *The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, the *Jeanne Clery Act a*nd the *Family Educational Rights and Privacy Act of 1974*, institutes of higher learning are required to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Registry information provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. The following links can be used to search for registered sex offenders in the states of South Carolina and Texas:
http://scor.sled.**sc**.gov/ (South Carolina) | https://records.txdps.state.tx.us/sexoffender/ (Texas).

Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Violence Against Women Act (VAWA)

The Violence Against Women Act (VAWA) was initially passed in 1994. VAWA created the first U.S. federal legislation acknowledging domestic violence and sexual assault as crimes, and provided federal resources to encourage community-coordinated responses to combating violence. Its reauthorization in 2000 improved the foundation established by VAWA 1994 by creating a much-needed legal assistance program for victims and by expanding the definition of crime to include dating violence and stalking. Its subsequent reauthorization in 2005 took a more holistic approach to addressing these crimes and created new programs to meet the emerging needs of communities working to prevent violence. Included in the 2005

reauthorization were new focus areas such as prevention, landmark housing protections for survivors, funding for rape crisis centers, and culturally- and linguistically-specific services.

Not all victims had been protected or reached through earlier iterations of the bill. ***VAWA 2013 closed critical gaps in services and justice.*** VAWA 2013 reauthorized and improved upon lifesaving services for **all** victims of domestic violence, sexual assault, dating violence and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.

VAWA 2013 also authorized appropriate funding to provide for VAWA's vitally important programs and protections, without imposing limitations that undermine effectiveness or victim safety. (http://nnedv.org/policy/issues/vawa.html)

Arclabs prohibits domestic violence, dating violence, sexual assault, and stalking and is committed to maintaining an academic environment free from any form of sexual assault, as defined by the VAWA. Arclabs will report crimes determined to be unfounded and removed from crime statistics, per VAWA requirements. Reported statistics will not identify victims of crimes or persons accused of crimes.

Arclabs will take disciplinary actions against students engaged in any sexual offense, regardless of whether it takes place on or off campus, and not-withstanding any action taken or not taken by the police department. Victims and the accused both will be provided the opportunity to present testimony and witnesses to argue his or her case, and representation is permitted. Both parties shall be informed of the outcome of the disciplinary proceedings. Sanctions may include disciplinary measures up to and including suspension or dismissal from school.

Drug and Alcohol Prevention Plan

Drug and Alcohol Policy

Arclabs maintains a drug and alcohol-free policy requiring all students to report to training in a substance-free condition. Whether on or off campus, students may not be under the influence, possess or use (without valid medical or dental prescription), manufacture, furnish, or sell narcotic, mood altering, or dangerous drugs controlled by federal, South Carolina or Texas law. The possession or consumption of alcoholic beverages at Arclabs is prohibited. It is also prohibited to be under the influence of alcoholic beverages at any time while at the school. Violations of the drug and alcohol policy may result in immediate termination from Arclabs.

Substance abuse is a widespread problem that not only seriously affects an individual's work performance, but may also pose potential health, safety, and security risks. Most companies strictly enforce drug-free policies, and in to obtain a welding position with these companies, employees must adhere to their policies. Our policy is designed to provide a drug and alcohol-free, healthy, safe, and secure learning environment that prepares students to go to work once they graduate.

State and Federal Laws

The states of South Carolina and Texas provide online publications of their Code of Laws, and

laws pertaining to the possession, sale, manufacture, et al of narcotics and controlled substances and the penalties for violations of these laws are included within the Codes. Violators of the law may face penalties, including misdemeanor or felony charges, fines, and/or imprisonment.
The South Carolina Code of Laws pertaining to Poisons, Drugs, and Other Controlled Substances can be found in Title 44, Chapter 53; prohibited acts and penalties can be found specifically in Section 44-53-370 (http://www.scstatehouse.gov/code/t44c053.php). The Texas Constitution and Statutes, Health & Safety Code, can be found in Ch. 481 (http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.481.htm#481.101). Federal laws can be found in the United States Code, Title 21, Chapter 13 (http://uscode.house.gov/) or the United States Code (USC) Controlled Substances Act (http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html) with penalties found in Part D.

Health Risks

Health risks associated with student use of narcotics and controlled substances (as defined by law) include, but are not limited to, adverse modification of one or more body systems, such as the nervous, cardiovascular, respiratory, muscular, endocrine, and central nervous systems; toxic, allergic, or other serious reaction; unfavorable mood alteration and addiction; severe emotional and/or physical injury when physiological and psychological dependency is present.

Health risks associated with the consumption of alcohol include, but are not limited to, marked changes in behavior; impaired judgment; impaired coordination, such as the coordination required to safely operate a vehicle; increased chance of aggressive behaviors, such as assault; impaired higher mental functions, such as learning or remembering information; health issues, such as respiratory depression or vital organ damage (brain, liver) when long-term and/or heavy consumption of alcohol has occurred; fetal alcohol syndrome in infants whose mothers consumed alcohol while pregnant. Repeated alcohol use may lead to dependence. Withdrawal syndrome may present if sudden cessation of alcohol intake occurs and may include severe anxiety, tremors, hallucinations, and convulsions; alcohol withdrawal can be life-threatening.

Resources

Students affected by drug and/or alcohol abuse are encouraged to seek assistance. The Phoenix Center and the South Carolina Department of Vocational Rehabilitation are two resources for help in South Carolina; the Houston Substance Abuse Clinic and the Set Free D.A.T. (Drug Abuse Treatment) Center, Inc., are two resources for help in the Houston, TX, area. Students can also call the following national helplines for assistance:

- SAMHSA – Substance Abuse and Mental Health Services Administration – Call 1.800.662.HELP or visit https://findtreatment.samhsa.gov/
- National Alcohol Helpline – Call 1.800.ALCOHOL
- Alcohol and Drug Helpline – Call 1.800.821.4357
- National Council on Alcoholism and Drug Dependence Hope Line – Call 1.800.622.2255
- National Helpline for Substance Abuse – Call 1.800.262.2463

A copy of the Drug and Alcohol Prevention Plan is available to students in the administrative office at each school location. Students will receive notification of an updated copy of the Drug and Alcohol Prevention Plan when changes have been made to the current policy.

Course Descriptions:

Specific Process Welding (280 hours)

251 Welding Hours, 29 Hours Classroom
Approximately 8 weeks

Course Description: This course is designed for the beginner welder or the welder with some experience to prepare for employment in the structural or industrial welding field.

This program will teach Gas Metal Arc Welding (GMAW) in three modes of transfer – short arc, pulse, and spray arc – as well as Flux-Cored Arc Welding (FCAW) on carbon steel plate. Students will learn welding and cutting safety; oxyfuel cutting; metal preparation and weld quality; weld symbols and detail drawings; and employment readiness.

Upon completion of this course the graduate should be able to start work as an entry level welder in the construction or industrial field using the GMAW and FCAW processes.

Welding (400 hours)

364 Welding Hours, 36 Hours Classroom
Approximately 12 weeks

Course Description: This structural welding course is designed for the beginner welder to the welder with some experience to prepare for employment in the construction or industrial welding field.

This program will teach Gas Metal Arc Welding (GMAW) in three modes of transfer – short arc, pulse, and spray arc – as well as Flux-Cored Arc Welding (FCAW) and Shielded Metal Arc Welding (SMAW) on carbon steel plate. Students will learn welding and cutting safety; oxyfuel, plasma arc, and air carbon arc cutting; metal preparation and weld quality; weld symbols and detail drawings; and employment readiness.

Upon completion of the course the graduate should be able to start work as an entry level structural welder in the construction or industrial field.

Advanced Welding (900 hours)

860 Welding Hours, 40 Hours Classroom
Approximately 26 weeks

Course Description: This structural welding course is designed for the beginner welder to the welder with some experience to prepare for employment in the construction or industrial field.

This program will teach Gas Metal Arc Welding (GMAW) in three modes of transfer – short arc, pulse, and spray arc – as well as Flux-Cored Arc Welding (FCAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) on carbon steel plate. Students will learn welding and cutting safety; oxyfuel, plasma arc, and air carbon arc cutting; metal preparation and weld quality; weld symbols and detail drawings; and employment readiness. Students will have the opportunity to participate in either real world welding simulations through projects based upon the needs of the industry in the local campus area or in an off-site internship with one of our local industry partners. Advanced students may have the opportunity to take an elective in pipe welding (performance; no classroom).

Upon completion of the course the graduate should be able to start work as an entry level structural welder in the construction or industrial field.

Master Welder (1300 hours)

1240 Welding Hours, 60 Hours Classroom
Approximately 36 weeks

Course Description: This welding course is designed for the beginner welder to the welder with some experience to prepare for employment in the construction or industrial field. The student will first cover structural welding on carbon steel plate. Once complete, the student will then spend the remaining hours in their choice of welding track: Advanced Structural Welding or Advanced Pipe Welding.

The first 900 hours of the program will teach Gas Metal Arc Welding (GMAW) in three modes of transfer – short arc, pulse, and spray arc – as well as Flux-Cored Arc Welding (FCAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) on carbon steel plate. Students will learn welding and cutting safety; oxyfuel, plasma arc, and air carbon arc cutting; metal preparation and weld quality; weld symbols and detail drawings; and employment readiness.

Students who elect the Advanced Structural Welding track will spend their last 400 hours learning FCAW on carbon steel structures, SMAW on carbon and stainless steel structures, GTAW and GMAW on aluminum structures, and detail drawings for structural welders.

Students who elect the Advanced Pipe Welding track will spend their last 400 hours learning pipe welding on carbon steel with the SMAW, GMAW, FCAW, and GTAW processes; pipe welding on non-ferrous metals with the SMAW and GTAW processes; and detail drawings for pipe welders.

