

Student Catalog



The Kentucky Welding Institute was founded in 2015 by Bobby Pease and Adam Hinton.

Disappointed with post-secondary training options available, Bobby, a high school welding instructor, saw the need for improved training practices for students desiring to enter the welding industry; thus began the quest to build what industry needed in a trained traveling combo pipe welder.

From a contractor's perspective education establishments were not properly preparing welders to enter the workforce. With a focus on molding a complete employee, KWI's think tank sought valuable industry certifications in addition to the welding certifications normally earned at a welding school. The initial package included an OSHA 10, CPR and First Aid, and an NCCER card. That base package was awarded to KWI's first class of only 20 students that started September of 2015. As the school grew and adapted to industry, numerous upgrades and additions to the certification package were added including OSHA 30, NCCCO Rigger and Signal, CCS Toxicology Card, TWIC, Basic Plus, and MSHA. Additionally, KWI has written and tested 17 weld certifications, with the upgrades available to students who complete their basic six certification package and have time remaining.

KWI's success starts in the classroom where you will learn welding theory and techniques with the latest equipment. The 2600ft² classroom facility includes 2 classrooms equipped with 3 presentation tv's and individual student electronic access. With over 6,400ft² of shop space, KWI houses 42 welding booths offering both Lincoln and Miller options, 6 generator welders supporting the outdoor lab space and a versatile pipe flange and fitter lab giving you a unique space, all the while making your day feel more like a jobsite. The student to teacher ratio is 15:1, making an increased and specialized instruction for the student. The maximum combined number of students in the lab/shop is 40 and the maximum number of students in a classroom setting is 25.

KENTUCKY WELDING INSTITUTE, LLC

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Flemingsburg, KY 41041
606-849-9353

Adam Hinton, Director
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As a prospective student it is your responsibility to review this catalog in advance of signing the enrollment agreement. Any questions regarding the information contained herein may be directed to the school. All photographs contained in this catalog are the property of KWI and are actual KWI facilities, staff and graduates.

July 2025

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SCHOOL INFORMATION

Programs Offered

Course	Weeks	Hours
Certified Fabricator Welding	13	480
Certified Structural Welding	18	640
Certified Pipe Welding	26	960
Custom Welding		8hr min-100hr max

CLASS HOURS

Class Days.....	Monday-Friday
Hours.....	6:00am - 2:00pm
	2:00pm - 10:00pm
	10:00pm - 6:00am

ACADEMIC CALENDAR

Students will begin training on the second and fourth Thursday of each month, subject to availability, with processing and a mandatory orientation on Monday preceding the start date.

Completion Dates are based on the length of the program selected by the student.

HOLIDAY SCHEDULE

Memorial Day	Independence Day	Labor Day
Thanksgiving Day & Friday after		Christmas Break, TBD

Holidays are subject to change

EMPLOYMENT ASSISTANCE

KWI students receive employment training. We make every attempt to expose our students to employment opportunities in the local and regional market. KWI maintains a digital employment screen for students to monitor their opportunities. Student employment training includes resume' writing and practice phone calls with contractors. As KWI becomes aware of jobs directly from contractors and employers, KWI will contact students to the extent that students contact information is up to date.

*By law, KENTUCKY WELDING INSTITUTE, LLC cannot guarantee a job to anyone. KENTUCKY WELDING INSTITUTE, LLC offers Lifetime Job Placement Assistance as long as KWI is operational.

DISCRIMINATION

KWI does not discriminate against individuals on the basis of age, gender, race, religion, social status or sexual orientation. Further, KWI does not discriminate based on handicap, provided the handicap does not interfere with the students ability to perform training specific job duties or successful completion of their program.

ADMISSION

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 or official transcript 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 prior to their training start date
5. Student applicants must pass a drug screen, performed through a licensed third party vendor or by trained KWI staff, before enrollment.

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 registration form, pay the non-refundable \$100 registration 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 registration, 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.
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 and drug screening. 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.
5. 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, unless from a pre-approved vendor, which include WIOA and Veterans Education Benefits (GI Bill ®). Payments must be made via check or credit card. A service fee of 3.5% will be incurred for credit card payments.
6. Report to class on your official training start date.

ORIENTATION

Each student will be subject to an orientation session with their class and school personnel. Orientation is required as it is designed to introduce all students to school policies, training facilities, staff and safety procedures.

Orientation dates will be provided to students upon confirmation of admission acceptance and are the Monday prior to the student start date.

TUITION, BOOKS and EQUIPMENT

A \$100 non-refundable registration fee is required of any prospective student and reserves enrollment for a later date. This fee will be deducted from the total tuition fee which is due on or before starting date. All required gear must be purchased by the student and be in possession by the first day of training.

*All equipment is available for purchase from the school. Additional supplies may be purchased from the school or another vendor. Certification retakes and/or additional certifications may be purchased from KWI at a cost to be determined by the certification agency.

DRESS CODE

Students shall dress appropriately as is needed in the welding field. Proper leather steel toe or composite (ASTM2413-11) boots are mandatory. Safety glasses (Z87.1) shall be worn in the shop area at all times. Other personal protective gear, as dictated by the instruction and training includes: face shield and ear plugs during grinding, proper shaded lenses for welding and cutting, and long pants and sleeves to protect from arc rays. *Suggested dress includes blue jean pants with jean or khaki work shirt.

VACCINATIONS

Students are encouraged to be up to date on vaccinations, however KWI does not require any specific vaccinations.

ABILITY TO BENEFIT

KWI does not enroll ATB students.

