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KWI SATISFACTORY ACADEMIC POLICY

STATEMENT OF PURPOSE

The academic progress of all KWI students is monitored by the school on an ongoing basis to ensure that the student is satisfactorily progressing. This policy is the same for all students, regardless of their funding status. All students are expected to maintain passing grades while attending school and all grades will become part of the student's permanent record. Students are evaluated during the course of their training at the following weekly intervals based upon their program completion length: 4, 10, 16, 22. Academic and attendance records are reviewed at these evaluations and recommendations or corrective action taken to monitor their performance.

GRADING

The percentage proportion of the final grade for each course shall be:

- (a) 75% - Practical hands-on training
- (b) 25% - Classroom participation

A	90%	4.0	Excellent
B	80%	3.0	Good
C	70%	2.0	Average
D	60%	1.0	Poor
F	59%	0.0	Failing

The classroom portion is based on a percentage of the number of correct answers. The practical portion is a pass-fail score. Any task you do not complete will be scored as a ZERO. A student's final grade consists of an average of all grades contained in the Student Progress Report designed for each course.

Students must maintain an average of 2.0, C 70% or higher in order to pass the course(s). NCCER certification requires 70% successful completion of all written tests. Re-tests require additional academic training and practice prior to administration.

Program Requirements for Completion:

CFW: complete all seated classwork, KWI WPS 1

CSW: complete all seated classwork, KWI WPS 1, 2

CPW: completed all seated classwork, KWI WPS 1, 2, 2.5

*Students must have attained a 2.0, 70% cumulative grade average to graduate. Any student who averages below a 70% in any phase of a course shall be personally advised in the area or areas of training which reflect poor quality of performance. A student who receives a grade of 60% or lower will be placed on a 30 day probation and will be given this period to make improvements. A student will return to good standing by improving his or her grade to a 70%. If



KWI SATISFACTORY ACADEMIC POLICY

a student does not improve during the 30 day probation, he or she will be notified of the limited placement potential in the area or areas of concern and will be subject to termination. This information will be placed in the student's permanent file.

**When the student has met the mandatory hours of the designated course or minimum testing requirements and maintained satisfactory academic status, he or she may graduate for employment at that time.

*** Courses are designed for certification attainment in the prescribed clockhours for each program. The maximum time frame to complete all programs is 150% of the published program length.



KWI ADMISSIONS POLICY

STATEMENT OF PURPOSE

All potential applicants should give careful consideration to the welding industry and personal goals in welding. KWI has a rigorous training program and expects all students will train with intensity and passion to further their skills and self. It is our goal that each student will succeed during the course and beyond training in a rewarding career.

ADMISSIONS REQUIREMENTS

1. All student applicants must be at least 17 years of age to be considered for any programs at Kentucky Welding Institute, LLC. Any applicant under the age of 18 years of age must sign an enrollment agreement form jointly with a parent, guardian, or guarantor; students must reach their 18th birthday before the completion of any course.
2. A high school diploma/GED is required for admission into the Certified Pipe Welder Program, Certified Structural Welder, and Certified Fabricator Programs. A copy of proper documentation must be submitted to the school within two weeks of your conditional admission
3. Students must have read the Student Catalog, available online.
4. Students must have completed a tour of KWI facilities within 3 days of their training start date

ADMISSIONS RECOMMENDATIONS

1. KWI recommends all students have their vision tested and corrected, if necessary before the commencement of training.
2. Physical recommendations include standing for extended periods of time, good eye sight, ability to lift 50 pounds, bending, grasping, and maneuvering into small spaces.
3. Students should be able to write, read and comprehend the English language at a 10th grade level.

ADMISSIONS PROCEDURES

1. Students should access and review the Student Catalog, available online and contact KWI for guidance in setting goals and selecting the course appropriate for you.
2. Complete the online admission form, pay the non-refundable \$100 admissions fee and select your preferred start date. In selecting dates, please choose the first date you are eligible to begin training, not sooner than 30 days.
3. KWI will acknowledge receipt of your admissions form, conditional admission status and assigned start date via email and provide you directions to set up your student account and access to the forms required for training.



KWI ADMISSIONS POLICY

4. All forms should be reviewed and submitted, along with any other required documents within two weeks of admission notification. All applications are conditional and pending until required verification can be made; review of age, education requirements and catalog review.
5. All students are required to attend a mandatory orientation prior to training commencement; refer to your correspondence for times and details. Tours and enrollment agreements will be completed at this time, if not done previously. Any documents that have not been submitted are required at this time and lack thereof may delay or nullify your training start date.
6. Students must be prepared to pay their full tuition and fees balance on orientation day. Please request a statement or call the school to verify your account balance. KWI does not honor award letters or other “intents to pay” documentation. Payments must be made via check or credit card. A service fee of 3.5% will be incurred for credit card payments.
7. Report to class on your official training start date.