Students in both tracks will also have the opportunity to participate in either real world welding simulations through projects based upon the needs of the industry in the local campus area or in an off-site internship with one of our local industry partners.

Upon completion of the course the graduate should be able to start work as an entry level structural or pipe welder in the construction or industrial field.

Course Schedule – 280 Hours Specific Process Welding
Program Description

Specific Process Welding Program: This welding program is an intensive, hands-on practical and theorem class of approximately 8 weeks, 280 hours. Students of this program should learn practical Gas Metal Arc Welding (GMAW) and Flux-Cored Arc Welding (FCAW).
Additionally, students will be taught proper safety and procedures to be able to start a welding career. Graduates of this program should be able to find entry-level jobs in the welding field.

Program Outline:

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
SAFE 101	Intro to Welding and Cutting Safety	2	0	2
CTNG 101	Oxyfuel Cutting	6	6	12
PREP 101	Base Metal Preparation and Weld Quality	6	0	6
GMFC 101	Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW)	8	0	8
DRAW 101	Weld Symbols and Detail Drawings	4	0	4
EMPL 101	Employment Readiness	3	0	3
WELDLAB	Welding Lab	0	245	245
	Total Hours	29	251	280

Course Schedule – 400 Hours Welding
Program Description

Welding Program: This welding program is an intensive, hands-on practical and theorem class of approximately 12 weeks, 400 hours. Students of this program should learn practical Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Flux-Cored Arc Welding (FCAW) processes.

Additionally, students will be taught proper safety and procedures to be able to start a welding career. Graduates of this program should be able to find entry-level jobs in the welding field.

Program Outline:

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
SAFE 101	Intro to Welding and Cutting Safety	2	0	2
CTNG 101	Oxyfuel Cutting	6	6	12
CTNG 102	Plasma Arc Cutting and Air Carbon Arc Cutting	2	0	2
PREP 101	Base Metal Preparation and Weld Quality	6	0	6

GMFC 101	Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW)	8	0	8
SMAW 101	Shielded Metal Arc Welding (SMAW)	5	0	5
DRAW 101	Weld Symbols and Detail Drawings	4	0	4
EMPL 101	Employment Readiness	3	0	3
WELDLAB	Welding Lab	0	358	358
	Total Hours	36	364	400

Course Schedule – 900 Hours Advanced Welding
Program Description

Advanced Welding Program: This welding program is an intensive, hands-on practical and theorem class of approximately 26 weeks, 900 hours. This course is designed for the beginner welder to the welder with some experience. Students of this program should learn practical Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) processes.

Additionally, students will be taught proper safety and procedures to be able to start a welding career and will also have the opportunity to participate in real world welding simulations through projects based upon the needs of the industry in the local campus area or in an off-site internship with one of our local industry partners. Advanced students may have the opportunity to take an elective in pipe welding (performance only; no classroom).
Graduates of this program should be able to find entry-level jobs in the welding field.

Program Outline:

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
SAFE 101	Intro to Welding and Cutting Safety	2	0	2
CTNG 101	Oxyfuel Cutting	6	6	12
CTNG 102	Plasma Arc Cutting and Air Carbon Arc Cutting	2	0	2
PREP 101	Base Metal Preparation and Weld Quality	6	0	6
GMFC 101	Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW)	8	0	8
SMAW 101	Shielded Metal Arc Welding (SMAW)	5	0	5
GTAW 101	Gas Tungsten Arc Welding (GTAW)	4	0	4
DRAW 101	Weld Symbols and Detail Drawings	4	0	4
EMPL 101	Employment Readiness	3	0	3
PROJ 101*	Welding Projects- Structural Welding	0	100	100
INTERN*	Internship	0	0	100

WELDLAB	Welding Lab	0	754	754
	Total Hours	40	860	900

Elective:
For advanced students only

GTAW 301*	Gas Tungsten Arc Welding (GTAW) on Carbon Steel Pipe	2*	0	0

*****Students are required to complete either 100 hours in PROJ 101 or INTERN to graduate. The two lecture hours of classroom time is not included in this elective course; students will only participate in welding lab.

Course Schedule- 1300 Hours Master Welder
Program Description

Master Welder Program: This welding program is an intensive, hands-on practical and theorem class of approximately 36 weeks, 1300 hours. This course is designed for the beginner welder to the welder with some experience and includes a choice of welding track: Advanced Structural Welding or Advanced Pipe Welding.

Additionally, students will be taught proper safety and procedures to be able to start a welding career and will also have the opportunity to participate in real world welding simulations through projects based upon the needs of the industry in the local campus area or in an off-site internship with one of our local industry partners. Graduates of the course should be able to start work as an entry level structural or pipe welder.

Program Outline:

ALL STUDENTS

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
SAFE 101	Intro to Welding and Cutting Safety	2	0	2
CTNG 101	Oxyfuel Cutting	6	6	12
CTNG 102	Plasma Arc Cutting and Air Carbon Arc Cutting	2	0	2
PREP 101	Base Metal Preparation and Weld Quality	6	0	6
GMFC 101	Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW)	8	0	8
SMAW 101	Shielded Metal Arc Welding (SMAW)	5	0	5
GTAW 101	Gas Tungsten Arc Welding (GTAW)	4	0	4
DRAW 101	Weld Symbols and Detail Drawings	4	0	4

EMPL 101	Employment Readiness	3	0	3
PROJ 101*	Welding Projects- Structural Welding	0	100	100
WELDLAB	Welding Lab	0	754	754
	Total Hours	40	860	900

Choice of one of the following tracks:

ADVANCED STRUCTURAL WELDING TRACK

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
FCAW 201	FCAW on Carbon Steel Structures	2	0	2
SMAW 201	SMAW on Carbon Steel Structures	3	0	3
SMAW 202	SMAW on Stainless Steel Structures	3	0	3
GTAW 201	GTAW on Aluminum Structures	2	0	2
GMAW 201	GMAW on Aluminum Structures	2	0	2
DRAW 201	Detail Drawings for Structural Welders	8	0	8
PROJ 201*	Advanced Welding Projects – Structural	0	100	100
INTERN*	Internship	0	0	200
WELDLAB	Welding Lab	0	280	280
	Total Hours	60	1240	1300

ADVANCED PIPE WELDING TRACK

Module Number	Module Name	Lecture Hours	Lab Hours	Total Hours
SMAW 251	SMAW on Carbon Steel Pipe	3	0	3
GTAW 251	GTAW on Carbon Steel Pipe	3	0	3
SMGT 251	SMAW/GTAW on Carbon Steel Pipe	2	0	2
GMFC 251	GMAW/FCAW on Carbon Steel Pipe	0	6	6
SMAW 252	SMAW on Stainless Steel Pipe	2	0	2
GTAW 252	GTAW on Stainless Steel Pipe	2	0	2
GTAW 253	GTAW on Aluminum Pipe	0	6	6
DRAW 251	Detail Drawings for Pipe Welders	8	0	8
PROJ 251*	Advanced Welding Projects – Pipe	0	100	100
INTERN*	Internship	0	0	200
WELDLAB	Welding Lab	0	268	268
	Total Hours	60	1240	1300

*****Students are required to complete either 200 hours in PROJ 101 and PROJ 201/PROJ 251 or INTERN to graduate.

Class Description or Synopsis (Lecture/Lab/Total Clock Hours)

CTNG 101
Oxy-Fuel Cutting (6/6/12 Hours) Describes the safety requirement for oxyfuel cutting equipment and setup requirements. Explains how to light, adjust, and shut down oxyfuel equipment. Trainees will perform cutting techniques that include straight line, piercing, bevels, washing, and gouging.
Prerequisite: None

CTNG 102
Plasma Arc Cutting and Air Carbon Arc Cutting (2/0/2 Hours) Describes plasma arc and air carbon arc cutting equipment, processes, storage, and safe work area preparation. Identifies correct amperage, gas pressures, and flow rates as well as cutting methods for piercing, slotting, squaring, and beveling metals with the plasma arc cutting process. Identifies the electrodes and instructs on performing air carbon arc washing and gouging activities.
Prerequisite: None

DRAW 101
Weld Symbols and Detail Drawings (4/0/4 Hours) Identifies and explains the different parts of a welding symbol. Explains how to read welding symbols on drawings, specifications, and welding procedure specifications. Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings. Explains how to use notes on drawings and the bill of materials. Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions, and decimals as needed for fabrication.
Prerequisite: None

DRAW 201
Detail Drawings for Structural Welders (8/0/8 Hours) Covers topics of reading and understanding detail drawings and fabricating structures from detail drawings.
Prerequisite: DRAW 101

DRAW 251
Detail Drawings for Pipe Welders (8/0/8 Hours) Covers topics of reading and understanding detail drawings and assembling piping based upon detail drawings.
Prerequisite: DRAW 101

EMPL 101
Employment Readiness (3/0/3 Hours) Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking, problem-solving skills, interviewing skills, resume-writing, and computer systems and their industry applications.
Prerequisite: None

FCAW 201
FCAW on Carbon Steel Structures (2/0/2 Hours) Describes and demonstrates making fillet welds and groove welds on structural members in all positions, both single pass and multi-pass.
Prerequisite: GMFC 101

GMAW 201

GMAW on Aluminum Structures (2/0/2 Hours) Covers the setup of GMAW equipment for welding aluminum plate. Explains aluminum metallurgy and the characteristics of aluminum welding; how to clean and prepare aluminum plate coupons for welding; and problems often encountered in aluminum welds.

Prerequisite: GMFC 101

GMFC 101

Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW) (8/0/8 Hours) Describes general safety procedures for GMAW and FCAW. Identifies GMAW and FCAW equipment and explains the filler metals and shielded gases used to perform GMAW and FCAW. Explains how to set up and use GMAW and FCAW equipment and how to clean GMAW and FCAW welds. Covers how to select and use different filler metals and shielding gases. Proper joint fit up and use of fit-up gauges and measuring devices will be taught as well as checking for joint misalignment and poor fit. Describes how to make multiple-pass fillet and V-groove welds on carbon steel plate in various positions.