COPYRIGHT INFRINGEMENT

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 and 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.

Students who violate copyright or software licensing laws may face serious consequences, including:

- Disciplinary action by KWI, up to and including dismissal,
- Loss of access to campus resources and materials,
- Civil and/or criminal liability under federal law.

Unauthorized use or distribution includes, but is not limited to:

- Sharing course materials or instructor content without permission,
- Downloading or distributing pirated software or digital media,
- Using copyrighted work for commercial purposes or outside academic use.

FINANCING

Scholarships

A variety of scholarships are available specifically to students seeking career training. It is advised that you inquire early to sources to determine available funding, determine your eligibility and to apply. Refer to our website for links on recommended external scholarship options. KWI also accepts external scholarships from hometown sources: Chamber of Commerce, Farm Bureau, Rotary, etc. Contact the office for questions and/or to apply your scholarship funds.

*Kentucky students who have earned KEES money may request reimbursement of their tuition and fees up to the amount earned. Reimbursement is processed through KHEAA. For more information visit www.kheaa.com

Kentucky students can also apply for the Work Ready Kentucky Scholarship, designed to support those pursuing education in high-demand fields. To apply, students must log into their KHEAA account at kheaa.com and complete the FAFSA form.

Veterans Benefits

KWI is approved by the Kentucky State Approving Agency for Veterans Education (SAA) to offer VA Educational Benefits (GI Bill®) to eligible individuals in approved programs. Please contact the school for information regarding limits to funding and how to begin the process. Additionally, more information for the GI Bill may be accessed at <https://www.benefits.va.gov/gibill/> Veterans Education Benefits (GI Bill®) cover the cost of tuition, gear, metal and supplies only. The cost for curriculum and certificates is not an eligible expense item and must be covered by the student. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

U.S DEPARTMENT OF EDUCATION

Kentucky Welding Institute accepts Title IV funding from the U.S. Department of Education. For more information on the U.S. Department of Education, visit: <https://www2.ed.gov/about/contacts/gen/in dex.html>.

PREVIOUS EDUCATION AND TRAINING

Kentucky Welding Institute as a licensed private career school in the Commonwealth of Kentucky offers curricula measured in clock hours, not in credit hours. Certificates of completion—that is, school diplomas—are issued to students who meet clock hour requirements. The granting or recognition of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Kentucky Welding Institute does not measure its program or courses in credit hours and therefore does not promise or guarantee that any other institution of higher learning would recognize or grant any credit for the training hours a student receives from the institute. However, should a graduate of a KWI program need information on any of the KWI courses to support their effort to request for transfer credit evaluation, the graduate may

request in writing to the Student Services Representative for relevant information such as academic transcript, catalog, course description or course syllabus.

Applicants with prior learning in the discipline of welding may request to have their transcript evaluated for possible transfer of credit. In order for any course credit to be considered for transfer of credit, the course must cover similar topics, be received at the post secondary level, have similar number of contact hours, and have similar project outcomes as the corresponding component of the applicable KWI curriculum. Only courses verified through the NCCER (National Center for Construction Education and Research) online verification system will be considered. In addition, the applicant would have to pass the required AWS (American Welding Society) welding tests to verify skills and the maximum number of clock hours to be awarded with transfer credit is limited to sixty (60) clock hours for any KWI course. Additionally, the course(s) to be considered must be taken within the past two years of the class start date and be earned at an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Any student transferring credit does forfeit the opportunity for the KWI golden arm program. The golden arm program is designed for students who complete their certified welding program in less time than allotted- it offers them to continue to certify on additional welding processes, positions and alloys.

The request for evaluation should be submitted at the time of enrollment but no later than 15 business days prior to the first day of class in the program of enrollment. A prospective student may obtain a Transfer Credit Request Form from KWI Admissions staff. In completing the request, the prospective student is required to provide all supporting documents to demonstrate the required elements for evaluation with the Transfer Credit Request Form, e.g., academic transcript, school catalog, course syllabus, NCCER card number, and completed project with supporting details. The KWI faculty will evaluate the request along with supporting documents within a week of submission and make the decision on whether any transfer credit will be granted. The applicant will be notified in writing of the decision within 10 business days of the submission of the request.

When granted the clock hours, total tuition of the KWI course will be adjusted according to the total tuition of the program and the prorated amount for the hours. If the student is not satisfied with the evaluation decision of the faculty, the student may discuss the matter with the Director of Training. If the student is not happy with the Director of Training's decision, the student may appeal in writing to the School Director whose decision is final.

CERTIFIED FABRICATOR WELDER

Program Length: 480 hours

Number of Weeks: 13

Hours per Week: 40

Total: \$16,900.00

Tuition: \$12,700.00

Gear: \$1,000.00

Metal and Supplies: \$3,200.00

Program Objective: The CFW program is designed to prepare students for entry-level employment in fabrication, factory, and manufacturing sectors of the welding industry. Classroom time for all KWI programs is the same enabling all programs to earn the job-site credentials for employment.

Program Description: The welding discipline covered in this course includes Gas Metal Arc Welding (GMAW- mig) and Flux Cored Arc Welding (FCAW). Students will learn welding safety and fundamentals of the semi- automatic processes. During training students perform production, fabrication, and maintenance repair and assembly welds. Curriculum includes print reading, plasma and oxy-fuel cutting, joints, fit up, and basic metallurgy. Course is designed to gain students employment in assembly line manufacturing, fabrication shops, and entrepreneurial welding opportunities.