KWI ATTENDANCE POLICY

STATEMENT OF PURPOSE

All potential applicants should give careful consideration to the welding industry and personal goals in welding. KWI has a rigorous training program and expects all students will train with intensity and passion to further their skills and self. It is our goal that each student will succeed during the course and beyond training in a rewarding career.

ATTENDANCE POLICY

Strong attendance is required for the duration of enrollment. It is difficult to develop marketable skills without regular, consistent attendance. Employers require welders who hold prompt, regular attendance in high regard. KWI students shall not miss more than 10% of their program: CPW - 12 days/ CSW - 8 days /CFW - days.

1. Attendance is recorded daily and monitored regularly to ensure students are in session.
 2. Excused absence events are those in which notice is provided to your foreman in advance of your shift start time and include the following types: illness of the student and death or birth in immediate family. All other absence requests must be submitted for approval 3 days prior to the first date of requested absence, be approved and all hours banked prior to the absence in order to be classified as excused. All unplanned excused absence hours shall be made up within 10 days following the absence or they will be classified as unexcused and punitive instructor directive tasks will be utilized.
 3. Any absence not falling within the excused absence event parameter is considered unexcused, and will result in punitive instructor directed tasks.
 4. If absences reach 50% of the allowable rate or a student misses 3 consecutive days unexcused, the student will be subject to probation for a period not to exceed 30 calendar days. During the probationary period the student will remain in school and shall have no absence events during those 30 calendar days. If the student complies with probationary requirements successfully, the student will return to good standing however in the event of an absence event, the student's probation starts over. During probation students are subject to, but not limited to extra hours and extra duties assigned by instructors. Examples include cutting plate or pipe and pulling an extra 30 minutes on another shift.
- Any student whose absence events exceed 10% of their program will be terminated.
5. Tardiness is a disruption of a good learning environment. For every two tardies, one unexcused absence will be incurred. Any unapproved early dismissal will be counted as a tardy. Time away from training up to 239 minutes is considered a tardy, whereas 240 minutes or more will be an absence.
 6. Leaves of absence are discouraged since they are disruptive to the continuity of training. Requests for leave of absence will be considered after submission of the leave of absence form



KWI ATTENDANCE POLICY

and review by a school official. One leave of absence, either medical or personal, will be considered per a twelve(12) month period. Any leave of absence cannot exceed 60 calendar days for personal reasons and 90 days for medical reasons; minimum leave of absence time is 10 days. Any student not returning following a leave of absence will be terminated on the next school day after the agreed upon return date.

Any student whose absence events exceed 10% of their program will be terminated.



KWI CONFIDENTIALITY POLICY

STATEMENT OF PURPOSE

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; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about



KWI CONFIDENTIALITY POLICY

directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.



KWI DRUG USE AND CONSENT TO TESTING POLICY

STATEMENT OF PURPOSE

The purpose of this document is to identify the drug and alcohol policy of Kentucky Welding Institute, LLC (KWI). All employees, students and prospective students of KWI are subject to the policies and procedures herein and their understanding will be acknowledged by the corresponding consent forms.

Any possession or use of drugs is a violation of policy at KWI. At no time shall any employee or student use or have alcohol or drugs* in their possession, with the intent to use or distribute, during hours of operation; includes scheduled breaks, lunch or any time they are on the premises of KWI. Furthermore, any employee or student who reports to the premises of KWI while under the influences of any drugs* or alcohol is in direct violation of the drug and alcohol policy herein.

**Drug, for the purpose of this policy, is any substance in which the possession, use, or sale of such is against Kentucky law.*

Note: This policy does not include prescription drugs for employees/students which have been ordered under the care of a licensed physician. However, in the event that a prescription drug may interfere with the safety and well-being of others at KWI or impact the drug testing process or results, employees and students are requested to identify any prescription drugs they are taking. Furthermore, KWI reserves the right to limit or modify an employees work responsibilities and/or a students' training as a precautionary measure until possible side effects have been assessed.

All testing will be performed through an approved third party vendor or in-house by trained KWI staff, at the discretion of the KWI director and may include oral/saliva swab, breathalyzer, urinalysis, blood testing, hair follicle testing and/or any other method deemed appropriate. Any employee or student proven to be in violation of this policy or who refuse testing will be terminated from KWI at the first offense. Prospective students who fail a drug test or refuse testing will not be accepted for admission. Any employee or enrolled student that disputes a positive test may refute the positive test and request their sample be reprocessed within 12 hours by a third party vendor in mediation with KWI. Any employee/student contesting the positive results will be placed on suspension until the results are received in the KWI office. Upon receipt of a second positive test the employee/student will be immediately



KWI DRUG USE AND CONSENT TO TESTING POLICY

terminated.