Prerequisite: None

GMFC 251

GMAW/FCAW on Carbon Steel Pipe (0/6/6 Hours) Hands-on lab time for students to experience GMAW and FCAW on carbon steel pipe. In-lab demonstrations of how to set up GMAW and FCAW equipment for open-root V-groove welds, prepare for, and make open root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with GMAW and FCAW equipment on pipe in all positions.

Prerequisite: GMFC 101

GTAW 101

Gas Tungsten Arc Welding (GTAW) (4/0/4 Hours) Identifies and explains the use of GTAW equipment, filler metals and shielding gases and covers the setup of GTAW equipment. Describes how to build pads on carbon steel plate using GTAW and carbon steel filler metal. It also explains how to make multiple pass GTAW fillet welds on carbon steel plate coupons in all positions, and how to make GTAW V-groove welds in all position.

Prerequisite: None

GTAW 201

GTAW on Aluminum Structures (2/0/2 Hours) Covers the setup of GTAW equipment for welding aluminum plate. Explains how to clean and prepare aluminum plate coupons for welding and how to select the aluminum filler metals and shielding gases used in the GTAW process. Explains GTAW techniques used in aluminum welding. Provides GTAW procedures on how to build weld pads and aluminum plate, how to make fillet welds on aluminum plate in all positions, and how to make V-groove welds on aluminum plate with backing in all positions.

Prerequisite: GTAW 101

GTAW 251

GTAW on Carbon Steel Pipe (2/0/2 Hours) Explains how to set up GTAW equipment for open-root V-groove welds. Explains how to prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open root V-groove welds with GTAW equipment on pipe in all positions.
Prerequisite: GTAW 101

GTAW 252

GTAW on Stainless Steel Pipe (2/0/2 Hours) Explains how to set up GTAW equipment for open root V-groove welds stainless steel pipe and explains how to prepare for and make open root V-groove welds on low alloy and stainless steel pipe. Provides procedures for making open root V-groove welds with GTAW equipment on stainless-steel pipe in all positions.
Prerequisite: GTAW 251

GTAW 253

GTAW on Aluminum Pipe (0/6/6 Hours) Hands-on lab time for students to experience GTAW on aluminum pipe. In-lab demonstrations of how to setup GTAW equipment and clean and prepare aluminum pipe coupons for welding. Addresses GTAW procedures and techniques used to make V-groove and modified u-groove welds on aluminum pipe with and without backing in all positions.
Prerequisite: GTAW 251

INTERN

Internship (100/200 off-campus job-site hours) Off-campus experiential learning activity designed to provide student with an opportunity to make connections in the industry and experience welding in a professional work environment. The internship offers the opportunity to gain on-the-job training while gaining relevant experience and professional connections. The Advance Welding internship is 100 hours, and the Master Welder internship is 200 hours.
Prerequisite: See Student Services for specifics for your program

PREP 101

Base Metal Preparation and Weld Quality (6/0/6 Hours) Describes how to clean and prepare all types of base metals for cutting and welding. Identifies and explains joint design and base metal preparation for all welding tasks. Specifies the codes that govern welding and identifies and explains weld discontinuities and causes. Outlines non-destructive examination practices, visual inspection criteria, welder qualification tests, and the importance of quality workmanship. Explains physical characteristics and mechanical properties of common ferrous and nonferrous metals. Identifies the various standard metal forms and structural shapes. Covers Welding Procedure Specification (WPS) sheets and Procedure Qualification Records (PQRs). Explains preheating and interpass temperature control.
Prerequisite: None

PROJ 101
Welding Projects- Structural Welding (0/100/100 Hours) Hands-on lab time for students to experience real world structural welding simulations through projects based upon the needs of the industry in the local campus area.
Prerequisite: None

PROJ 201
Advanced Welding Projects- Structural (0/100/100) Hands-on lab time for students to experience advanced real world structural welding simulations through projects based upon the needs of the industry in the local campus area.
Prerequisite: None

PROJ 251
Advanced Welding Projects- Pipe (0/100/100) Hands-on lab time for students to experience advanced real world pipe welding simulations through projects based upon the needs of the industry in the local campus area.
Prerequisite: None

SAFE 101
Introduction to Welding and Cutting Safety (2/0/2 Hours) Covers safety equipment, protective clothing, and procedures applicable to the cutting and welding of metals.
Prerequisite: None

SMAW 101
Shielded Metal Arc Welding (SMAW) (5/0/5 Hours) Describes SMAW welding. Explains how to set up arc welding equipment and the process of striking an arc. Identifies and explains using tools for cleaning welds, electrodes characteristics, and the different types of filler metals. Proper joint fit up and use of fit-up gauges and measuring devices will be taught as well as checking for joint misalignment and poor fit. Describes the role of the American Welding Society (AWS) and the American Society of Mechanical Engineers (ASME). Job code specifications are identified, and proper storage and control of filler metals are described. Stringer, weave, overlapping beads, and fillet welds are taught. Explains groove welds, open V-groove welds, and how to make groove welds both with and without backing in all positions.
Prerequisite: None

SMAW 201
SMAW on Carbon Steel Structures (3/0/3 Hours) Describes and demonstrates making fillet welds and groove welds on structural members in all positions, both single pass and multi-pass.
Prerequisite: SMAW 101

SMAW 202
SMAW on Stainless Steel Structures (3/0/3 Hours) Explains stainless steel metallurgy, how to select SMAW electrodes for stainless steel welds, and how to weld different types of stainless steel. Covers safety issues associated with welding on stainless steel, how to prepare weld coupons, and how to set up SMAW equipment. Provides procedures for making open-root V-groove welds with GTAW equipment on stainless steel plate in all positions.

Prerequisite: SMAW 101

SMAW 251
SMAW on Carbon Steel Pipe (3/0/3 Hours) Explains how to set up SMAW equipment and prepare for and make open-root V-groove welds on carbon steel pipe. Provides procedures for making open-root V-groove welds with SMAW equipment on pipe in all positions.
Prerequisite: SMAW 101

SMAW 252
SMAW on Stainless Steel Pipe (2/0/2 Hours) Explains stainless steel metallurgy, how to select SMAW electrodes for stainless steel welds, and how to weld different types of stainless steel. Covers safety issues associated with welding on stainless steel, how to prepare weld coupons, and how to set up SMAW equipment for welding stainless steel. Provides procedures for making open-root V-groove welds with GTAW equipment on stainless steel pipe in all positions.
Prerequisite: SMAW 101

SMGT 251
SMAW/GTAW on Carbon Steel Pipe (2/0/2 Hours) Demonstrates proper fit-up, GTAW root pass, and E7018 filler pass placement for groove welds in all positions.
Prerequisite: GTAW 251

WELDLAB
Welding Lab (hours vary by program) Provides hands-on practical application of welding processes and cutting processes. Students spend most of their time in the welding booths practicing the concepts learned in the classroom and strengthening their skills in welding to prepare for their welder qualification testing.
Prerequisite: SAFE 101

Continuing Education Seminars:

These classes are designed for the beginner who is interested in exploring the welding field or hobby welding; the experienced welder who is looking for hands-on practice time to improve and advance his/her welding skills; the company who seeks to improve or develop the welding skills of its employees; or anyone seeking to learn proper safety through OSHA training to earn his/her OSHA 10-Hours or OSHA 30-Hours completion card.

All students of our continuing education seminars will be required to participate in a safety orientation. Students will work in the welding shop to attain the welding skill level they desire with supervision of the Welding Instructor.

Students do not have to have a high school diploma or GED to take seminar classes. All seminars include a safety orientation with most of the time spent with hands-on training. There is no testing required for these classes. Trial enrollment period does not apply to seminars.

Introduction to Welding- 70 Hours

This seminar is designed for the beginner who is interested in exploring the welding field or who wishes to learn some welding for personal use or as a hobby.

Objective: To introduce the student to the world of welding by covering basic welding safety and introducing procedures and techniques of the welding process of choice

Welding Process Options: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Cored Arc Welding (FCAW), or Gas Tungsten Arc Welding (GTAW)

Skills Learned: Basic procedures and techniques of the welding process of choice

Method of Delivery: Hands-on welding after completion of basic safety

Advanced GTAW Pipe- 70 Hours

This seminar is designed for the experienced welder who needs to improve and advance his/her welding skills and abilities in Gas Tungsten Arc Welding (GTAW) of pipe.

Objective: To sharpen the GTAW pipe welding skills of experienced welders

Skills Learned: GTAW pipe welding procedures and techniques and improved welding skills, measured against applicable welding codes

Prerequisite: Prior GTAW knowledge & hands-on welding experience ***highly recommended***

Method of Delivery: Hands-on welding after completion of basic safety

Welder Upskill- 70 Hours

This seminar is designed for the company who seeks to improve or develop the welding skills of its employees or the experienced welder who needs to improve and advance his/her welding skills and abilities.

Objective: To improve upon the welding skills of the experienced welder; to introduce employees to basic welding fundamentals or sharpen employees' welding skills.

Welding Process Options: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux-Cored Arc Welding (FCAW), or Gas Tungsten Arc Welding (GTAW)

Skills Learned: Hands-on welding basics and improved welding skills; welding procedures and techniques and improved welding skills for the welding process of choice. Welds will be evaluated for quality issues, measured according to in-place welding procedures and/or applicable welding codes, and be visually inspected.