Program Student Learning Objectives: Upon successful completion of the program students should be able to:

- a. Safely work in the welding industry
- b. Select and operate appropriate semi-automatic process for an application
- c. Select appropriate filler metals and shield gases for an application
- d. Perform basic troubleshooting and maintenance on semi-automatic welding machines
- e. Select and safety use thermal and mechanical joint preparation methods
- f. Properly prepare base metals for welding
- g. Identify welding discontinuities and make repairs
- h. Pass a semi-automatic weld qualification test on plate

Successful Completion: Students will be

- Diversified in GMAW and FCAW processes
- Able to perform Fillet and Groove welds in all positions
- Able to read blueprints and welding symbols
- Weld test per AWS D1.1
- NCCER Construction Core Card
- OSHA 30
- ASHI First Aid and CPR Certified

CERTIFIED STRUCTURAL WELDER

Program Length: 640 hours
Number of Weeks: 18
Hours per Week: 40
Total: \$20,500.00

Tuition: \$15,600.00
Gear: \$1,000.00
Metal and Supplies: \$3,900.00

Program Objective: The CSW program is designed to prepare students for entry-level employment in plate welding, iron working and structural work in the welding industry. Classroom time for all KWI programs is the same enabling all programs to earn the job-site credentials for employment.

Program Description: The CSW program covers welding processes specific to the sector of industry desired by a CSW student. This 18-week program covers Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Shielded Metal Arc Welding (SMAW) with an option for limited Gas Tungsten Arc Welding (GTAW) in the 640 clock hours. In addition to the arc welding, students will cover thermal and mechanical joint preparation techniques including Oxy-Fuel Cutting (OFC), Plasma Arc Cutting (PAC), and Carbon Arc Cutting (CAC). All students regardless of program will have the opportunity to earn credentials with the following industry organizations: Occupational Health and Safety Administration (OSHA), Mine Safety and Health Administration (MSHA), American Safety and Health Institute (ASHI), National Center for Construction Education and Research (NCCER), and National Commission for the Certification of Crane Operators (NCCCO). Course is designed to gain students employment in structural welding, iron work, and bridge welding.

Program Student Learning Objectives: Upon successful completion of the program students should be able to:

- a. Safely work in the welding industry
- b. Select and operate appropriate semi-automatic and manual process for an application
- c. Select appropriate filler metals and shield gases for an application
- d. Perform basic troubleshooting and maintenance on welding machines
- e. Select and safety use thermal and mechanical joint preparation methods
- f. Properly prepare base metals for welding
- g. Identify welding discontinuities and make repairs
- h. Pass weld qualification tests with GMAW, FCAW, and SMAW on plate

Successful Completion: Students will be

- Diversified in GMAW, FCAW, SMAW, and GTAW processes
- Able to perform Fillet welds in all positions
- Able to perform Groove welds in 1, 2, 3, 4G positions
- Able to read blueprints and welding symbols
- Weld test per AWS D1.1
- NCCER Construction Core Card
- OSHA 30
- ASHI First Aid and CPR Certified

The following rates are as reported in the 2019 3rd party audit for job placement.:

- Graduates within Program Length: 100%
- Graduates Employed in Field: 93%

CERTIFIED PIPE WELDER

Program Length: 960 hours

Number of Weeks: 26

Hours per Week: 40

Total: \$24,000.00

Tuition: \$18,025.00

Gear: \$1,000.00

Metal and Supplies: \$4,975.00

Program Objective: The CPW program is designed to prepare students for entry-level employment in power plants, refineries, and other pipe welding jobs in the industry. Classroom time for all KWI programs is the same enabling all programs to earn the job-site credentials for employment.

Course Description: The CPW program covers welding processes specific to the sector of industry desired by a CPW student. This 26-week program covers Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW) in the 960 clock hours. In addition to the arc welding, students will cover thermal and mechanical joint preparation techniques including Oxy-Fuel Cutting (OFC), Plasma Arc Cutting (PAC), and Carbon Arc Cutting (CAC). All students regardless of program will have the opportunity to earn credentials with the following industry organizations: Occupational Health and Safety Administration (OSHA), Mine Safety and Health Administration (MSHA), American Safety and Health Institute (ASHI), National Center for Construction Education and Research (NCCER), and National Commission for the Certification of Crane Operators (NCCCO). Course is designed to gain students employment in pipe trades working for power plants, refineries, and pipelines.

Program Student Learning Objectives: Upon successful completion of the program students should be able to:

- a. Safely work in the welding industry
- b. Select and operate appropriate semi-automatic and manual process for an application
- c. Select appropriate filler metals and shield gases for an application
- d. Perform basic troubleshooting and maintenance on welding machines
- e. Select and safety use thermal and mechanical joint preparation methods
- f. Properly prepare base metals for welding
- g. Identify welding discontinuities and make repairs
- h. Pass weld qualification tests with GMAW, FCAW, SMAW and GTAW on plate and pipe

Successful Completion: Students will be

- Diversified in GMAW, FCAW, SMAW, and GTAW processes
- Able to perform Fillet and Groove welds in all positions
- Able to read blueprints and welding symbols
- Weld test per ASME IX, AWS D1.1
- NCCER Construction Core Card
- OSHA 30
- ASHI First Aid and CPR Certified

The following rates are as reported in the 2019 3rd party audit for job placement:

- Graduates within Program Length: 89%
- Graduates Employed in Field: 90%

CUSTOMIZED WELDING PROGRAM

Program Length: 8 hours to 100 hours

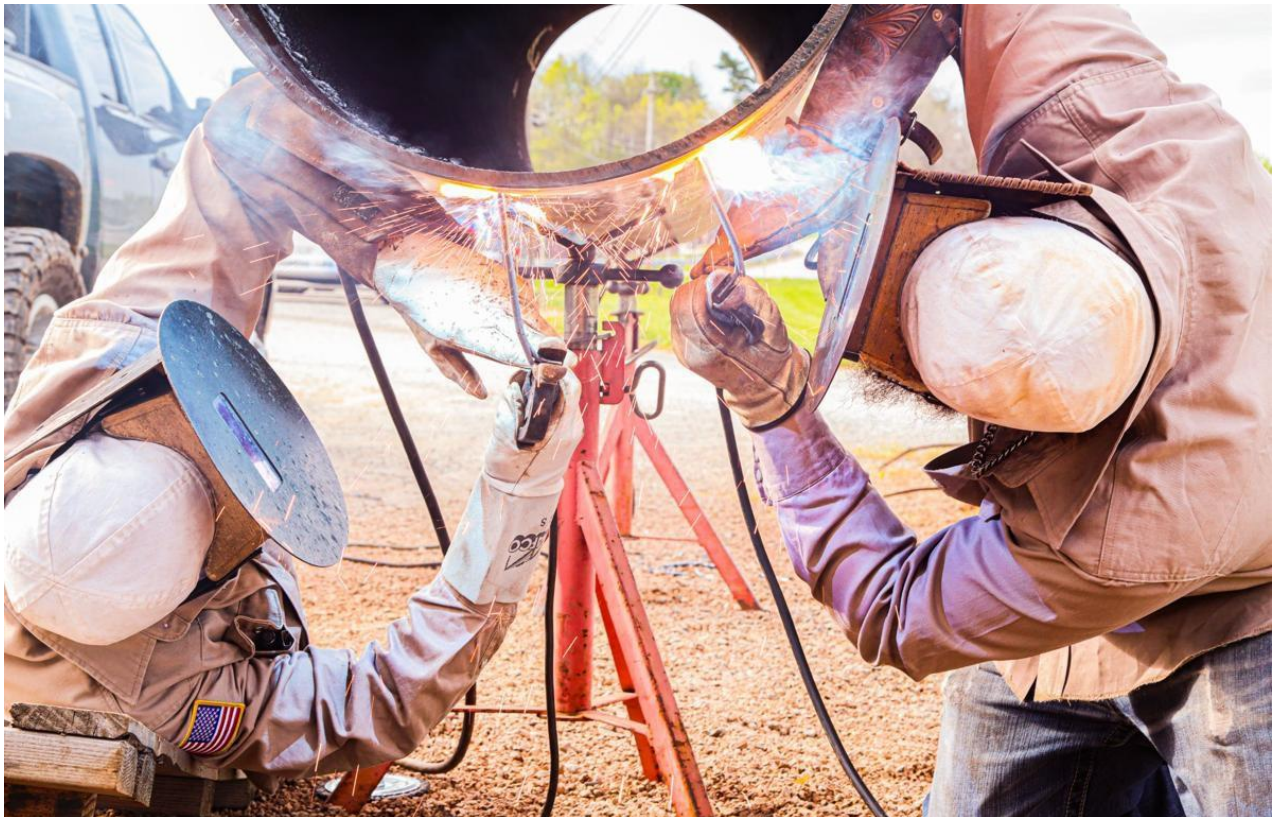
Number of Weeks: 2.5 maximum

Hours per Week: 40 maximum

Tuition: \$40 per hour

Course Description: Prior experience is considered when students are accepted into this program; 5 years verified industrial work experience is required. The program is designed in accordance with the student's individual needs and should increase their skills beyond their current level of proficiency. Students interested in this program will undergo an evaluation session with the Lead Instructor to determine their current skill level and to design their course outline. The course outline may consist of any components of instruction currently offered in other courses at KENTUCKY WELDING INSTITUTE, LLC.

*Successful completion of the program is determined by the completion of the course in accordance with the course outline.



STUDENT SERVICES

A program of coordinated student advising, educational and career planning, tutoring, academic support and special support services are available to all students and prospective students. These services and programs are educationally purposeful and support the educational, career, social, cultural, emotional and recreational facets of student development.

A digital employment board is accessible in the KWI training lobby and a complete list of services and resources can be accessed in the administrative offices and include the following:

- Academic Advising
- Career Servicing
- Tutoring
- Housing
- Child Care
- Personal Counseling Referrals
- Community Resources

STUDENT CONDUCT

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.

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 problem, (5) evidence demonstrating institutions grievance policy was followed prior to this point, and (6) student signature.

Filing a Complaint with the Kentucky Commission on Proprietary Education

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.

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 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.

This institution is regulated by:

Indiana Department of Workforce Development-Office for Career and Technical Schools
10N Senate Avenue, Suite SE 308

Indianapolis, IN 46204

OCTS@dwd.in.gov

<http://www.in.gov/dwd/2731.htm>

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. A student must achieve 90% cumulative attendance for completion of the program. Students are allowed to miss no more than 10% in absence hours, that do not have to be made up, in each payment period:

CPW - 6 days period 1 / 6 days period 2

CSW - 4 days period 1 / 4 days period 2

CFW – 6 days

1. Attendance is recorded daily and monitored regularly to ensure students are in session.
2. Student absence events should not exceed 10% of the total program length. Any student whose absence events exceed 10% of their program will be terminated.
3. If absences reach 50% of the allowable rate or a student misses 3 consecutive days, 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.
4. Tardiness is a disruption of a good learning environment. For every two tardies, one 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.
5. 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 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 calendar days. Any student not returning following a leave of absence will be terminated on the next school day after the agreed upon return date.