All employees, students and prospective students of KWI are requested to sign the Drug Use Policy and Consent to Testing Form. This consent authorizes KWI to order a drug test of any employee, student or prospective student through random testing and/or suspicion of violation of KWI policy. Any employee, student or prospective student who refuses to sign the Drug Use Policy and Consent to Testing Form is not in agreement with the policies and procedures of KWI and will be subject to dismissal or denied admission into the program.

Any student who, upon enrollment, admits to addiction to alcohol or other controlled substances prior to the first day of class will be encouraged to seek treatment and rehabilitation, without loss of enrollment fee and/or violation of policy. Any treatment will be at the students own expense. Upon satisfactory completion of such program, students will be admitted into the training program. Employees and students are subject to drug and/or alcohol testing at any time they are on the premises of KWI. Drug testing may occur via a random lottery system, as a result of suspicion, and/or as a result of any accident resulting in injury that requires medical treatment or property damage in excess of \$100.

Additionally, KWI reserves the right to authorize the inspection of the person and any personal property of all employees or students while on the premises of KWI. The results of any drug and/or alcohol testing are confidential, but will be released to KWI or its agents as arising from any liability damages or claims that may be a result of positive tests. I understand that a positive test for alcohol or drugs, any attempt to alter or falsify a test sample or refusal to submit to testing shall result in my immediate termination* from KWI.

*Any termination from Kentucky Welding Institute shall result in a loss of entitlement to any refund of tuition or fees paid within the parameters of the withdraw and refund policy.



KWI GREIVANCE POLICY

STATEMENT OF PURPOSE

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. If, however, this action does not bring the situation to a close to the satisfaction of the students, they may submit a written complaint to the School Director. The written complaint should contain (1) nature of the problem, (2) approximate dates, (3) names of individuals involved, (4) copies of important information regarding problem, (5) evidence demonstrating institutions grievance policy was followed prior to this point, and (6) student signature.

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, [Mero Street, 4th Floor, Frankfort, Kentucky 40601](#). The forms can be found on the website at www.kcpe.ky.gov.



KWI LEARNING RESOURCE SYSTEM POLICY

STATEMENT OF PURPOSE

KWI provides an adequate learning resource system which includes all materials that support a student's educational experience and enhance the educational program such as texts; electronic resources; computers; internet access; and other similar resources and equipment.

OVERVIEW

1. KWI's learning resource system is easily and readily accessible to students and faculty during and beyond classroom hours.
2. KWI's learning resource system includes materials:
 - commensurate with the level of education provided;
 - appropriate to the courses of study in sufficient quantity and scope to meet the educational objectives of each program such as:
 - relevant and current texts and periodicals;
 - research journals and databases;
 - standard works of reference;
 - multi-media and/or electronic resources;
 - electronic library resource technologies;
 - other resource materials necessary to adequately serve students.
3. KWI's learning resource system materials are integrated into its curriculum and program requirements as a mechanism to enhance the educational process and to facilitate positive learning outcomes for students.
4. KWI's learning resource system is managed by qualified institution personnel with sufficient experience to provide oversight and supervision.
5. Qualified institution personnel orient, train and assist students and faculty in the use of the learning resource system in a manner that supports learning objectives.
6. KWI has on-going development of its learning resource system as part of its continuous improvement plan.
7. KWI has sufficient support and budgetary allocations for the learning resource system.
8. The institution ensures that its students are adequately served and have ready access to sufficient and appropriate learning materials.

CHECK OUT PROCEDURES

1. Students use KWI check out sheets to check out hard copy resources.
2. KWI Faculty and Staff have access to hard copy resources and make sure students sign for the hard copy resource they are checking out.
3. Students are responsible for the hard copy resource until checked back in by KWI faculty or staff.
4. Top shelf resources are checked out, but limited to lobby. They do not leave lobby



KWI LEARNING RESOURCE SYSTEM POLICY

HOURS AVAILABLE

1. Hard copy references are available during normal shift operation.
2. Digital references are available to students 24/7

RESOURCES INCLUDED IN THE LRS

1. Texts: genre- Welding Industry
2. chrome books
3. laptops
4. KWI Student Google Classroom

TRAINING PROCEDURES

1. All Faculty and Staff are trained on KWI's learning resource system.
2. All students are oriented to KWI's learning resource system at their orientation.
3. Students receive additional training during classroom time.