Method of Delivery: Hands-on welding after completion of basic safety

OSHA 10-Hour Safety Course

10 Hours Classroom

Objective: The OSHA 10-Hour training is intended to prepare entry level employees for the dangers of the workplace, including how to identify, abate, avoid, and prevent hazards at their job sites. It also informs workers about their rights, employer responsibility and how to file a complaint. Students will receive an OSHA 10-Hours card upon successful completion of the course.

Skills Learned: The OSHA 10-Hour safety training courses available to general industry and construction personnel introduce the entry-level worker to the hazards and awareness necessary to stay safe on the job. OSHA standards ensure workplace safety, keeping you as a worker from costly injuries. OSHA provides the safety training program to keep you protected from the hazards of industrial work.

The OSHA 10-Hour safety training is specifically designed to train workers and employers to discern and control workplace hazards. Once any hazard has been identified, we offer the tools and skills to eliminate those hazards from the workplace.

Method of Delivery: Classroom training with demonstration

Some of the topics covered include:

- Electrical safety
- Proper guarding of hazardous machinery
- Personal protective equipment
- Fire protection
- Health and safety training programs

OSHA 30-Hour Safety Course

30 Hours Classroom

Objective: This training is designed for foremen, directors, supervisors or other onsite managers. OSHA standards compliance is covered over the course of this program with emphasis on hazard identification, avoidance, control and prevention. Students will receive an OSHA 30-Hours card upon successful completion of the course.

Method of Delivery: Classroom training with demonstration
Skills Learned: The OSHA 30-Hour training will teach you, as a worker or employer, how to identify, control, and eliminate on-site hazards that could land you or a teammate a costly injury, or worse. OSHA required training is designed to keep you and your team safe.

Some of the topics covered include:

- Health Hazards: Hazardous Materials
- Personal Protective Equipment

- Fire Protection
- Materials Handling & Storage
- Hand & Power Tools
- Stairways and Ladders
- Confined Spaces

The OSHA 30-Hour Safety Course is not available at the Houston, Texas branch campus location.

Course Syllabi

280 Hour Specific Process Welding Course

Subject Description: Combined classroom instruction with welding lab and hands-on skill development in the Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW) processes on carbon steel plate.

Subject Hours: 280 Clock Hours

Prerequisite: None

Maximum Student: Teacher Ratio: 20:1 welding lab; 40:1 classroom

Performance Objectives:

- Understand and practice all welding safety procedures
- Read, understand, and follow basic detail drawings
- Perform GMAW, FCAW, and Oxyfuel Cutting process

Required Textbooks: None

Instructional Methods:

1. Lecture
2. Demonstrations
3. Welding Performance Labs

Basis of Grades: To receive a passing grade, the student must maintain a grade average of 70% or higher. Students will be notified of their written test grades within two class days of taking their tests. Students must pass SAFE 101 Introduction to Welding and Cutting Safety before being allowed on the welding lab floor. Students will be allowed two attempts to successfully pass this test; failure to pass by the second attempt will result in the student being pushed to the next start date.

If a student does not meet the grade average standard at his/her evaluation point, the student will be placed on academic probation. A conference will be scheduled with the instructor, a school administrator, and the student to determine the next appropriate steps. Arclabs wants to see each student succeed in welding but also understands that welding is not for every student. Our staff

will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know his/her progress within two class days. Each student will be aware of the progress he or she has made with the tests, modules, and welding evaluations.

Method of Evaluation:

Participation- 10%
Welding Performance Average- 60%
Written Test Score Average- 20%
Safety Practices- 10%

400 Hour Welding Course

Subject Description: Combined classroom instruction with welding lab and hands-on skill development in the Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW) and Shielded Metal Arc Welding (SMAW) processes on carbon steel plate.

Subject Hours: 400 Clock Hours

Prerequisite: None

Maximum Student: Teacher Ratio: 20:1 welding lab; 40:1 classroom

Performance Objectives:

- Understand and practice all welding safety procedures
- Read, understand, and follow detail drawings
- Perform GMAW; FCAW; SMAW; and Oxyfuel, Plasma, and Air Carbon Arc Cutting processes

Required Textbooks: None

Instructional Methods:

1. Lecture
2. Demonstrations
3. Welding Performance Labs

Basis of Grades: To receive a passing grade, the student must maintain a grade average of 70% or higher. Students will be notified of their written test grades within two class days of taking their tests. Students must pass SAFE 101 Introduction to Welding and Cutting Safety before being allowed on the welding lab floor. Students will be allowed two attempts to successfully pass this test; failure to pass by the second attempt will result in the student being pushed to the next start date.

If a student does not meet the grade average standard at his/her evaluation point, the student will be placed on academic probation. A conference will be scheduled with the instructor, a school

administrator, and the student to determine the next appropriate steps. Arclabs wants to see each student succeed in welding but also understands that welding is not for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know his/her progress within two class days. Each student will be aware of the progress he or she has made with the tests, modules, and welding evaluations.

Method of Evaluation:

Participation- 10%
Welding Performance Average- 60%
Written Test Score Average- 20%
Safety Practices- 10%

900 Hour Advanced Welding Course

Subject Description: Combined classroom instruction with welding lab and hands-on skill development in the Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) processes on carbon steel plate.

Subject Hours: 900 Clock Hours

Prerequisite: None

Maximum Student: Teacher Ratio: 20:1 welding lab; 40:1 classroom

Performance Objectives:

- Understand and practice all welding safety procedures
- Read, understand, and follow blueprints
- Perform GMAW; FCAW; SMAW; GTAW; and Oxyfuel, Plasma, and Air Carbon Arc Cutting processes

Required Textbooks: None

Instructional Methods:

1. Lecture
2. Demonstrations
3. Welding Performance Labs
4. Internship (optional)

Basis of Grades: To receive a passing grade, the student must maintain a grade average of 70% or higher. Students will be notified of their written test grades within two class days of taking their tests. Students must pass SAFE 101 Introduction to Welding and Cutting Safety before being allowed on the welding lab floor. Students will be allowed two attempts to successfully

pass this test; failure to pass by the second attempt will result in the student being pushed to the next start date.

If a student does not meet the grade average standard at his/her evaluation point, the student will be placed on academic probation. A conference will be scheduled with the instructor, a school administrator, and the student to determine the next appropriate steps. Arclabs wants to see each student succeed in welding but also understands that welding is not for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know his/her progress within two class days. Each student will be aware of the progress he or she has made with the tests, modules, and welding evaluations.

Method of Evaluation:

Participation- 10%
Welding Performance Average- 60%
Written Test Score Average- 20%
Safety Practices- 10%

1300 Hour Master Welder Course

Subject Description: Combined classroom instruction with welding lab and hands-on skill development in the Gas Metal and Flux-Cored Arc Welding (GMAW/FCAW), Shielded Metal Arc Welding (SMAW), and Gas Tungsten Arc Welding (GTAW) processes on carbon steel plate. This course further explores advanced topics in structural or pipe welding on carbon steel, stainless steel, and aluminum – students will select either the Advanced Structural or the Advanced Pipe Welding track to fulfill their educational goals.

Subject Hours: 1300 Clock Hours

Prerequisite: None

Maximum Student: Teacher Ratio: 20:1 welding lab; 40:1 classroom

Performance Objectives:

- Understand and practice all welding safety procedures
- Read, understand, and follow detail drawings
- Perform GMAW; FCAW; SMAW; GTAW; and Oxyfuel, Plasma, and Air Carbon Arc Cutting processes

Required Textbooks: None

Instructional Methods:

1. Lecture
2. Demonstrations
3. Welding Performance Lab

4. Internship (optional)

Basis of Grades: To receive a passing grade, the student must maintain a grade average of 70% or higher. Students will be notified of their written test grades within two class days of taking their tests. Students must pass SAFE 101 Introduction to Welding and Cutting Safety before being allowed on the welding lab floor. Students will be allowed two attempts to successfully pass this test; failure to pass by the second attempt will result in the student being pushed to the next start date.

If a student does not meet the grade average standard at his/her evaluation point, the student will be placed on academic probation. A conference will be scheduled with the instructor, a school administrator, and the student to determine the next appropriate steps. Arclabs wants to see each student succeed in welding but also understands that welding is not for every student. Our staff will meet with the students on an individual basis to provide additional assistance for students who are struggling.

Arclabs keeps all grades, evaluations, and attendance records on file. After a student has tested, the instructor will let the student know his/her progress within two class days. Each student will be aware of the progress he or she has made with the tests, modules, and welding evaluations.

Method of Evaluation:

Participation- 10%
Welding Performance Average- 60%
Written Test Score Average- 20%
Safety Practices- 10%

Internship Syllabus

Subject Description: Internships are off-campus experiential learning activities designed to provide students with opportunities to make connections between the industry and experience welding in a professional work environment. Internships offer the opportunity to gain on the job training while gaining relevant experience and professional connections. Internships are completed under the guidance of an on-site supervisor and a faculty sponsor, who in combination with the student will create a framework for learning and welding training.

Subject Hours: 100 (Advanced Welding); 200 (Master Welder)

Prerequisite: See Student Services Coordinator for specifics for your program.

Performance Objectives:

- To develop skill competencies specific to the welding field
- To expand communication skills
- To work effectively within diverse environments
- To acquire additional interpersonal communication and interaction skills
- To experience the pace and environment of hands-on welding on a job site

- Gain insight into a possible career path of interest while learning about the industry in which the organization resides, organizational structure, and roles and responsibilities within that structure.
- Develop professional connections and identify a strategy for maintaining those connections
- Reflection on the internship experiences, including:
    - Ability to articulate what was learned and how it will be apply to your professional career goals in welding

Basis of Grades: Students will receive a grade in both internship programs.