ACADEMIC POLICY

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 internally during the course of their training at set weekly intervals based upon their program completion length. 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 Core 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 3
- CSW: complete all seated classwork, KWI WPS 1, 3
- CPW: complete all seated classwork, KWI WPS 2, 4, 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 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.

FA Satisfactory Academic Progress Evaluation:

Satisfactory academic progress is evaluated throughout the program. The official SAP check occurs at the halfway point of all programs for all students and serves as the

determination of the eligibility of disbursements for students receiving Financial Aid (Title IV Funds).

Certified Structural Welding Program

Students are evaluated within and at the end of each payment period for progress.

The official SAP evaluation review occurs at 320 hours and students will be provided progress reports. This evaluation will determine the continuation of payment of Title IV funds and any other governmental funding

The maximum time frame is not to exceed 150% of the published length of the program, or the equivalent 960 clock hours. A student is allowed to miss 10% of the maximum program length.

Certified Pipe Welding Program

Students are evaluated within and at the end of each payment period for progress.

The official SAP evaluation review occurs at 480 hours and students will be provided progress reports. This evaluation will determine the continuation of payment of Title IV funds and any other governmental funding

The maximum time frame is not to exceed 150% of the published length of the program, or the equivalent 1440 clock hours. A student is allowed to miss 10% of the maximum program length

**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 clock hours for each program. The maximum time frame to complete all programs is 150% of the published program length.

Warning:

If at any scheduled evaluation review a student's GPA falls below the 70% (C) SAP level the student is advised and placed on a 30 day school probation. The Financial Aid Office will receive notice if the student is a financial aid recipient. Students on school probation have 30 days to obtain a 70% (C) GPA.

Students not meeting SAP at the official halfway evaluation in their program will receive written notification from the Financial Aid Office and be placed on official Financial Aid Warning. Upon expiration of the Financial Aid Warning period, students must have met the minimum SAP requirements or they lose eligibility for Title IV student aid.

Appeal Process:

Upon dismissal from KWI due to SAP an appeal is required to remain in the program. A written appeal of the unsatisfactory progress report must be submitted to the Financial Aid office within five days of notice to be considered. The appeal must include documentation of the mitigating circumstances, including but not limited to death of a relative or illness/injury of student that have prevented the student from obtaining satisfactory academic progress. Disclosure of and evidence that changes have occurred that now enable the student to meet SAP must be provided. Upon approval by the Director of Education, students are still eligible for Title IV funds during the next payment period, but on a Financial Aid probationary status. An academic advising meeting will be required and a plan developed which may include specific performance

requirements that the student must successfully complete to maintain eligibility for federal student aid. Upon approval of the appeal, Title IV aid eligibility will be reinstated during the Financial Aid Probation.

Incompletes, repeated courses and course withdrawals do not apply to programs at Kentucky Welding Institute and therefore have no outcome on SAP.

GRADUATION REQUIREMENTS

Students must maintain passing grades and meet school attendance requirements to graduate. NCCER certification requires students earn at least a 70% on all written exams. 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. Upon achievement of the basic requirements the following will be issued: a certificate of completion, AWS Certified Welder card, and any other earned certifications and credentials.

STUDENT TERMINATION POLICY

Kentucky Welding Institute, LLC strives to maintain a satisfactory welding program that upholds high standards of student conduct and a safe environment for skills training. At the discretion of the Director, a student may be terminated from the school for any serious incident or repeated incidents of intoxicated or drugged state of behavior, possession of drugs or alcohol on KWI premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, the administrator or faculty member, cheating or any other stated or determined infraction of conduct, both on or off KWI property.

If at any time a student is found to be in violation beyond the allowable limits within this catalog or for violations of any rules or regulations as pertaining to student's behavior and/or safety while enrolled, they are subject to termination. Any violation of the enrollment agreement is subject to termination of the student.

*Violations for termination may include, but are not limited to attendance policy, student conduct, dress code, progress standards and drug/alcohol policy.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 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.

STUDENT TRANSCRIPT POLICY

Upon satisfactory completion of the program, a student shall be provided with one (1) official transcript for course completion. The student information on the transcript will include the student name, school name and address, certifications achieved and the

date of completion and will be verified by the authorized school official with name, title and signature, date of issuance and official seal.

Should students require additional transcripts, requests may be made by contacting the school for a transcript request form, either in person during regular business hours and/or through mail. The fee for additional transcripts is \$5 per copy.

KENTUCKY WELDING INSTITUTE, LLC. may not refuse to issue a transcript unless transcript is destroyed by act of nature. Student will not be issued a transcript for the reason of non-payment of a financial obligation to the school.

KENTUCKY WELDING INSTITUTE, LLC. shall maintain all student transcripts.

DRUG USE AND CONSENT TO TESTING POLICY

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 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. Signing the drug use and consent to testing form affirms authorization for Kentucky Welding Institute, LLC (KWI) to order drug testing at the discretion of KWI. Additionally, 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. 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.

WITHDRAW AND REFUND POLICY PROCEDURE

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. 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.

*****If applicable, a student is bound by the terms as defined in any student housing agreement.

THIRD PARTY

In the event of third party agency funding, refunds will be issued according to each agency's policy regarding refunds. In the event there is no policy, KWI will calculate the refund based upon the established policies. Additional information regarding third party funding may be requested through the administrative offices.