IMPROVEMENT OF RESOURCES

1. KWI continually seeks to improve its learning resource system through a variety of recommendations coming from but not limited to:
 - a. Program Advisory Council
 - b. Faculty
 - c. Staff
 - d. Students
 - e. Industry
2. KWI allocates a sufficient budget dedicated to the improvement of its learning resource system.
3. KWI maintains current and relevant texts that align with industry



KWI SOFTWARE INFRINGEMENT POLICY

STATEMENT OF PURPOSE

Students shall be self-aware of the repercussions of copyright violations and software infringement. Students that violate copyright law using KWI property or during training are in violation of software license infringement may face civil penalties including, but not limited to citations, court costs and jail time.

Misconduct regarding copyright violations and software infringement are a violation of the student conduct policy at Kentucky Welding Institute.



KWI STUDENT CONDUCT POLICY

STATEMENT OF PURPOSE

KWI students are expected to conduct themselves in a respectable manner at all times. Misconduct such as fighting, use of alcohol or illegal drugs or the carrying of weapons will not be tolerated. Student standards and regulations will be signed by all students during orientation and be posted in the shop area, visible to all students, at all times.

1. Any possession, solicitation and/or use of drugs and alcohol will not be tolerated while on site at KWI, or enrolled in a program. Prescription medication, authorized by a physician and taken under direct orders is the only exception. KWI staff must be made aware of prescription medications that impact the safety of students.
2. Students are required to dress and work per industry standards. All PPE must be worn at all times and students are only allowed to take breaks during designated times.
3. Smoking is not allowed in KWI buildings.
4. Cell phone use is prohibited during class and shop times. The only use allowed is during specified break and lunch times.
5. Personal property is the responsibility of the student. KWI is not held responsible for missing or damaged personal property.

*A student shall be dismissed for unsatisfactory conduct and will not be allowed to return to the premises. KWI reserves the right to terminate a student for unsatisfactory conduct both on and off KWI property.



KWI STUDENT SERVICE POLICY

STATEMENT OF PURPOSE

A program of coordinated student advising, counseling, educational and career planning, tutoring, academic support and special support services are available to all students and prospective students. These services and programs shall be educationally purposeful by providing for the educational, career, social, cultural, emotional and recreational facets of student development. The support services assist students in meeting their academic goals and enhance retention and student success.

A. Advising and Counseling:

For students in need of advising and/or counseling, KWI offers help with relevant coping skills (life, career development, budget, personal financial planning), academic advising, testing and tutoring services, monitoring of attendance records, graduate employment assistance, and information concerning housing, transportation, and child care. All resources are digitally maintained by our Director of Admissions/ Student Services Coordinator.

a. Available Professional Counseling Services

i. Comprehend Inc

610 Elizaville Ave
Flemingsburg, KY 41041
606-849-2212

ii. New Hope Community Services

901 US-68 #900
Maysville, KY 41056
606-584-7055

iii. Edward Jones Investments, Tony McGlone CFP

117 W Water Street
Flemingsburg, KY 41041
606-845-1800

Bible Study:

KWI offers a bible study on Sunday mornings at 10am in the KWI classroom. This class is a topical study driven by student questions and selected topics. We meet casually to offer spiritual support for students who are missing that from home or are seeking it. Breakfast is provided.

B. Educational- KWI conducts surveys every 2 months with students to give their feedback on how we are doing in providing their welding education. In addition to the student feedback surveys, instructors conduct student evaluations and advising sessions conducted at 4, 10, 16, and 22 weeks. These sessions are designed to update the student on their progress and then work with the student on based upon areas of weakness and



KWI STUDENT SERVICE POLICY

- strengths. Students are able to meet with the student services representative about any details they need in regards to their grades and attendance.
- C. Tutoring- For classroom needs students have access to KWI Google classroom and can study any of the curriculum. Students needing additional help can submit a tutoring request form found on our website. Once the request is submitted, the Director of Student Services receives the information and submits the request to the DOT who creates a plan to assist the student on the specific subject, topic or lesson they are seeking help with.
- D. Career- Students will create their resumes during class and instructors explain exactly how to research companies, contractors, and jobs. Instructors share experiences on the road and in the field and students ask questions for deeper understanding. In addition, we post current job postings to all our current students through a remind app and display the current months Industrial Projects Report on our flat screen in the student lobby. When a student enters the 6th month of their training instructors are intentional about helping the student navigate the job boards and assist in completing profiles or making the phone calls necessary to line up a weld test.
- E. Employment Assistance: KWI hosts job fairs and lunch-and-learn events where HR reps and recruiters from companies, contractors, and union halls speak to students about positions they have available. KWI uses a smartphone app to send out job postings as well as on demand as students inquire. The school has laptops and a Chromebook lab dedicated to student support. Students can request time and computers to access job leads and submit applications and send resumes. KWI does offer lifetime brush up enabling students to come back to the school and dust-off skills that have gone cold. All former qualified graduates also have job placement assistance available.
- F. Social- Students are assigned foremen positions during their time at KWI. In this role students are required to complete all the job-site paperwork, manage a row of peers, and hold safety meetings. Instructors aid the student in developing the social skills necessary for the welding industry.
- G. Cultural- KWI provides and informs students of experiences that stretch them to connect with different viewpoints or cultural differences enabling them to become full members of a larger community. We also provide information to students about cultural events happening regionally in Eastern Kentucky and encourage them to participate in events that are available during their training time.