During the 900-hour internship Arclabs personnel will conduct a review once during the 100 hours and will work with the onsite coordinator to perform an evaluation at the end of the internship. During the on-site review, feedback will be given to the student. Hours will be recorded on a time sheet and signed by the on-site personnel. The time sheet will be submitted to the institution weekly to be entered into the Student Management System to keep an account of the student's time.

During the 1300-hour internship, Arclabs personnel will conduct a review twice during the 200 hour and will work with the onsite coordinator to perform an evaluation at the end of the internship. Feedback will be given to the student after both visits and at the end of the internship.

Copyright Policy

This copyright notice is designed to protect Arclabs and our readers from unintended copyright violations.

It is the policy of Arclabs to comply with the U.S. Copyright Act of 1976. All Arclabs faculty, staff, and students are expected to act as responsible users of the copyrighted works of others, which includes making informed decisions based on the fair use exemptions to the copyright laws.

Scope

This policy applies to Arclabs faculty, staff, students, and other entities performing collaborative work or service for the school, whether compensated by the school or not.

This policy extends to all works of authorship and creativity covered by federal copyright law. These works include print and electronic documents, software, databases, multimedia and audio-visual materials, and photographs among other types of creative works.

Definitions

Copyright: Under U.S. law a work is copyrighted at the instant of creation when it is fixed in a tangible medium of expression for a period of more than a transitory duration. The author of a work is given certain exclusive rights to do or to authorize the following: to reproduce the copyrighted work, to prepare derivative works, to distribute copies of the copyrighted work

publicly, to perform the copyrighted work publicly, to display the copyrighted work publicly, and in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

If a person or entity does not own copyright in a work, does not have permission to do the above rights, and does it anyway then that person or entity is infringing. A person or entity engaged in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject themselves to civil and criminal liabilities. There are, however, many statutory exemptions to these rights. The major exemption is fair use.

Fair Use: The fair use exemption (Section 107, U.S. Copyright law) permits limited reproduction of copyrighted works for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, without permission of the copyright owner. However, nonprofit educational use does not automatically establish a condition of fair use. Determination of fair use is done on an individual, case-by-case basis.

The four factors being considered are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for a nonprofit educational purpose

2. The nature of the copyrighted work (creative or factual)

3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole

4. The effect of the use upon the potential market for a value of the copyrighted work

Statutory damages for willful infringement are significant. If a person or entity can demonstrate that evaluation of the four factors took place and lead to the belief of fair use, statutory damages can be considerably reduced.
More information about copyright law can be found at http://www.copyright.gov/.

Compliance/Responsibilities:

Faculty and staff desiring to use copyrighted materials are responsible for compliance with federal copyright laws, including decisions on the utilization of fair use exemptions. If questions occur, the Executive Vice President will assist the faculty and staff in the understanding, applying and complying of copyright law. Arclabs does not assume legal responsibility for any independent application of copyright principles made by faculty or staff that do not meet the terms of the Copyright Act or the school's copyright policy. Permissions must be obtained in all instances where the employee determines that the desired use exceeds fair use or other limitations on the rights of copyright owners.

Digital Millennium Copyright Act Policy:

It may be a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without authority of the owner of the copyright. It is Arclabs' policy that users of Internet

services and equipment provided by Arclabs are responsible for their compliance with all copyright laws pertaining to information they place on or retrieve from the Internet.

Scope
This policy applies to all users of the Internet Services provided by Arclabs.

Enforcement
The Corporate Management Team is responsible for monitoring and reporting compliance with this policy.

Responsibilities:
All individuals who use Arclabs' internet services are responsible for their compliance with copyright laws. All instances of reported copyright violations will be reported to the appropriate authority in accordance with the Arclabs Employee Handbook for possible disciplinary actions. Individuals engaged in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may also subject themselves to civil and criminal liabilities.

Owner and Faculty/Staff:
Arclabs' Owner operates as the President. The President and the management team set the direction and vision for the schools as well as establish the policies and procedures that govern the school.

Corporate Management Team:

Gene Crook
Gene Crook is the 100% owner and founder of Arclabs, LLC, an S Corporation d/b/a Arclabs Welding School. Gene has a long history in the welding trade. He is a graduate of Virginia Tech, a member of the American Welding Society, has served on the national committee for the National Tooling and Machining Association (NTMA), and once served as the Vice-Chair for the Welding Advisory Committee at Greenville Technical College. In 1975, Gene founded Task Industrial as a precision machining and fabrication company. He grew the company to over 100 employees with annual sales more than $10 million dollars. Task quickly became one of the largest metal working job shops in South Carolina.
In addition to his role at Arclabs, Gene owns and operates a recruiting and staffing service for welders and other metal working tradesmen and a welder testing and consulting service. Gene's unique industry perspective has led him to the conclusion that there is a severe shortage of highly skilled welders available to meet business demand. His entrepreneurial skills combined with a vision to be able to provide welders with enhanced skills training have been a key component in the formation of Arclabs.

B.S., Virginia Tech, 1969
Certificate, Mechanical Contractor, South Carolina Labor, Licensing and Regulation, 2007

"The information contained in this catalog is true and correct to the best of my knowledge."
Gene Crook

David Crook

David Crook is the Chief Operating Officer at Arclabs and is responsible for the daily operations of the company. David started his career at General Electric in the manufacturing management program (MMP). He then accepted an opportunity at GE Capital that began a successful finance career in Commercial Mortgage-Backed Securities (CMBS), and he continued this work with CW Capital. David moved forward from there, becoming a founding executive with ICON Aircraft, a sport aircraft startup company that built a unique, high-tech aircraft, purpose-built to attract new pilots to adventure flying. Starting as ICON's initial CFO and founding investor, David was an integral part of the executive team that led ICON from concept through full-scale production. He was a versatile executive with responsibilities ranging from leading finance and strategy to EVP Revenue over sales, marketing, service, and flight operations. David is known for his ability to enter a new environment, understand the fundamentals of the opportunity, then recruit and lead key talent toward a successful outcome. David is excited to be an integral part of the growth of Arclabs Welding School.

B.S., Clemson University, 1992
M.B.A., UCLA, 2003

Heidi Bray

Heidi Bray is the Executive Vice President of Arclabs, and her duties include overseeing the schools and education experience for all Arclabs students. Heidi is a magna cum laude graduate of North Greenville University where she earned a B.A. degree in Business Communications in 2004. While attending NGU, she was a Campus Ambassador Officer, member of the Business Society, and part of the praise team. After working as a Human Resource Manager for several years, she went back to graduate school to pursue her M.B.A. She graduated from NGU in December of 2008. Heidi is a member of SHRM and participates in the local chapter. When she's not helping others pursue their dreams, you can find her baking, bargain shopping, or spending time with her family and friends.

B.A., North Greenville University, 2004
M.B.A., North Greenville University, 2008
Certificate, Specialty Craft Instructor, NCCER, 2010

Kyle Davidson

Kyle Davidson is the Chief Financial Officer at Arclabs and is responsible for overseeing the financials for each school location. With over 30 years of financial management experience, Kyle has worked with publicly traded international companies, a private equity sponsored management buyout and in public accounting. Kyle's previous roles included Director, International Accounting and External Reporting for KEMET Corporation, Global Business Unit Controller for Hexcel Corporation and Corporate Controller for Clark-Schwebel, Inc. Kyle is a graduate of the University of Illinois with a BS in Accounting, has passed the CPA exam and

started his career in public accounting with PricewaterhouseCoopers.

B.S., University of Illinois, 1983

Jennifer Harrison

Jennifer Harrison is the Director of Finance at Arclabs. With more than 25 years of accounting experience, Jennifer has worked with small businesses for tax and financial accounting and non-profit organizations. Jennifer's previous roles included General Ledger Accountant, North Greenville University; Manager of Budgeting, Payroll and Financial Reporting, The Southern Baptist Theological Seminary; and many years as a self-employed tax preparer for individuals and businesses. Jennifer is a graduate from Middle Tennessee State University with a BS in Accounting. In her free time, Jennifer enjoys spending time with her husband, four children, and her amazing church family.

B.S., Middle Tennessee State University, 1995

Ernie Galloway

Ernie Galloway is the Controller at Arclabs. With 10 years of accounting experience, Ernie has worked at an accounting firm that specializes in providing small businesses with outsourced accounting services as well as in public accounting. Ernie's previous roles include providing financial accounting services while at OnPoint CFO & Controller Services and working in public accounting while at James H. Stuckey, Jr., PC and Woodruff Accounting. Ernie was a stay-at-home mom for 20+ years before returning to school in 2010 and earning her master's degree. She enjoys traveling with her husband, reading, crafts and kayaking.

B.S., Midwestern State University, 1985
MPAcc, Clemson University, 2012

Stacy Goeringer

Stacey Goeringer is the Accounting Manager at Arclabs. Stacy has 20 years of experience in accounting and finance. She began her experience in the trucking and manufacturing industries. She worked as a business analysis for Prisma Health before joining Arclabs. In her free time, Stacy enjoys hiking, gardening and spending time with her sons.

B.S., College of Charleston, 1993

Emilee Crooks

Emilee Crooks is the Student Account Manager at Arclabs. Emilee has more than 10 years of experience in various accounting roles, with a heavy focus in real estate and property management. She enjoys playing golf, watching the Clemson Tigers, cooking, and camping in her free time.

B.S., North Greenville University, 2008
M.B.A., North Greenville University, 2012

Amber Gibson

Amber Gibson is the Compliance Officer for Arclabs. Amber has been in proprietary education since 2010 and has held roles in compliance, student admissions/recruitment, career services, and office management. She has several years of experience in staffing, recruitment, and human resources. Amber enjoys spending time with her family, traveling, watching football, cooking, restoration work, and camping in her free time.