RETURN AFTER TERMINATION OR WITHDRAWAL

If a student is terminated or withdraws from training at KWI, a decision for re-enrollment will be made on a case by case basis by school administration in cooperation with appropriate faculty.

Indiana Students (Office for Career and Technical Schools Refund Policy)

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

- (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

OCTS Refund Policy Revised 8/21/17

GEAR

Being properly equipped to go to work is a critical component for anyone. The KWI issued gear bucket is complete with all items needed to achieve your goals in the respective program. Our buying power of welding equipment supplies enable us to offer these products cheaper than can be purchased on your own.

*The gear bucket cost is \$1000 for any program and must be purchased from KWI to ensure quality and consistency of items.

Welding Helmet
Tungsten File
Ear Plugs
Combo Square
Paint Marker
Arc Welding Gloves
Tig Welding Gloves
Tig Torch Accessories

Welding Stinger
Soapstone Holder
Flashlight
Rod Pouch
Adjustable Wrench
Wire Brush
Grinder Accessories

Tig Torch Rig
Grinder Consumables
Tape Measure
Safety Glasses
7-Gallon Bucket
Chipping Hammer
Tip Cleaner

Pliers
Clamps
Grinder
KWI Beanie
Welding Jacket
Striker
Hard Hat



Premium Upgrade Option: \$325

Heavy Hitters Tig Rig



KWI Branded Outlaw Leather Hood



*Upgrade items and cost are in addition to the standard gear bucket and replace the corresponding standard issue items.

CERTIFICATIONS OFFERED

OSHA-Occupational Safety and Health Administration: 10 and 30 hour
ASHI- American Safety and Health Institute: CPR/First Aid/AED Certification
NCCER- National Center for Construction, Education, and Research Core Certificates -
Welding Levels 1-4, Boilermaker Level 1, Pipefitter Level 1
MSHA- Part 48 Safety Training
NCCCO- Rigger and Signaling

Certified Fabricator Welder:

American Welding Society Code D1.1:

FCAW Plate Test, V-Groove 1" plate 3G and 4G
Catered to Industry Tests as desired by student

Certified Structural Welder:

American Welding Society Code D1.1:

SMAW Plate Test, V-Groove 1" plate 3G and 4G
FCAW Plate Test, V-Groove 1" plate 3G and 4G

Certified Pipe Welder:

American Welding Society Code D1.1:

SMAW Plate Test, V-Groove 1" plate 3G and 4G
FCAW Plate Test, V-Groove 1" plate 3G and 4G

American Society of Mechanical Engineers Code, Sec IX:

SMAW Pipe Test, 6010/7018 2.75" 6G
GTAW/SMAW Pipe Test, ER70S-2/7018 fill and cap 2.75" 6G
GTAW Pipe Test, ER308L root fill and cap 2.75" 6G
GTAW Pipe Test, ER308 sch 10 2" 6G

*KWI is an American Welding Society Accredited Testing Facility; KWI can onsite test for companies and contractors all over the world.

**Optional upgrade: American Petroleum Institute API 1104 12" branch and bellhole 6010/8010.

Certified Fabricator Welder

NCCER	TOPIC	Class	Shop
<i>ASHI</i>	<i>CPR/ First Aid/ AED</i>	<i>5</i>	
<i>29101</i>	<i>Safety</i>	<i>10</i>	
<i>29102</i>	<i>Oxyfuel</i>	<i>1</i>	<i>8</i>
<i>29103</i>	<i>Plasma</i>	<i>1</i>	<i>6</i>
<i>29104</i>	<i>Arc Gouge</i>	<i>1</i>	<i>8</i>
<i>29105</i>	<i>Base Metal</i>	<i>1</i>	<i>8</i>
<i>29106</i>	<i>Weld Quality</i>	<i>1</i>	<i>6</i>
<i>29107</i>	<i>SMAW set up</i>	<i>1</i>	<i>5</i>
<i>29108</i>	<i>SMAW electrode</i>	<i>1</i>	<i>0</i>
<i>29109</i>	<i>Beads/ Fillets</i>	<i>1</i>	<i>112</i>
<i>29110</i>	<i>Joints/ Fit up</i>	<i>1</i>	<i>0</i>
<i>29111</i>	<i>Groove/ Backing</i>	<i>1</i>	<i>42</i>
<i>29112</i>	<i>Open V-groove</i>	<i>1</i>	<i>95</i>
<i>29201</i>	<i>Symbols</i>	<i>1</i>	<i>0</i>
<i>29202</i>	<i>Prints</i>	<i>1</i>	<i>2</i>
<i>29203</i>	<i>Physical/ Mechanical</i>	<i>1</i>	<i>6</i>
<i>29204</i>	<i>Pre/ Post Heat</i>	<i>1</i>	<i>5</i>
<i>29205</i>	<i>GMAW/ FCAW Equipment</i>	<i>1</i>	<i>10</i>
<i>29209</i>	<i>GMAW plate</i>	<i>1</i>	<i>47</i>
<i>29210</i>	<i>FCAW plate</i>	<i>1</i>	<i>52</i>
<i>29302</i>	<i>GMAW Pipe</i>		<i>10</i>
<i>29303</i>	<i>FCAW pipe</i>		<i>10</i>
<i>core</i>	<i>Weld Math</i>	<i>10</i>	
<i>core</i>	<i>Job Preparation</i>	<i>5</i>	
Totals		48	432
CFW TOTAL		480	