KWI STUDENT SERVICE POLICY

- H. Emotional- Instructors get to know their students so that detection of personality changes or emotional states is possible. Instructors do inquire and offer to talk or refer students to our Director of Training for advising. If the student's situation is such that a professional is better suited, we do offer them contact information for counseling through our student services representative and through a digital request form on our student services page.
- I. Recreational: Students can inquire with the Director of Student Services on a list of local and regional recreational activities available regionally while attending KWI.
- J. Transportation: Flemingsburg isn't large enough to have public transportation services. To the best of our ability, KWI tries to assist students who need transportation, and seeks housing that is in close proximity to campus. Students also rely on peers for weekly trips to grocery and other necessities.
- K. Child Care: KWI offers students a list of available childcare providers in our area.
- L. Student Records: Students have access to their records through our student resource system through the Vision portal. Each student receives their own unique user name and creates their password. Their attendance and grades can also be accessed through the Vision app that is available for their phone. KWI keeps all student records including admissions documents, academic progress, fees and payments, financial aid, and certifications for up to five years after the student's graduation, withdrawal or termination. KWI securely maintains student records against damage or loss.
- M. Student Complaints:
GRIEVANCE PROCEDURE
Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. If, however, this action does not bring the situation to a close to the satisfaction of the students, they may submit a written complaint to the School Director. The written complaint should contain: (1) nature of the problem, (2) approximate dates, (3) names of individuals involved, (4) copies of important information regarding the problem, (5) evidence demonstrating institutions grievance policy was followed prior to this point, (6) student signature.

FILING A FORMAL COMPLAINT

If you believe any employee of KENTUCKY WELDING INSTITUTE, LLC has violated Kentucky statutes or regulations, you may send a written complaint to the Kentucky Commission on Proprietary Education (Commission). As the Commission responsible for regulating private career colleges and schools and protecting the public in matters related to private career colleges and schools, the Commission will review your complaint and take appropriate action.



KWI TRAINING POLICY

STATEMENT OF PURPOSE

The success of a school is directly related to the quality of its training of both students and faculty. This section addresses the guidelines laid out by Kentucky Welding Institute in training students and faculty as it pertains to the many certification agencies we host, including but not limited to: American Welding Society, National Center for Education and Research, Occupational Safety and Health Administration, Mine Safety and Health Administration, National Commission for the Certification of Crane Operators, and American Safety and Health Institute. The purpose of this plan is to mandate a rigorous, organized, and highly secure training and assessment guideline that continually strives to be attentive to the needs of the students and faculty, interested in strengthening the curricula, and obligated to continued self-improvement.

Include the target audiences and topics on which training must be conducted on the list of training needs. Include in the training strategy how the topics will be addressed. This information includes the format of the training program, the list of topics to be covered, materials, time, space requirements, and proposed schedules. Discuss QA in terms of testing, course evaluation, feedback, and course modification/enhancement.

1 INTRODUCTION

Training is managed by the Director of Training in accordance with each certifying body the Kentucky Welding Institute uses to test and certify its students and faculty. The Director of Education ensures proper structure and guidelines are initiated and presented and the Director of Training executes by training all faculty to standard and assesses their ability to train and certify students accordingly.

1.1 Background and Scope

Kentucky Welding Institute's training is of the highest standard and assesses its faculty and students through the guidelines and standards of the certifying agencies. The Director of Education is certified directly by the certifying agencies and assesses and certifies the Director of Training. The Director of Training oversees all training, but directly assesses and certifies all faculty. Shift instructors, instructors, and assistant instructors are assessed quarterly on their training practices by the Director of Training so that students are receiving equal, quality training.

1.2 Points of Contact

Director of Kentucky Welding Institute: Adam Hinton
Director of Education: Bobby Pease
Director of Training: Ashley Applegate

1.3 Document Organization

The training plan provides specific details to communicate the design and effectiveness in delivery of instruction of students and faculty of the institute. An analysis of the type and structure of training, methods for educational delivery within the classroom and shop, resources available and the curriculum plan is clarified in the training plan.



