2025 COURSE CATALOG

January 1, 2025, to December 31, 2025
Effective Date: 20250522
V30.1

Workshops for Warriors
2970 Main Street
San Diego, CA 92113
wfw.org
619-550-1620

Contents

Our Mission

Welcome to Workshops for Warriors!

The mission of Workshops for Warriors is to provide quality training, accredited STEM (Science, Technology, Engineering, Mathematics) educational programs, and opportunities to earn third party nationally recognized credentials to enable veterans, transitioning service members, and other students to be successfully trained and placed in their chosen advanced manufacturing career field.

To achieve its mission, Workshops for Warriors' objectives are to provide:

- Compressed academic instruction in a classroom setting.
- Extensive hands-on training using state-of-the-art equipment.
- Opportunities to earn nationally recognized credentials in advanced manufacturing.
- Programs that are relevant to employer needs.
- Assistance to graduates to gain employment in their chosen field through effective placement preparation and job placement assistance programs.

Our Core Values

- **Fostering Positive Relationships** – Communication, teamwork, and trust are the three hallmarks of good relationships with co-workers and students.
- **Accountable** – Takes personal responsibility for their work. Owns mistakes and avoids blame or excuses.
- **Tenacious** – Demonstrates persistence and grit. Doesn't give up.
- **Human Dignity** – All human beings have inalienable and sacred rights regardless of their nationality, ethnicity, gender or sexual orientation, religious affiliation (if any), to be treated with respect, fairness, compassion, and bereft of oppression.
- **Exceeds Expectations** – Sees every task or situation as an opportunity to go above and beyond.
- **Mission Driven** – Decision-making and actions are focused on what's best for the organization.

Brief History

Established in 2008, Workshops for Warriors is a 501(c)(3) nonprofit school dedicated to supporting U.S. military members and low-income veterans as they transition to civilian life. Based in San Diego, California, the organization offers Advanced Manufacturing Training for Young Veterans—providing hands-on education and job placement assistance in the advanced manufacturing industry. Since its founding, Workshops for Warriors has helped graduates secure high-paying, in-demand jobs across California and the United States.

Institutional Ownership

Workshops for Warriors is a 501(c)(3) nonprofit school.

Board of Directors:

Hernán Luis y Prado, Board Chair
Workshops for Warriors, Founder and CEO

Amanda Barber, Board Member
Amanda Barber is a Graduate of the U.S. Naval Academy and the University of Texas and is a registered Professional Engineer (Mechanical). She currently serves as a Commander in the Navy's Civil Engineer Corps in San Diego.

Mike Shoemaker, Board Member
Vice Admiral Mike Shoemaker, Ret., has over 20 years of senior executive experience leading complex and diverse organizations ranging from 250 to over 82,000 personnel culminating as the Commander of all Naval Air Forces. He is currently Vice President, Strategic Planning at Lockheed Martin, Aeronautics.

Rick Biben, Board Member
Mr. Biben spent over 40 years in government and industry positions. He retired in late 2016 as the CEO/President of Gibbs & Cox, Inc., the leading independent naval architecture and marine engineering firm in North America. His previous executive positions included Senior Vice President at SAIC; Vice President at Computer Science Corporation (now within General Dynamics); Sr. Vice President at Anteon (now General Dynamics); and Sr. Vice President at Northrop Grumman. Mr. Biben is active on several Boards and holds leadership roles within the Shipbuilders Council of America.

Peter Zierhut, Board Member
Peter is the Vice President, Outside Operations for Haas Automation, Inc. Mr. Zierhut's career at Haas spans more than 33 years, with experience including management positions in manufacturing, sales, marketing, and IT. He is a senior-level manager at Haas and is responsible for oversight of Haas Automation's HTEC-branded education program comprising more than 2,000 institutions around the world that utilize Haas machine tools for educational purposes.

Pete Peterson, Board Member
Pete, over the last 50 years, has owned and operated companies involved in many different factions of business to include public accounting, real estate development, and health clubs, and, generally, holding the position of chief financial officer and/or managing partner. He is semi-retired from the company he started in 2005, PFW Holdings LLC, which owns and operates Planet Fitness franchises in four states. His background and expertise help support WFW's efforts in construction, financial analysis, and expansion of its facilities and operations.