Certified Structural Welder

NCCER	TOPIC	Class	Shop
<i>ASHI</i>	<i>CPR/ First Aid/ AED</i>	<i>5</i>	
<i>29101</i>	<i>Safety</i>	<i>10</i>	
<i>29102</i>	<i>Oxyfuel</i>	<i>1</i>	<i>8</i>
<i>29103</i>	<i>Plasma</i>	<i>1</i>	<i>6</i>
<i>29104</i>	<i>Arc Gouge</i>	<i>1</i>	<i>8</i>
<i>29105</i>	<i>Base Metal</i>	<i>1</i>	<i>8</i>
<i>29106</i>	<i>Weld Quality</i>	<i>1</i>	<i>6</i>
<i>29107</i>	<i>SMAW set up</i>	<i>1</i>	<i>5</i>
<i>29108</i>	<i>SMAW electrode</i>	<i>1</i>	<i>0</i>
<i>29109</i>	<i>Beads/ Fillets</i>	<i>1</i>	<i>120</i>
<i>29110</i>	<i>Joints/ Fit up</i>	<i>1</i>	<i>0</i>
<i>29111</i>	<i>Groove/ Backing</i>	<i>1</i>	<i>42</i>
<i>29112</i>	<i>Open V-groove</i>	<i>1</i>	<i>95</i>
<i>29201</i>	<i>Symbols</i>	<i>1</i>	
<i>29202</i>	<i>Prints</i>	<i>1</i>	<i>2</i>
<i>29203</i>	<i>Physical/ Mechanical</i>	<i>1</i>	<i>6</i>
<i>29204</i>	<i>Pre/ Post Heat</i>	<i>1</i>	<i>5</i>
<i>29205</i>	<i>GMAW/ FCAW Equipment</i>	<i>1</i>	<i>10</i>
<i>29209</i>	<i>GMAW plate</i>	<i>1</i>	<i>7</i>
<i>29210</i>	<i>FCAW plate</i>	<i>1</i>	<i>52</i>
<i>29207</i>	<i>GTAW Eq and Filler</i>	<i>1</i>	<i>10</i>
<i>29208</i>	<i>GTAW plate</i>	<i>1</i>	<i>200</i>
<i>core</i>	<i>Weld Math</i>	<i>10</i>	
<i>core</i>	<i>Job Preparation</i>	<i>5</i>	
Totals		50	590
CSW TOTAL		640	

Certified Pipe Welder

NCCER	TOPIC	Class	Shop
00101-15	Core	10	
ASHI	CPR/ First Aid	5	
29101	Safety	5	
29102	Oxyfuel	1	8
29103	Plasma	1	6
29104	Arc Gouge	1	8
29105	Base Metal	1	8
29106	Weld Quality	1	6
29107	SMAW set up	1	5
29108	SMAW electrode	1	0
29109	Beads/ Fillets	1	120
29110	Joints/ Fit up	1	0
29111	Groove/ Backing	1	40
29112	Open V-groove	1	80
29201	Symbols	1	
29202	Prints	1	2
29203	Physical/ Mechanical	1	6
29204	Pre/ Post Heat	1	5
29205	GMAW/ FCAW Equipment	1	10
29209	GMAW plate	1	7
29210	FCAW plate	1	52
29207	GTAW Eq and Filler	1	10
29208	GTAW plate	1	200
29301	Open Root Pipe	1	126
29302	GMAW Pipe	1	
29303	FCAW Pipe	1	
29304	GTAW Carbon Pipe	1	100
29305	GTAW Stainless Pipe	1	100
29306	SMAW Stainless	1	
core	Weld Math	10	
core	Job Preparation	5	
Totals		61	899
CPW TOTAL		960	

00101-15 NCCER Core

Students will be introduced to NCCER Curriculum through this prerequisite course which prepares students for the other Level 1 craft curriculum, covering basic safety, communication skills and introduction to construction drawings.

29101-15 Welding Safety

This block of instruction covers the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Instruction defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces.

ASHI CPR/First Aid (American Safety and Health Institute)

Students will be CPR/First Aid/AED certified. The program helps develop basic first aid knowledge, skills, and the confidence to respond. CPR, AED, and Basic First Aid combination training is an excellent choice workplace setting. ASHI is consistent with recommendations of the National First Aid Science Advisory Board and OSHA's best practices for first aid training programs in the workplace.

29102-15 Oxy-Fuel Cutting

Students will be able to use safe oxy-fuel cutting practices. Setup, care, and maintenance are covered, as well as procedures and methods for performing various types of oxy-fuel cuts. Objectives include performing cutting shapes, piercing, beveling, washing, and gouging.

29103-15 Plasma Arc Cutting

Students will be able to use plasma arc equipment; safe work area preparation, plasma arc cutting methods for piercing, slotting, squaring, and beveling metals, and proper storage and housekeeping.

29104-15 Air Cutting and Gouging

Students will be able to use air carbon arc cutting (CAC-A) equipment, safe work area preparation, CAC-A methods for cutting and cleaning defective metals, CAC-A methods for gouging and preparing base metals, and proper storage and housekeeping of CAC-A equipment.

29105-15 Base Metal Preparation

Students will be able to clean base metals for welding and cutting, how to identify and explain joint design, and how to prepare base metal joints for welding operations.

29106-15 Weld Quality

Students will be able to find, identify, and avoid weld imperfections while adhering to necessary codes and specifications.