KWI TRAINING POLICY

1.4 Project References

- American Welding Society: training and certification for all AWS is done in accordance with AWS QC1 and AWS B1.10
 - Weld tests are administered by a Certified Welding Inspector
 - Weld tests are given according to the WPS for which they were tested
 - Students must be tested by a CWI that is not their instructor
- National Center for Education and Research: training and certification for all NCCER is done in accordance with the Accredited Training Sponsor (ATS) Guidelines.
 - Use NCCER curriculum for instruction
 - Only permitted to submit training for which instructor is certified to teach
 - Facilities are optimal for all training and assessment
 - Exams are under constant supervision per NCCER policy and procedure
- Occupational Safety and Health Administration: training for OSHA is done in accordance with 29CFR1926 and OSHA's 500 outreach instructor course.
- Mine Safety and Health Administration: training for MSHA is done in accordance with 30CFR Part 48B.
- National Commission for the Certification of Crane Operators: all training and certification is done in accordance with NCCCO policy and procedure.
- American Safety and Health Institute: all training and certification for ASHI

1.5 Security

The Kentucky Welding Institute secures all testing materials in accordance with the many certifying agencies it is authorized to train through. All written tests are kept under lock and only accessed by instructors who have the authority given by the specific certifying agency for which the test belongs. Students never have access to any written test materials before or after an examination. Students completely fill out written exams with their first and last names and the last four of their social security number to authenticate student work. Under no circumstances do students take written exams unsupervised. Once a written exam is taken it is filed in the proper student file and locked. After graduation student records containing written exams are kept locked for the time duration required by the certifying agency (for example NCCER is 3 years for release forms, module exams and performance profiles) for audit purposes then disposed of by fire to guarantee written test materials are never compromised. KWI holds a zero-tolerance policy for cheating on any certification or credentialed test be it written or practical. Students guilty of cheating will be terminated. KWI prohibits the use, possession, concealment, or sale of drugs, controlled substances, alcohol, and firearms.

1.6 Glossary

This section is a glossary of all terms and abbreviations used in the plan. If it is several pages in length, it may be placed as an appendix.

Institute – Kentucky Welding Institute

Instruction – Teaching through traditional classroom setting

Training – Teaching applied skills

Advising and Evaluation Sessions – Review of student progress and plan of action



KWI TRAINING POLICY

2 TRACEABILITY

This section lays out the chain of traceability as testing materials flow in and out of the Kentucky Welding Institute.

- The Director of Education surveys certification agencies needed for students to be successful in the career of welding. Guidelines for each certifying agency are secured, adopted, and instructed to the Director of Training
- The Director of Training takes possession of all testing procedures for each certifying agency. Written exams are downloaded and kept on a secure, password protected computer for his distribution to instructors certified to teach and assess in specific certifications. Written exams that are printed are immediately locked up, never to be left unattended in any area of the institute.
- Instructors who possess the credentials to train and certify in specific areas are given access to written test materials. The materials are distributed to students only during exam times at which time students are continuously monitored for individual work and honest test taking. Instructors collect all tests after the assessment for grading and filing student exams in student files which are locked and not accessible to students.
- Since July of 2021 KWI has gone to NCCER's online testing platform and much of the written test traceability is no longer required with them. We follow NCCER's guidelines for online testing security and traceability.
- After the auditable time period given by each certifying agency the Director of Training requests to purge old files. Once the Director of Education approves, the Director of Training purges old files by fire completely destroying written exams.

3 INSTRUCTIONAL ANALYSIS

3.1 Development Approach

Selection of curriculum is always based on its usefulness in the field as it pertains to the industry needs. Discussion with the program advisory council is taken into consideration when selecting and/or implementing new curriculum and certification packages. Consideration is given to certifications and experiences that will give students the best possible chance for entry and sustainability in the welding industry. The Director of Education surveys any new curriculum and training aids. Then these are presented to the program advisory council and the Director of Training. Upon approval new curriculum and training aids are presented to the instructors for training the trainer and implementation into the shop and classroom.

3.2 Issues and Recommendations

Kentucky Welding Institute will always seek new and more realistic ways to train our students for the field. Instructors are given options for individualized training in the shop including but not limited to simulators like mirrors, four corners, boiler simulator, and saturn's rings. The decision making for individualizing training for each student will remain with the instructor who knows the experiences of the student and the situation or skill they are having difficulty mastering. KWI uses the Program Advisory Council to solicit recommendations to training facilities and equipment.



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3.3 Needs and Skills Analysis

Staff: All office staff must complete KWI's onboarding training for office procedures. Quarterly assessments are completed assessing the work of the office staff. These quarterly assessments are used to select professional development in areas needing improvement.