School Location

Workshops for Warriors is located at:
2970 Main Street
San Diego, CA 92113
www.wfw.org
619-550-1620

This is the institution's only campus. Workshops for Warriors does not operate any branches or auxiliary classrooms. All instruction, student services, and administrative operations are conducted solely at this Main Street location.

BPPE Approval

Workshops for Warriors is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in CEC and 5, CCR. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798 Bureau for Private and Post-Secondary Education - BPPE, toll free telephone number (888) 370-7589, fax (916) 263-1897. As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A student, or any member of the public, may file a complaint about his institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7598 or by completing a complaint form, which can be obtained on the bureau's website. Bureau for Private and Post-Secondary Education - BPPE

Self-Monitoring Procedures

Workshops for Warriors is committed to maintaining compliance with the policies and procedures established by the California Bureau for Private Postsecondary Education (BPPE), in accordance with Title 5 of the California Code of Regulations (CCR), Section 71760.

To ensure continued compliance, the school regularly reviews BPPE laws and regulations. Annually, the Chief Academic Officer meets with the executive management team to evaluate existing policies and procedures and implement any necessary updates. This course catalog is typically reviewed and updated each year.

An electronic copy of the catalog is provided to all students prior to enrollment, and a printed copy is distributed on the first day of class. Prospective students or other interested individuals can also access the catalog on our website at https://wfw.org/programs/.

GI Bill® Trademark

GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at Education and Training Home
Workshops for Warriors offer two occupational skills programs: CNC Machining and Welding. Students can enroll into Level 1, Level 1 & 2, or Level 1, 2, & 3.

Program Name: CNC (Computer Numerical Control) Machining 1

The CNC Machining 1 program is designed to prepare veterans, transitioning service members, and other students to become well-rounded entry level CNC machinists with upward mobility potential. The curriculum is a combination of machining theory and extensive hands-on training. The duration of the training is 640 hours and completed on an accelerated 16-week (4-month) schedule. The complete program includes five basic courses: Immerse to Learn, SolidWorks, MasterCAM, CNC Milling and CNC Lathe. College credit is not awarded for this program, rather it is designed as a program of study around industry recognized credentials based on skills needed for a career in machining. This program is designed as an accelerated program of study culminating in industry recognized advanced manufacturing credentials which test the retention and application of the skills needed for a career in machining. Maximum enrollment per semester is 40 students. The teacher student ratio is 1:5.

Program Mission: To provide classroom instruction and hands-on training on state-of-the-art equipment required to develop well-rounded entry level skilled machinists and CAD/CAM programmers. Students are provided opportunities to earn industry recognized certifications to prepare them for gainful employment as certified CNC machinists or CAD/CAM programmers.

Program Objectives: Upon completion of the CNC Machining program, the student will successfully operate and qualify to all required machining standards in Machining, Measurement, Materials and Safety, Job Planning, Bench work and Layout, Grinding, Computer Numerical Control, and CAD/CAM.

Course Competencies: Pass/Fail

Textbook/Equipment Requirements: Safety glasses, USB flash drive, and a basic calculator.

Recommended Computer: Windows 11/64-bit operating system; 16 GB of RAM; Solid State Drive (SSD); RTX A200 graphics card; RTX A4500 graphics card; WX 5500 graphics card; WX6600 graphics card.

Instruction Method: Live instruction and lab work.

Graduation Requirements: To be eligible for graduation and receive a Certificate of Completion the student must attend at least 544 hours of the scheduled hours of instruction and maintain an 80% average on assigned quizzes or tests.

Total Clock Hours: The complete program of five basic courses is 640 hours.

Final Tests or Exams: Final exam administered at the end of semester.

Required Internship or Externship: None

CNC Machining 1 Course Descriptions

CNC Lathe

This course gives the student an introduction to machine shop theory, math and terminology, basic bench work, and parts layout using a variety of common measuring tools. Emphasis will be on the application of basic operation of machine tools, such as drill presses, lathes, and mills with common hand tools.

Upon the completion of this course, the student will have gained the knowledge of computer numerically controlled (CNC) machine modes depicting the work coordinate system (WCS) and be aware of its relationship to the machine coordinate system (MCS); comprehension of the homing procedure and valuing its purpose, along with work piece and tool geometry offsets; entering and making active programs into the CNC control while safely establishing a CNC program on a lathe.