29107-15 SMAW Equipment and Set Up

Students will be able to properly deploy SMAW equipment and how to trouble shoot problems and adjust amperage based on electrode diameter, base metal, and weldment.

29108-15 Electrode Classification

Students will be able to discuss electrode and filler metal classification for SMAW, GMAW, FCAW, and GTAW. Students will be able to determine characteristics of filler metals.

29109-15 Beads and Fillet Welds

Students will learn how to strike an arc and how to make a stringer, weave, and overlapping beads. Includes instruction and practice in the 1F, 2F, 3F, and 4F positions.

29110-15 Joint Fit-Up and Alignment

Students will be able to understand job code specifications, using gauges to check joint fit-up, fitting up joints using pipe and plate fit-up tools, controlling distortion, and checking for misalignment and poor fit-up.

29111-15 Groove Welds with Backing

Students will be able to make groove welds with backing in 1G, 2G, 3G, and 4G positions.

29112-15 Open V-Groove Welds

Students will be able to prepare welding equipment and perform open root groove welds in the 1G, 2G, 3G, and 4G welding positions.

29201-15 Welding Symbols

Students will be able to identify, interpret, and draw welding symbols on specifications, drawings, and welding procedure specifications (WPS)

29202-15 Reading Welding Detail Drawings

Students will be able to interpret detailed drawings and their components; including lines, fills, solid, round, and pipe breaks, and revolved sections. Object views, dimensioning, notes, and bills of materials are also covered.

29203-15 Physical Characteristics and Mechanical Properties of Metal

Students will be able to understand physical characteristics, mechanical properties, composition, and classification of common ferrous and nonferrous metals. Various standard forms and structural shapes of metals are used, as well as methods used to identify metals.

29204-15 Pre-heating and Post-heating of Metals

Students will be able to apply pre-heating, inter-pass temperature control, and post-heating procedures that are performed to preserve weldment strength, ductility, and weld quality.

29205-15 GMAW and FCAW Equipment Set Up and Use

Students will be able to set up all equipment required for gas metal arc welding and flux core arc welding. Topics include safety practices, welding power sources, wire feeders, guns, equipment set up, and filler metals. Students will be able to trouble shoot machines and properly set voltage and wire speed.

29209-15 GMAW Plate

Students will be able to make fillet and open V-groove welds on carbon steel plate using GMAW testing in all positions. Tests include several industry tests enabling students to familiarize themselves with possible tests for employment.

29210-15 FCAW Plate

Students will be able to make fillet and open V-groove welds on carbon steel plate using FCAW testing in all positions. Tests include several industry tests enabling students to familiarize themselves with possible tests for employment.

29207-15 GTAW Equipment and Filler Metal

Students will be able to deploy GTAW equipment. Instruction includes safety, equipment, set up, filler metals, and trouble shooting.

29208-09 GTAW Plate

Students will perform several hours of GTAW fillets and V-groove welds on carbon steel plate coupons in all welding positions. Students will be required to weld left and right handed.

29301-09 Open Root Pipe Welds

Students will be able to weld SMAW open root V-groove pipe welds in all positions.

29302-10 GMAW Pipe

Students will be able to prepare GMAW equipment for open root V-groove welds. Welds will be performed in all positions.

29303-10 FCAW Pipe

Students will be able to prepare FCAW equipment for open root V-groove pipe welds.

Welds will be performed in the following positions: 1G, 2G, 3G, 4G, 5G, and 6G.

29304-10 GTAW Carbon Steel Pipe

Students will be able to prepare GTAW equipment for open root V-groove on carbon steel pipe. Practice and test will include welds in all positions on carbon steel pipe.

Students will be required to weld left and right handed.

29305-10 GTAW Low-Alloy & Stainless Steel Pipe

Students will be able to make open root V-groove welds on stainless and low-alloy steel pipe in the 2G, 5G, and 6G positions using both left and right hands. Cap stone performance test will include GTAW root and Stainless SMAW fill and cap on 2" pipe.

29306-10 SMAW Stainless Steel Groove Welds

Students will perform welds and be tested on open root welds on plate and pipe.

Welding Math Includes Basic Trade Math, Pipe Math, Advanced Pipe Math

Students will prove mastery with whole numbers, decimals, percentages, and fractions. Basic geometry figuring shapes and trigonometry for pipe fitting will also be mastered.

Job Preparation

Students will perform job inquiry calls, create a resume, and receive instruction on soft skills needed to find, interview for, and hold a job.

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.



ACCREDITATION Kentucky Welding Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). For more information, visit www.accsc.org or call 703-247-4212. ACCSC is a recognized accrediting agency by the U.S. Department of Education.

Our Mission:

The Mission of The Kentucky Welding Institute is to glorify God by being faithful stewards of all that He has entrusted to us. To have a positive impact on the students we train, ensuring they are ready to enter the workforce and become contributing members of society.

Our Core Beliefs:

We believe it is our responsibility to develop premier welders, exceptional employees, and contributing citizens.

Premier Welders: KWI creates a positive culture and climate conducive to training students to be the best welder they can be.

Exceptional Employees: KWI cultivates students into total employees with valuable jobsite skills sought by industry.

Contributing Citizens: KWI promotes opportunities for students to develop a positive sense of purpose and become valued members of our society.

Our Values:

Safety: We have always and shall continue to hold safety as one of the most important aspects of our training.

Respect: We give respect and value people, striving daily to obey the command to love your neighbor as yourself.

Responsibility: We do our due diligence, serving our students in order that they may become the best possible version of themselves.