Instructors: Instructors are required to complete KWI's onboarding process for shop and/or classroom instruction. KWI understands that instructors will have strengths and weaknesses across shop and/or classroom instruction delivery. The onboarding process includes expectations and instructions from the Director of Training, NCCER ICTP, shadowing Lead Instructors and/or the Director of Training, and then observation of the candidate instructor during their delivery of instruction. All instructors are observed and critiqued by the Director of Training quarterly. All KWI instructors must pass at a minimum all of the weld tests that students in the certified pipe program are required to pass. KWI has three tiers of instructors: Assistant Instructors- limited to shop instruction, undergo shadowing, and limited responsibilities described in KWI employee expectations; Instructors- have been classroom trained using NCCER and ASHI programs in addition to KWI pedagogy and are responsible for responsibilities detailed in KWI employee expectations; and Foremen Instructors who have their NCCER and ASHI Instructor credentials, CWI/CWE, and NCCCO Rigger/Signal Practical Examiner status.

Students: Student training begins at orientation with a hands-on approach to policy and procedure. Students all begin with module 1 of NCCER curriculum and are able to complete performance profiles at a self-paced speed. Students utilize shop time to practice performance profiles and test out with NCCER certified instructors. Classroom time is dedicated to the instruction of NCCER curriculum and written exams are proctored by NCCER certified instructors. Students must pass the CORE curriculum in order for NCCER to award any training into craft specific.

4 INSTRUCTIONAL METHODS

4.1 Training Methodology

KWI acknowledges the three domains of learning (cognitive, psychomotor, and affective) when designing course instruction. Our classroom delivery is executed with a balance of audio visual, lecture, and demonstration appealing to the three types of learners: visual, auditory, and kinesthetic. Powerpoint presentations displayed on flat screen tv's is the main medium for delivery of instruction. During lecture instructors bring in visual aids from the shop including but not limited to welds, coupons, machines, electrodes. Some topics like rigging and signaling have separate digital software offering interactive curriculum and all lecture topics have YouTube videos that can be shared with students for extra topic help. While delivery of instruction is varied, assessment in the classroom is aligned completely with NCCER's written exam format. This assessment does a great job of assessing the cognitive domain. In the shop instructors use a variety of verbal and non-verbal communication methods to instruct students in the art of welding. Instructors are first and foremost welders and tested to the same standard or higher than the students they are training. This means instructors are always dressed and prepared to weld alongside their students. At their disposal instructors have welding machines, metal, filler and electrodes, gases, and all the tools necessary to demonstrate every shop task or



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weld required of the student. Instructors also have access to dry erase if detailed drawings or animations help illustrate points.

4.2 Training Database

The training database is securely kept by the Director of Training. All power point presentations, module exams, youtube videos, and purchased digital curriculum is under his direct responsibility. He authorizes instructors certified for individual aspects of shop and classroom use as it pertains to their certification and role. The Director of Training ensures the database is kept current and that student access to the database is prohibited. In addition, all tests and trainee records are kept securely in lockable file cabinets, in lockable rooms, under video surveillance.

4.3 Testing and Evaluation

All tests, both written and performance, are done in accordance with the specific certifying agency for which they are being given. All instructor tests and exams are given by either the Director of Training or the Director of Education. All student tests and exams are given only by instructors who are certified to do so by the certifying agency. Exams are kept secure on password protected computer in lockable office and/or printed copies are in locked file cabinet and all under video surveillance by the Director of Training.

Evaluations of instructors are done quarterly by the Director of Training and student evaluations of instructors are done at their completion of the classroom portion of their training which is an estimated 3-4 months into their program.

Students are instructed according to the NCCER curriculum and are tested by both module exams and performance profiles administered by NCCER instructors. KWI adheres to the strict and rigorous standards of the NCCER ATS Guidelines. Students are evaluated regularly using KWI Student Evaluation forms. Advising forms can be used for formal and informal discussions between instructors and students. These advising sessions are intended to keep the student focused and abreast of their progress and potential for success in their program and in the work field.

Students who have gained knowledge and experience may test-out to earn credentials. Both the module exam and the performance profile from NCCER must be passed. Only one attempt is allowed to test-out per module. If the test-out is not passed, the student must attend instruction for the specific module(s) before being permitted to retest. Any failed attempt at a module exam or performance profile is met with additional instruction and the student is allowed to retest after a mandatory two-day wait period. Performance profiles can be retested when the NCCER instructor determines the student is ready.

5 TRAINING RESOURCES

5.1 Course Administration

Students enroll online for their chosen program at the Kentucky Welding Institute. The administration team assigns the student a shift according to the student's selection for start date



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and availability. At orientation students sign release forms including their NCCER release form and our employer release form allowing us to communicate with potential employers about their training. Students are given access to their academic progress using an online platform and/or an app for their phone. The Director of Training oversees program evaluation and the carrying out of instruction by instructors. Students are scheduled an exit interview with the Director of Training and the Administrative Assistant in the last week of their training. In this exit interview students are presented with their training records, certification, and resume. All student records, certifications, exams, and advising and evaluation statements are kept secure.