CLASS TIMES:	Tuesday and Thursday: 7:30 a.m. – 11:30 a.m.
CLASS HOURS:	128 hours
LAB HOURS:	78 hours
LECTURE HOURS:	50 hours
PREREQUISITES:	None

CNC Milling

This course is an introductory, hands-on study of programming, setup, and operation of CNC milling machine tools. Emphasis is placed on generating programs, efficient setup, and safe operation of CNC milling machine tools. The students will identify machine parts and their functions; select layout tools and techniques; define machine shop terminology; perform basic setups; calculate common shop formulas; perform semi-precision layout; demonstrate basic machine operations; and apply proper measuring tools.

CLASS TIMES:	Monday, Wednesday, and Friday: 7:30 a.m. – 11:30 a.m.
CLASS HOURS:	192 hours
LAB HOURS:	131 hours
LECTURE HOURS:	61 hours
PREREQUISITES:	None

SolidWorks

This course is designed as an introduction to SolidWorks computer-aided design software. Topics include part creation, use of features, assembly modeling, drawing creation, surface features, and basic surfacing techniques. Upon completing this course, students will earn the CSWA/CSWP certification.

The purpose of this course is to orient students to the SolidWorks program and interface. Students successfully completing this course will have a good introduction to accomplishing common drafting and Solids operations with SolidWorks. Students will be required to demonstrate hands-on skills working with 2D and 3D Geometry.

CLASS TIMES:	Monday and Wednesday: 12:30 p.m. – 4:30 p.m.
CLASS HOURS:	128 hours
LAB HOURS:	78 hours
LECTURE HOURS:	50 hours
PREREQUISITES:	None

MasterCAM

This is an introductory course that demonstrates the integration of Computer-Aided-Design (CAD) and Computer-Aided-Manufacturing (CAM). It is a study of modern prototyping and machining methods, teaching the use of MasterCAM software. This program converts 2D and 3D CAD drawing geometry directly into tool path information that is used to drive numerically controlled turning and milling machines.

Upon completion of this course, the student will be able to: Create 2D and 3D part geometry using the design module of the MasterCAM software. Use the mill module of the MasterCAM software to convert the modeled part geometry into a cutter tool path for use on a numerically controlled milling machine. Use the lathe module of the MasterCAM software to convert the modeled part geometry into a cutter tool path for use on a numerically controlled lathe. Safely operate the laboratory CNC machinery to mill a part model from wood, plastic, or metal material.

CLASS TIMES:	Tuesday and Thursday: 12:30 p.m. – 4:30 p.m.
CLASS HOURS:	128 hours
LAB HOURS:	78 hours
LECTURE HOURS:	50 hours
PREREQUISITES:	None

Immerse2Learn

This course is designed to simulate the machine and the CNC controller. The course includes a combination of lectures, online learning modules, quizzes, and a pre-test that students work through before taking tests or exams. After completing this unit, the student should have the following capabilities: Step-By-Step Instruction for Machining, Shop Math Level I, Shop Math Level II, Blueprint Reading with Geometric Dimensioning and Tolerancing (GD&T), Precision Measurement Devices, Machinist Calc Pro, Feeds and Speeds, Mill Control Interface, Mill Setup, Mill Programming, Lathe Control Interface, Mill Setup, Lathe Programming, MasterCAM Mill, MasterCAM Lathe, Advanced CNC, Dies, and Molds.

CLASS TIMES:	Friday: 12:30 p.m. – 4:30 p.m.
CLASS HOURS:	64 hours
LAB HOURS:	44 hours
LECTURE HOURS:	20 hours
PREREQUISITES:	None

Program Name: CNC Machining 2

The CNC Machining 2 program is designed to prepare students to become intermediate level CNC machinists with upward mobility potential. The curriculum is a combination of a review of machining theory and extensive hands-on training. The training lasts 640 hours and will be completed on a 16-week (4-month) schedule. The complete program includes three intermediate courses: intermediate multi-axis, intermediate CAD/CAM, and Metrology. College credit is not awarded for this program, rather it is designed as a program of study around industry recognized credentials based on skills needed for a career in machining. This program is designed as an accelerated course of study culminating in industry recognized advanced manufacturing credentials which test the retention and application of the skills needed for a career in machining. The maximum enrollment per semester is 6 students. The teacher-student ratio is 1:6.