A.S., Greenville Technical College, 2009
Certificate, Core Curricula Instructor, NCCER, 2021

Sherrone McCord

Sherrone McCord is the Director of Financial Aid for Arclabs. Sherrone has over 13 years of experience in Financial Aid Administration for proprietary schools, including time as an interim Director of Financial Aid at a large proprietary school. When she is not busy helping students get the financing they need to attend school, Sherrone enjoys traveling and spending time with her family.

Will Crosby

Will Crosby is the Human Resource Generalist at Arclabs Welding School. Will comes to Arclabs with an impressive nine years of HR experience under his belt. Will's journey in HR commenced in the realm of non-profit management, where he honed his skills in HR and continuous improvement. With a passion for optimizing processes and enhancing workplace environments, Will's expertise transcends industries, including restaurants and third-party logistics. His commitment to finding innovative solutions and making things better is a driving force behind his role as a valued member of our team. Will's wealth of experience and dedication to HR excellence make him an indispensable asset to our organization.

B.A., North Greenville University , 2014

Bob Fellers

Bob Fellers is the Curriculum Specialist at Arclabs Welding School. In addition, Bob works as a part-time Welding Instructor at the Piedmont Main Campus, a Certified Welding Inspector (CWI), and an authorized OSHA trainer for OSHA 10- or OSHA 30-Hours for Construction. Bob has been welding since 1981 and has a long history in the welding trade; he was president and primary owner of a steel erection company prior to joining Arclabs. Bob enjoys woodworking, playing guitar, and spending time with his grandchildren in his free time.

A.S., Welding, Tri-County Technical College, 1981
Certificate, Certified Welding Inspector, American Welding Society, 2003
Certificate, OSHA #500 Trainer Course, OSHA, 2021
Certificate, Industrial Welding Instructor, NCCER, 2009

Certificate, Pipefitting Instructor, NCCER, 2009
Certificate, Core Curricula Instructor, NCCER, 2009

Jonathan Crompton

Jonathan Crompton is the Master Trainer for Arclabs. Jonathan has more than 11 years of experience in the field. He got his start in welding at a local career center and continued to learn to weld and fabricate during his time in the Marine Corps. He has worked at Renfrow Brothers, Spirit Construction, New England Mechanical Overlay, and Ellcon National. He is heavily experienced in stainless steel. In his free time, Jonathan enjoys spending time with his family, hunting, and fishing.

Certificate, Industrial Welding, Tri-County Technical College, 2014
Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipe Fitting Instructor, NCCER, 2019
Certificate, Master Trainer, NCCER, 2021

David Garretson

David Garretson is the Director of Marketing at Arclabs and is responsible for our marketing and communications activities. Following his honorable service in the United States Marine Corps, Dave chose to pursue a creative education in graphics and marketing. For more than a decade Dave has dedicated his creative talents to the outdoor sporting industry. By committing his marketing and creative skills to brand building, Dave has worked to elevate many key brands in the outdoor sporting space, such as - Remington, Sig Sauer, NightForce Optics, Kimber, Nosler, SilencerCo, and many others. His ability to ideate, manage, and create top-tier marketing strategies that focus on a personal connection and the real heart of a brand's offerings is a welcome addition to Arclabs.

B.S., Lander University, 2010
A.A., Greenville Tech, 2008

Piedmont Main Campus:

Jesse Hayes

Jesse Hayes is the Lead Welding Instructor at the Main Campus in Piedmont. Jesse has over eight years of experience in the welding field. He is a certified welder who has worked in the construction, manufacturing, and fabrication industries. In his free time, Jesse enjoys fishing and spending time with his family.

Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Thomas Waters

Thomas Waters is a Welding Instructor at the Main Campus in Piedmont. Thomas has several years of experience in the welding field, mostly as a pipe welder. He has worked for Goodrich, B.F. Shaw, Nuclear Pipe, Jack Neckman Tube and General Electric. Thomas has experience welding on gas turbines and boiler tubes, and he has welded on various materials from carbon steel to chromoly steel. In his free time, Thomas enjoys hunting, fishing, and spending time with his wife.

A.S., Welding, Greenville Tech, 2007

Charles Irby

Charles Irby is a Welding Instructor at the Piedmont Main Campus. Irby has pipe welded in the nuclear field for 12 years and has performed boiler tube and emergency work for three years. He brings a wide range of knowledge and skills to the table. In his free time, Irby enjoys spending time with his daughter and working in his wood shop.

Josh Allen

Josh Allen is a part-time Welding Instructor at the Main Campus in Piedmont. Josh has been welding since 1995. Currently, he is the Welding Supervisor at Watson Engineering. Josh has experience in all types of welding processes and is an American Welding Society certified structural welder in aluminum, stainless steel, and carbon steel. In his free time, Josh enjoys hunting, fishing, and going to the lake.

Welding Certificate, Greenville Technical College, 1999
Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017

Chet Rowan

Chet Rowan is a part-time Welding Instructor at the Main Campus in Piedmont. Chet has 43 years of experience in the welding field in oil and gas, nuclear, boilers, gas turbines, fabrication, and teaching. He has worked for General Electric, BF Shaw, PCI Energy Services, and Zurn. In his free time, Chet enjoys fishing, traveling, and hunting.

A.S., Business Administration, Southern Wesleyan, 2003
Certificate in Welding, Crawford County Vocational School, 1974
Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Jon Crompton

Jon Crompton is a part-time Welding Instructor at the Main Campus in Piedmont. Jon has 40 years of experience in the field, with over 30 years of employment with General Electric as a pipe welder. He has taught welding for around 19 years at multiple South Carolina Technical

Colleges and Career Centers. In his free time, Jon enjoys spending time with his family, hunting, fishing, and projects around the house.

Certificate in Welding, Fluor Daniel, 1988
Certificate, Welding Instructor, NCCER, 2003
Certificate, Core Curricula Instructor, NCCER 2003
Certificate, Pipefitting Instructor, NCCER, 2003

Mike McCall

Mike McCall is a part-time Welding Instructor at the Main Campus in Piedmont. Mike has been welding since 1975 and is an experienced pipe welder. He started his welding career at BF Shaw and worked in power plants prior to his General Electric tenure. Mike worked at GE for 28 years before retiring and hitting the road to weld again. While there, he trained GE's new welders. He has previously taught welding at several South Carolina Technical Colleges and really enjoys teaching students how to weld. In his free time, Mike likes to fish and spend time with his family.

Corrie Bagwell

Corrie Bagwell is a part-time Welding Instructor at the Piedmont Branch Campus. Corrie started her career in welding at Arclabs where she completed the Advanced Welding program. She has worked at Groz-Beckert and is currently at INfab Piping Services as a welder. In Corrie's free time she enjoys going to concerts, spending time with her friends, and hanging out with her two dogs.

Welding Certificate, Arclabs Welding School, 2020

Lydia Bennett

Lydia Bennett is the Assistant Director of Career and Student Services Coordinator at the Main Campus in Piedmont.

B.S., Arizona State University, 2017
Certificate, Specialty Craft Instructor, NCCER, 2021

Chase Cooley

Chase Cooley is the Assistant Director of Admissions at the Main Campus in Piedmont.

B.S., Lander University, 2008
M.S., Liberty University, 2015

Columbia Branch Campus:

Earl Price

Earl Price is the Lead Welding Instructor at our Columbia Branch Campus. Earl began welding in 1995 for a production/manufacturing company. As Earl's skillset grew, he moved into fabrication, industrial piping, and structural welding; he has gained experience with various metals/alloys such as aluminum, stainless, carbon, specialty alloys, and precious metals like platinum. Earl moved into management where he has served as a supervisor, foreman, and general foreman for multiple contractors on jobsites such as Plant Vogtle, Exxon Mobil, BP Chemical, Chevron, Shell, and the Savannah River Site. Earl became an AWS CWI in 2019 and started instructing, bringing over 27 years of diversity and knowledge to the table.

Certificate, Certified Welding Inspector, American Welding Society, 2019

Brett Vaughn

Brett Vaughn is a Welding Instructor at the Columbia Branch Campus. Brett learned how to weld at the Lexington Career and Technology Center when he was in high school. After high school, Brett enrolled at Arclabs and completed the 900 Hour Advanced Welding course, successfully completing pipe welding. After graduation, Brett advanced to a local fabrication shop for two years, then chose to become a Nuclear Power Plant Welder. Brett brings his field experience, as well as his knowledge as an instructor, back to Arclabs. In his free time, Brett enjoys hunting and fishing.

Welding Certificate, Arclabs Welding School, 2014
Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017
Certificate, Curriculum Performance Evaluator, 2017

Jeremy Rushing

Jeremy Rushing is a Welding Instructor at the Columbia Branch Campus. Jeremy joined the US Army in 2003 and quickly became a decorated soldier. Two of his proudest honors were when he received the Bronze Star Medal and the Meritorious Service Medal. Before serving his country, Jeremy was a welder/fabricator (2nd generation), and after coming home from the military he completed a training course with Arclabs. He has worked in fabrication welding on boilers and pressure vessels as well as working several shutdowns and outages as a combo welder, which has gained him a wide variety of experience. Jeremy enjoys hunting, fishing and spending time with his boys in his free time.

Welding Certificate, Arclabs Welding School, 2013
Certificate, Industrial Welding Instructor, NCCER, 2014
Certificate, Core Curricula Instructor, NCCER, 2014

Brett Johnson

Brett Johnson is a Welding Instructor at the Columbia Branch Campus. Brett started his journey in welding during his high school years. His dedication to service led him to the Marine Corps, where he served for four years before transitioning to the Army for another four years. Following his military service, Brett pursued his passion for welding, completing his education at Arclabs. With a diverse range of welding experiences, he now imparts his extensive knowledge and expertise to our students as an instructor. Brett's unique background and unwavering commitment make him an exceptional mentor for aspiring welders.