5.2 Resources and Facilities

KWI has robust facilities in support of seated and shop instruction for both instructors and students. The shop includes American Welding Society Accredited Testing Facility compliant 6'x 6' welding booths for each student. Booths are outfitted with up to date, industry used welding machines. The shop is equipped with adequate rolling and generator welding machines for out of booth welding experience for students. For cutting and beveling students have access to hand torches, track torches, and pipe bevelers. The classroom is fully furnished with 2 classrooms; both with large flat screen tv's hooked to computers of their own for audio visual. Classroom instructors also have access to dry erase boards and a chrome book lab with 29 chrome books. The 2 support offices are fully equipped with desktops, printer, and support staff. KWI uses stakeholders to help determine resource and facility needs. Program Advisory Council meetings are used to help evaluate training sites and facilities and KWI uses the input to make improvements.

5.3 Schedules

Instructors: The Director of Training is in charge of recruiting and onboarding all new instructors. As traveling welding instructors rotate back out into the field the Director of Training schedules training for new instructors and assistant instructors. All new hires undergo their safety training, instructor training, and are assessed for strengths and weaknesses in order to formulate a professional development plan for improvement. Shift Foreman are also supervised by the Director of Training and any annual training or professional development needed outside of KWI is scheduled by the Director of Education. Regular evaluations of instructors and performance evaluators is completed by the Director of Training.

Students: Students begin their training with an in-depth orientation to the policies and procedures of Kentucky Welding Institute. From there students begin a self-paced shop and an instructor-led classroom curriculum aligned with the National Center for Construction Education and Research (NCCER). Students are assigned either first (6am-2pm) or second (2pm-10pm) shift and begin with core and welding one performance profiles in the shop. In the shop, student skill and ability moves them through the required skill indicators. The classroom is more structured as lectures and hands on application are done as a class moving through each module in the NCCER curriculum. Students have an advising/evaluation session at regular intervals on their progress towards successful completion of all their program offers.



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5.4 Future Training

Curriculum and methods are continuously being reviewed for modifications and improvements. Classroom instruction is evaluated by module exams using gradecam which enables instructors to clarify exactly what questions or topics students are not grasping which allows instructors to make notes and modify instruction for improved presentation. The instructor team including the Director of Education, Director of Training and the shift foreman meet annually to discuss updates to course content. Training aids and resources can be requested through the Director of Education.

Shop instructors certifications are kept current and their welding ability continually practiced to ensure skills stay sharp and that instructors can perform the required welds a student performs in their course. Instructors have machines devoted to brush up to help maintain their welding skill. Instructors certified by specific agencies including but not limited to AWS, NCCER, ASHI, OSHA, MSHA, NCCCO are retrained and recertified according to the respective certifying agency. The administrative office tracks renewal dates of these credentials ensuring KWI instructors and staff stay current.

Any additional training or certification desired by KWI faculty or staff can be requested through the Director of Education.

6 TRAINING CURRICULUM

Reference the NCCER current training curriculum for a complete list of the KWI training curriculum.



KWI STUDENT SERVICE POLICY

*All employees and students are encouraged to be proactive in reporting situations that involve a violation of policy KWI policy. Any reports will be addressed and investigated appropriately to seek resolution for all involved, while maintaining confidentiality of all parties.

N. Student Catalog:

KWI's student catalog includes but is not limited to the following other policies related to student services:

1. Student Complaints
2. Student Conduct
3. Tuition and Fees
4. Equal Education Opportunity
5. Academic Policy



KWI TRANSFER OF CREDIT POLICY

STATEMENT OF PURPOSE

Kentucky Welding Institute, LLC gives no credit for previous experience, education or coursework. Courses at Kentucky Welding Institute, LLC are calculated according to clock hours, therefore transferability of any clock hours to another institution is solely determined by the receiving institution. Kentucky Welding Institute, LLC cannot and will not guarantee the transfer of any clock hours to another institution.



KWI WITHDRAW AND REFUND POLICY

STATEMENT OF PURPOSE

Upon signing the enrollment form and/or making the initial payment your enrollment may be canceled at any time by either party, prior to the first day of class for a full refund, less the non-refundable registration fee. Once a student has attended the first day of training and withdraws, KENTUCKY WELDING INSTITUTE, LLC will retain a \$100 fee and administer a tuition refund as follows:

- a. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- b. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained do not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
- c. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

* When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. Students are asked to sign a withdrawal form which can be obtained from the office of the Director of Admissions or from your on-line classroom.

**Refund amount is based on a student's last date of attendance (LDA).

***Any student of minor age who terminates their training at any point must provide notice of termination by a guarantor.

**All refunds will be made within 30 days of the date of termination, withdrawal or cancellation.

NOTE: Once the student begins class there will be no refunds made on gear, curriculum/certifications, welding equipment, metal and/or other supplies.