Program Mission: To provide classroom instruction and hands-on training on state-of-the-art equipment required to develop well-rounded intermediate level Machinists and CAD/CAM programmers. Students are provided opportunities to earn industry recognized certifications to prepare them for gainful employment as certified CNC machinists or CAD/CAM programmers.

Program Objectives: Upon completion of the machining II program the student will successfully operate and qualify to all required machining standards in 3 and 4-axis, Internal Boring, Intermediate CAD/CAM, Metrology.

Course Competencies: Pass/Fail

Textbook/Equipment Requirements: Safety glasses, USB flash drive, and basic calculator.

Recommended Computer: Windows 11/64-bit operating system; 16 GB of RAM; Solid State Drive (SSD); RTX A200 graphics card; RTX A4500 graphics card; WX 5500 graphics card; WX6600 graphics card.

Instruction Method: Live instruction and lab work

Graduation Requirements: To be eligible for graduation and receive a Certificate of Completion the student must attend at least 544 hours of the scheduled hours of instruction and maintain an 80% average on assigned quizzes or tests.

Total Clock Hours: The complete program of five basic courses is 640 hours.

Final Tests or Exams: Final exam administered at the end of semester.

Prerequisites: Successful completion of the WFW CNC Machining 1 program.

CNC Machining 2 Course Descriptions

Intermediate Multi-Axis CNC

This course is a hands-on study of programming setup and operations of 3, 4-axis milling, and intermediate CNC turning. This is an intermediate course only available to students who have obtained successful completion of CNC Machining 1. The objective of this course is to introduce turning, 3, and 4-axis programming, setup and operations, 3D tool pathing, and intermediate set ups. Students will learn the benefits of 4-axis in the manufacturing industry and understand the use of turning, 3, and 4-axis for increased proficiency and intermediate tool pathing.

CLASS DAYS:	Monday, Wednesday, Friday,
CLASS HOURS:	344 hours
LAB HOURS:	224 hours
LECTURE HOURS:	120 hours
PREREQUISITES:	Listed above

Intermediate CAD/CAM

This is an Intermediate course that demonstrates the integration of Computer-Aided Design (CAD) and Computer-Aided Manufacturing (CAM). It is a study of modern prototyping and machining methods, teaching the use of SolidWorks and MasterCAM software. This program converts 2D and 3D CAD drawing geometry directly into tool path information used to drive numerically controlled milling machines.

CLASS TIMES:	Monday and Wednesday

CLASS HOURS:	152 hours
LAB HOURS:	102 hours
LECTURE HOURS:	50 hours
PREREQUISITES:	Listed above

Metrology

This course's objective is to provide the basics of CMM (Coordinate Measuring Machine) set up, programming and operations. Students will learn the capabilities of the CMM, its use in the manufacturing environment, terminology, and quality assurance standards including introduction to Geometric Dimensioning and Tolerance (GD&T). Upon completion of this course students will have a basic understanding of how to use a CMM in a manufacturing environment. Practical applications will be added throughout the training.

CLASS TIMES:	Tuesday and Thursday
CLASS HOURS:	144 hours
LAB HOURS:	48 hours
LECTURE HOURS:	96 hours
PREREQUISITES:	Listed above

Program Name: CNC Machining 3

The CNC Machining 3 program is designed to prepare students to become multi-axis CNC machinists with upward mobility potential. The curriculum is a combination of machining theory, multi-axis programming, and extensive hands-on training. The duration of the training is 640 hours over a 16-week (4-month) schedule. The complete program includes three advanced courses: Advanced Multi-Axis, Advanced CAD/CAM, and Advanced Metrology. College credit is not awarded for this program, rather it is designed as a program of study around industry recognized credentials based on skills needed for a career in machining. This program is designed as an accelerated course of study culminating in industry recognized advanced manufacturing credentials which test the retention and application of the skills needed for a career in machining. Maximum enrollment per semester is 4 students. The teacher student ratio is 1:4.

Program Mission: To provide classroom instruction and hands-on training on state-of-the-art equipment required to develop well-rounded advanced level machinists and CAD/CAM programmers. Students are provided opportunities to earn industry recognized certifications to prepare them for gainful employment as certified CNC machinists or CAD/CAM programmers.