Welding Certificate, Arclabs Welding School, 2023

Lance Kitchens

Lance Kitchens is a Welding Instructor at the Columbia Branch Campus. Lance has been in the welding field for over eight years. He has worked in fabrication pipe shops, nuclear plants, paper mills, and gas power plants for companies such as CB&I, Icon Mechanical, Siemens, and DZ Welding Services. Most recently, Lance has entered the education field and is an SC State Board of Education Certificated Educator. In his free time, Lance enjoys spending time outside with his family.

Joe Boyd

Joe Boyd is a part-time Welding Instructor at the Columbia Branch Campus. Joe has over 40 years of experience in the welding field. He worked at International Paper for 27 years as their key welder/Maintenance Tech and Fluor Daniels for 15 years as a pipe welder prior to that. Joe has also had his own welding and fabrication business since 1989. In his free time, Joe enjoys playing golf and chess.

Certificate, Industrial Welding, Midlands Tech, 1976
Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipefitting Instructor, NCCER, 2019

Tristan Price

Tristan Price is a part-time Welding Instructor in the Columbia Branch Campus. Tristan joined the US Army in 2005 and served his country for six years, doing two deployments to Iraq; he welded and fabricated various items while in the military. Before serving his country, Tristan was a welder/fabricator working on farm equipment with his uncle. Tristan is also a certified gunsmith; during his education with gunsmithing he learned how to oxy-acetylene weld, braze, and silver solder. He then attended Arclabs Welding School to broaden his knowledge and welding capabilities, earning four certifications using various filler metals and weld positions. In his spare time he enjoys gunsmithing, hunting, fishing, four-wheeling, spending time with his wife and children, and fabricating/welding various projects.

Welding Certificate, Arclabs Welding School, 2014

Von Robinson

Von Robinson is a part-time Welding Instructor at the Columbia Branch Campus. Von rejoins the Arclabs family in Columbia after previously instructing at the Charleston Branch Campus for several years while also teaching at a local career center. He brings over 30 years of experience in the field, including over 17 years of experience in teaching. Von has a passion for teaching his occupation to others. In his free time, Von enjoys spending time with his family and friends.

Certificate, Core Curricula Instructor, NCCER, 2010
Certificate, Industrial Welding Instructor, NCCER, 2010
Certificate, Certified Welding Instructor, South Carolina Department of Education

Nate Rushing

Nate Rushing is a Welding Instructor Aide at the Columbia Branch Campus. Nate embarked on his welding journey after high school, enrolling at Arclabs in 2017. Following graduation, he wasted no time in making a mark in the industry, securing a position at MSI, where he honed his skills in pipe welding while traveling to various plants. Nate's strengths lie in his hands-on experience, particularly in handling shutdowns and maintenance projects for multiple companies. His journey from a welding enthusiast to a seasoned professional makes him an invaluable mentor for students looking to forge a successful career in welding.

Certificate, Arclabs Welding School, 2017

Andrew Garrison

Andrew Garrison is a full-time Lab Tech at the Columbia Branch Campus.

Welding Certificate, Arclabs Welding School, 2016

Jerel Hall

Jerel Hall is a Student Recruiter at the Columbia Branch Campus.

Amos Parker

Amos Parker is a Student Recruiter at the Columbia Branch Campus.

A.S., Community College of the Airforce, 2010

Samantha Sox

Samantha Sox is the Financial Aid Coordinator at the Columbia Branch Campus.

B.S, University of South Carolina, 2014

Christine Miller
Christine Miller is the Career and Student Services Coordinator at the Columbia Branch Campus.

Education Administration M.Ed., University of South Carolina, 2019
M.T., University of South Carolina, 2015
B.S., University of South Carolina, 2014

Charleston Branch Campus:

Chuck Meek
Chuck Meek is the Lead Welding Instructor at the Charleston Branch Campus. He provides over 25 years of experience to the students of Arclabs. Chuck is a native of Rhode Island and moved to South Carolina in 1993. He has worked in a multitude of various welding environments, which has given him the stable platform for his welding expertise. His journey began in vocational classes offered in high school and mastered stick and flux core welding at Metal Trades in Charleston while building cranes for the State Ports Authority. From there he journeyed around to different companies and landed a major spot at Force Protection building Mine Resistant Ambush Protecting Vehicles for the military. Over the years he has obtained certifications in FCAW, GMAW, GTAW and SMAW in structural and pipe. In addition to basic metals, Chuck has certifications in Aluminum and Inconel as well as Nuclear Welding. When Chuck is not sharing his wisdom with others, he uses his talents to make useful things or metal art.

Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017

Ian Barker
Ian Barker is a Welding Instructor at the Charleston Branch Campus. Ian has over 45 years of experience in the welding field, including a variety of welding processes. He got his start in the welding field through on-the-job training at General Dynamics Electric Boat in 1974. He has worked at Triad Mechanical, Jacobs, Detyens Shipyard, and General Dynamics. In his free time, Ian enjoys golf, billiards, family time, and traveling.

Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipefitting Instructor, NCCER, 2019

Justin Alexander
Justin Alexander is a part-time Welding Instructor at the Charleston Branch Campus. Justin has 26 years of combined experience in a multitude of fields, including carpentry, masonry,

electrical, welding, sales and more. He has traveled all over the US and overseas. Justin found a passion for sharing his welding knowledge with others as a student of Arclabs' Advanced Welding program, which led to his decision to become an instructor at the Charleston campus. When he is not working at Arclabs, he enjoys building things with his hands from metal art to automobiles.

Welding Certificate, Arclabs Welding School, 2017
Certificate, Welding Instructor, NCCER, 2017
Certificate, Core Curricula Instructor, NCCER, 2017
Certificate, Pipefitting Instructor, NCCER, 2017

Ke'Sean Limehouse

Ke'Sean Limehouse is a part time Welding Instructor at the Charleston Branch Campus. Ke'Sean has been welding since 2017 and is an Arclabs Alumnus. He has worked for Thompson Construction as a pipe welder, Structural Top Cor, Jacobs Field and Services, and Reeder. In his free time, Ke'Sean enjoys spending time with his son.

Welding Certificate, Arclabs Welding School, 2017

Conner Lorenzen

Conner Lorenzen is a Welding Instructors Aide in Charleston. Conner has been in welding for over four years, most recently working at Structural Top Cor. Conner is an Arclabs Alumni and earned all possible certifications when he was a student. In his free time, Conner enjoys building things and playing video games.

Welding Certificate, Arclabs Welding School, 2023

Spencer Willis

Spencer Willis is a Student Recruiter at the Charleston Branch Campus.

B.S., The Citadel 2017

Jeremy Martin

Jeremy Martin is a Student Recruiter at the Charleston Branch Campus.

Adrienne Maysey

Adrienne Maysey is the Career and Student Services Coordinator at the Charleston Branch Campus.

B.S., Bowling Green University, 2004

Jada Staton

Jada Staton is the Financial Aid Coordinator at the Charleston Branch Campus.

B.S., Ohio University Southern, 2016

Rock Hill Branch Campus:

Jerry Summerlin

Jerry Summerlin is the Lead Welding Instructor at the Rock Hill Branch Campus. Jerry started his welding career at a technical school and initially went into production welding. He later worked as a structural welder and then as an iron worker, at which time he decided to teach himself pipe welding. Jerry has been a pipe welder since, with 19 years of welding experience under his belt, and has worked for companies such as CAT, Exxon Mobile, VC Summer, and Siemens Energy. Jerry has extensive experience in specialty alloys, titanium, stainless steel, and aluminum as well as experience with P91 chrome, Hastelloy, and Inconel. He is excited to share his love of welding and knowledge with students as they become the next generation of welders. In his free time Jerry enjoys fishing, vacationing with his family, boating on the lake, and waterfowl hunting.

Patrick Grammer

Patrick Grammer is a Welding Instructor at the Rock Hill Branch Campus. Patrick started welding when he was a senior in high school then continued into college. He has worked on combat vehicles for the Army, National Guard, and Marine Corps; built submarines in aircraft carriers for the Navy; and traveled to many different military bases to weld tanks. He enjoys building or rebuilding things that protect our men and women in the service. Patrick brings 18 years of welding experience to Arclabs, including experience as an instructor; he became an instructor for the joy of teaching his craft and seeing students get excited once they've mastered a skill and passed a weld test.

Certificate, Welding, Gadsden Community College, 2006

Billy Davis

Billy Davis is a Welding Instructor at the Rock Hill Branch Campus. Billy has been welding since 2010, most recently working as a pipe welding for Renfro Corporation. He has worked for BF Shaw for eight years, Jenkinsville Nuclear plant, and the Savannah River Nuclear plant; he has been a pipe welder for most of his career. Billy wanted to give back to the students and teach others how to weld, which brought him to Arclabs. In his free time, Billy enjoys fishing and hunting.

Nathan Godsey

Nathan Godsey is a part-time Welding Instructor at the Rock Hill Branch Campus. Nathan graduated with an Associates in Welding in 2016 and then a Masters in Lean Engineering in 2020. Since graduating with an Associates in Welding, Nathan has worked several years for Altec, a manufacturing company that specializes in building utility forestry trucks; Komatsu, a

manufacturing company that specialized in heavy duty excavators and dump trucks and included the operation of welding robots; and a role as a welding automation instructor for a community college in Charlotte, NC. Nathan enjoys traveling to new countries in his free time, and he is currently working on his Doctorate in Education as well as studying for the CWI which he plans to take in 2024.

A.S., Welding, Central Piedmont Community College, 2016
B.S., University of North Carolina, 2012
M.S., East Carolina State University, 2020

David Williamson

David Williamson is a part-time Welding Instructor at the Rock Hill Branch Campus. David recently retired and loves passing his knowledge on to the next generation of welders. He has over 47 years of experience in the welding industry, including oil and gas, chemical manufacturing, paper production facilities, and nuclear and boiler construction and repair; he spent much of his career as a Pipe Welder. David has taught welding for over 21 years in both higher education and in the industry. David enjoys hunting, fishing, gardening, and training his Labrador Retriever.

Keldrick Cannon

Keldrick Cannon is a part-time Welding Instructor at our Rock Hill Branch Campus. Keldrick has been in the welding field since 2007 working with the Boilermakers and CSX Transportation. He is an Arclabs Alumni, and 13 years after graduation he wanted to come back to Arclabs to train the next generation of welders. Keldrick enjoys spending time with his daughter in his free time and flying drones.

Welding Certificate, Arclabs Welding School, 2010

Amanda Rivera

Amanda Rivera is the Financial Aid Coordinator at the Rock Hill Branch Campus.

Olethia Williams

Olethia Williams is the Student Recruiter at the Rock Hill Branch Campus.

B.A., Drake University, 1997
MBA, Herzig University, 2020

Ashley Hamilton

Ashley Hamilton is the Career and Student Services Coordinator at the Rock Hill Branch Campus.

B.S., Lander University, 2006

Houston Branch Campus:

Trevor Owen

Trevor Owen is the Campus Director at the Houston Branch Campus. Trevor has fifteen years of experience working in education as a teacher, administrator, and campus director. He takes pride in our ability to change lives in under a year and believes strongly in the value of higher education. Trevor enjoys running, traveling, cooking, spending time with family, and, as a native of Wisconsin, cheering for the Packers, Brewers, and Bucks.

B.A., Marquette University, 2007
M. Ed., University of Notre Dame, 2009

Janice Moore

Janice Moore is the Director of Admissions at the Houston Branch Campus. Janice has over 10 years of experience in Admissions and five years of Executive Leadership. She has proven successful in admissions with her willingness to help every student she encounters. She has always loved career education and the success it brings to the students she has worked with. In her spare time, Janice enjoys being a sports mom and cooking. She believes in life you will win some and lose some, but education is one thing that is never a loss.

Heather Roussere

Heather Roussere is the Lead Welding Instructor at the Houston Branch Campus. Heather has over 15 years of experience in the welding industry, ranging from oil rigs to vessel shops. She has held many leadership roles within the field, such as the Lead Pipe Welder at Surface Equipment Corporation and the Shop Supervisor at Tyler Fence. At a young age, Heather knew she wanted to be a teacher, and she has now been sharing her passion for teaching and welding for the last three years. In her free time, she enjoys spending time with her boys, hiking, and surfing.

Certificate, Certified Welding Inspector, American Welding Society, 2022
Certificate, OSHA 30-Hours for Construction, 2014
Certificate, OSHA 30-Hours for General Industry, 2014
Certificate, Welding Instructor, NCCER, 2019
Certificate, Core Curricula Instructor, NCCER, 2019
Certificate, Pipefitting Instructor, NCCER, 2019

Tyler Sutton

Tyler Sutton is a Welding Instructor at the Houston Branch Campus. Tyler has been welding for about five years throughout the Houston area with experience in ASME pressure vessels, ornamental welding, and shipyard welding. He has worked for companies such as Texas Plate Fabricators and Metal Railing of America. Tyler is a graduate of Arclabs Welding School, and

he is excited to teach at his alma mater and give back to the next generation of welders. In his free time, Tyler enjoys traveling the coastline to fish and hunting.

Welding Certificate, Arclabs Welding School, 2019
Certificate, Welding Instructor, NCCER, 2020
Certificate, Core Curricula Instructor, NCCER, 2020
Certificate, Pipe Fitting Instructor, NCCER, 2020

Victor Arredondo

Victor Arredondo is a Welding Instructor at the Houston Branch Campus. Victor has seven years of welding experience, specializing in construction, oil and gas, pipeline and fabrication welding. He has worked for H&M Industrial, Turo Industrial and NEAL construction. In his free time, he enjoys cooking, baseball, fishing and hunting.

Certificate, Certified Associate Welding Inspector, American Welding Society, 2021

Luis Romero

Luis Romero is a Welding Instructor at the Houston Branch Campus. Luis has been in the welding field since 2015 and has specialized in oil and gas, structural, fabrication and new construction. Luis has prior experience in education. Luis enjoys traveling in his free time.

Francisco Zavala

Francisco Zavala is a Welding Instructor at the Houston Branch Campus. Francisco has over seven years of welding experience, working in oil and gas, fabrication, and inspection. He holds certifications in welding, NDT, and OSHA. Francisco enjoys teaching students and spending time with his family.

Jonathan Garcia

Jonathan Garcia is a Welding Instructor Aide for the Houston Branch Campus.

Welding Certificate, Arclabs Welding School, 2020

Mark Villagrana

Mark Villagrana is a Welding Instructor Aide at the Houston Branch Campus. Mark started his welding career in 2020 with Hannibal Industries. He has experience in the Oil and Gas Industry as well as construction and structural welding in the field. Mark has worked for Caterpillar, NOV and Bise as both a welder and fitter. Mark is an Arclabs Alumni and enjoys sending time with his family and friends.

Welding Certificate, Arclabs Welding School, 2021

Mike Treadway
Mike Treadway is the Maintenance Manager at the Houston Branch Campus.
Certificate, CNC Programming, Gwinnett Technical Institute, 1996

Dominique Deckard
Dominique Deckard is a Student Recruiter at the Houston Branch Campus.

B.S., Prairie View A&M, 2010

Nikole Smith-Robinson
Nikole Smith-Robinson is a Student Recruiter at the Houston Branch Campus.

B.S., Sam Houston State University, 2005

Corey Smith
Corey Smith is a Student Recruiter at the Houston Branch Campus.

Christopher Williams
Christopher Williams is a Student Recruiter at the Houston Branch Campus.

Doug Bartek
Doug Bartek is the part-time Financial Aid Coordinator at the Houston Branch Campus.

B.S., University of Phoenix, 2011

Jennifer Alejos
Jennifer is the Financial Aid Coordinator at the Houston Branch Campus.

Roy Watts
Roy Watts is the Career Services Coordinator at the Houston Branch Campus.

B.A., University of Houston, 2011

Katoshia Merriett
Katoshia Merriett is the Student Services Coordinator at the Houston Branch Campus.

Certificate, Texas School of Business, 1999

Annie Cavazos
Annie Cavazos is the Office Coordinator/Receptionist at the Houston Branch Campus.

Accredited Testing & Inspection (ATI)/Coupon Shop:

Steve Wheat

Steve Wheat is the Director of Testing for the Accredited Testing & Inspection facility. Steve started in the welding industry in 1986 after he got out of the Army. Steve has worked for Thermo Kinetic, Sanders Brothers, and Gloenco. He has trained and certified all types of welders and welding operators and has developed welding procedures and processes for companies. Steve enjoys spending time with his children and grandchildren, working in his garden and riding his Harley.

Certificate, Certified Welding Inspector, American Welding Society, 2001
Certificate, Certified Welding Educator, American Welding Society, 2002
Certificate, Certified Welding Supervisor, American Welding Society, 2008
Certificate, Level II PT, American Society for Nondestructive Testing, 2009
Certificate, Industrial Welding Instructor, NCCER, 2010
Certificate, Pipefitting Instructor, NCCER, 2010
Certificate, Core Curricula Instructor, NCCER, 2010

Adam Raikes

Adam Raikes is the Testing Supervisor for the Accredited Testing & Inspection facility in Rock Hill, SC. Adam started in the welding industry as a helper and saw operator for a structural fabrication and erection company in Georgia. He spent 11 years with that company as a welder, fitter, and also worked in the field erecting buildings. Adam achieved the honor of passing his CWI exams and went to work for Banker Steel where he performed inspections for their skyscraper buildings, certified their welders, and maintained their welding procedure database. He was fortunate to study non-destructive testing methods in-depth and was able to perform magnetic particle inspections. Now, with ArcLabs ATI, he works with companies to certify their new and existing welders, generate new welding procedures, provide welding & inspection training to current employees, and inspect welds.

Certificate, Certified Welding Inspector, American Welding Society, 2021

Ron Felton

Ron Felton is the Director of Business Development for the ATI facility.

Brandon Kelly

Brandon Kelly is the ATF Technician for the ATI facility.

Welding Certificate, Arclabs Welding School, 2013

Jonathan Evitt
Jonathan Evitt is a Cut Room Technician for the ATI facility.

Welding Certificate, Arclabs Welding School, 2022

Benny Nalley
Benny Nalley is the Maintenance Manager at the Main Campus in Piedmont.

Our Advisory Board:
The mission of the Advisory Board is to provide leadership and support to the Management Team by utilizing their skills, our financial resources, teamwork and diversity to strengthen the academic infrastructure, faculty, and facilities of the school.

Edward Knudson, Exec. Director Workforce and Economic Development (retired), Gateway Community College

Jamie Walden, Welding Instructor, Enoree Career Center

Tristan Price, Welding Instructor, Center for Advanced Technical Studies

Jeffrey Sassic, Vice President, Phillips Tank and Structural

David King, Welding Engineer, NOV Rig Technology

Adolfo Aguilera, Vice President of Manufacturing, Tank Holding Corp.

Jamie Whims, Supplier Quality Engineer, Proenergy

Jim Issa, Regional Sales Manager, Lincoln Electric

Matt Chubb, Technical Sales Representative, Lincoln Electric

Kim Moody, Welding/Mechanical Engineer, Fluor

Kristi Rowe, Manager – HR, Metal Trades

Nate Bowman, Director of Welding Optimization & Education, Central Welding Supply

Stanley Patterson, Technical Training Specialist, Transco Railway

Wayland May, Global Welding Director, Fluor