Program Objectives: Upon completion of the machining II program, the student will successfully operate and qualify to all required machining standards in 3+2 and 5-axis, Live Tooling, Advanced CAD/CAM, Advanced Metrology.

Course Competencies: Pass/Fail

Textbook/Equipment Requirements: Safety glasses, USB flash drive, and basic calculator.

Recommended Computer: Windows 11/64-bit operating system; 16 GB of RAM; Solid State Drive (SSD); RTX A200 graphics card; RTX A4500 graphics card; WX 5500 graphics card; WX6600 graphics card.

Instruction Method: Live instruction and lab work

Graduation Requirements: To be eligible for graduation and receive a Certificate of Completion the student must attend at least 544 hours of the scheduled hours of instruction and maintain an 80% average on assigned quizzes or tests.

Total Clock Hours: The completion of the program is 640 hours.

Final Tests or Exams: Final exam administered at the end of semester.

Prerequisites: Successful completion of WFW CNC Machining 1 &2 programs.

Required Internship or Externship: None

CNC Machining 3 Course Descriptions

Advanced Multi-Axis CNC

This course is a hands-on study of programming setup and operations of CNC 5-axis milling machine tools. This is an advanced course only available to students who have successfully completed the CNC Machining 2 Program. The objective of this course is to reinforce 3-axis concepts learned in the previous semester and introduce advanced live tooling, 3+2, and 5-axis programming, setup and operations, advanced tool pathing and advanced set ups. They will set up, program, and make a series of projects that will lead them to be entry level 5-axis milling programmers or advanced lathe programmers. Students will learn the benefits of 5-axis milling in the manufacturing industry and understand the use of 4 and 5-axis for increased proficiency and advanced tool pathing.

CLASS DAYS:	Monday, Wednesday, Friday,
CLASS HOURS:	344 hours
LAB HOURS:	236 hours
LECTURE HOURS:	108 hours
PREREQUISITES:	Listed above

Advanced CAD/CAM

The students will enhance their 2D toolpaths and learn how to construct advanced toolpaths for 3D surface models. The students' proficiency will propel them towards 3+2 and true 5-axis programming. In the machine shop, they will learn advanced mill and turning. Along with adjusting post-processors for various CNC machines. Students will study

Solid Modeling as a design tool for machine components. Advanced CAD/CAM graduates may find employment in machine shops in roles including advanced designing, 3+2 and 5-axis programming, solid molding, CNC programming, and engineering of components.

CLASS TIMES:	Monday and Wednesday
CLASS HOURS:	152 hours
LAB HOURS:	78 hours
LECTURE HOURS:	50 hours
PREREQUISITES:	Listed above

Advanced Metrology

This course is designed to teach advanced CMM (Coordinate Measuring Machine) setup, programming, and operating skills. Students will gain advanced CMM and quality assurance skills. Students will have an advanced grasp of how to operate a CMM in a manufacturing context upon completion of this course. Practical applications will be added throughout the training.

CLASS TIMES:	Tuesday and Thursday
CLASS HOURS:	144 hours
LAB HOURS:	48 hours
LECTURE HOURS:	96 hours
PREREQUISITES:	Listed above

Machining Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure. However, our CNC Machining programs lead to machining skills certifications from the National Institute for Metalworking Skills (NIMS), SolidWorks, SolidProfessor, MasterCAM, and Immerse to Learn.

Standard Occupational Classification (SOC) Codes

Broad Occupation: 51-4010 Computer Control Programmers and Operators
Minor Group: 51-4000 Metal Workers and Plastic Workers
Major Group: 51-0000 Production Occupations
51-4031 Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic
51-4032 Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-4033 Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-4034 Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic
51-4035 Milling and Planning Machine Setters, Operators, and Tenders, Metal and Plastic

Minor Group: 51-4000 Metal Workers and Plastic Workers
Major Group: 51-0000 Production Occupations
51-4041 Machinists
Minor Group: 51-4000 Metal Workers and Plastic Workers
Major Group: 51-0000 Production Occupations
These SOC codes are available at: List of SOC Occupations

Program Name: Welding 1 (Basic Welding)

This Welding 1 Program is designed to prepare veterans, transitioning service members, and other students to become well-rounded entry level Welders with upward mobility potential. The curriculum is a combination of safety and extensive hands-on training. The training duration is 640 hours within a 16-week (4-month) schedule. The complete program includes three welding process courses that must be taken in sequential order: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding {GMAW-S (short-circuit), GMAW (Spray Transfer) and Flux Cored Arc Welding (FCAW). Concurrently we teach a welding symbols course and blueprint reading course. The welding symbols for welding, brazing and nondestructive examination course follows the American Welding Society (AWS) AWS A2.4. Standard. The welder's blueprint reading for fitter's course prepares the welder to recognize and interpret design drawings used in the welding industry. Additional training and certification will be given on Starrett precision measuring instruments (PMI) through the National Coalition of Certification Centers (NC 3) curriculum. College credit is not awarded for this program, rather it is designed as a program of study culminating in industry recognized advanced manufacturing credentials which test the retention and application of the skills needed for a career in welding. The maximum enrollment per semester is 46 students. The teacher student ratio in the classroom is 1:18 and 1:9 in the welding lab.

Program Mission: To provide classroom instruction and hands-on training on state-of-the-art equipment required to develop well-rounded entry level skilled Welders. Students are provided with opportunities to earn qualifications and industry recognized and certifications to prepare them for employment as Welders.
Program Objective: Upon completion of the Welding 1 Program, the student will successfully operate and qualify to all required welding standards utilizing three welding processes: SMAW, GMAW, and FCAW.
Assignment Policy: Projects, training exercises, and lab work are assigned to each student during the semester. Each of these learning exercises is graded or evaluated by the instructor. Students must complete the lab assignments within a reasonable time.
Homework and Quizzes: Students will be expected to complete weekly assigned homework on time and to pass all weekly quizzes. If a student misses a quiz due to an excused absence, the instructor will work with the student to reschedule it.
Final Exam and Practical Tests: A Basic welding course final exam will be given encompassing all three welding processes and practical welding qualification tests will be given throughout the course.
Textbook/Equipment Requirements: Students will be required to purchase protective equipment during the program. The welding workbooks will be provided for all welding processes, SMAW, GMAW and FCAW.
Instruction Method: Live instruction and lab work.
Graduation Requirements: To be eligible for graduation and receive a Certificate of Completion the student must attend at least 544 hours of the scheduled hours of instruction and maintain an 80% average on assigned quizzes or tests.
Total Clock Hours: The complete course of instruction is 640 hours.
Required Internship or Externship: None

Welding 1 Course Descriptions

Shielded Metal Arc Welding Basic
This course covers introduction to safe practices, setup, and operation of Shielded Metal Arc Welding equipment (SMAW). The basic SMAW course will introduce SMAW, safety and health of welders, installation setup and maintenance of SMAW equipment. Additional topics will cover electrodes, quality of welds and SMAW metal transfer theory.

The successful welding student will practice welding on single V-groove butt welds and fillet welds in the lap and T-joint configurations, using E6010 and E7018 electrodes on ASTM A-36 steel plate. Course completion will result in a successful single V-groove butt weld test in the 3G vertical and 4G overhead positions using E7018 electrodes with the SMAW process.

CLASS TIMES: Monday to Friday 7:00 a.m. – 4:30 p.m.

COURSE HOURS:	308 hours
LAB HOURS:	254 hours
LECTURE HOURS:	54 hours
PREREQUISITES:	None

Gas Metal Arc Welding Basic, (GMAWB)

This course covers the introduction to safety practices, setup, and operation of Gas Metal Arc Welding equipment (GMAW). The GMAW course will introduce GMAW, safety and health of welders, installation and setup and maintenance of GMAW equipment. Additional topics will cover the quality of welds, metal transfer and shielding gases.

The successful welding student will practice welding on square groove, V-groove butt welds and fillet welds in the lap and T-joint configurations, using ER 70S-6 wire on ASTM A-36 steel plate. Course completion will result in a successful square groove butt welding test in the 3G vertical and 4G overhead positions using GMAW-S (short-circuit) process. Additionally, testing will be completed on a single V-groove butt-welding in the 1G flat position using the GMAW (Spray Transfer) process.

CLASS TIMES:	Monday to Friday, 7:00 a.m. – 4:30 p.m.
COURSE HOURS:	208 hours
LAB HOURS:	184 hours
LECTURE HOURS:	24 hours
PREREQUISITES:	Completion of Shielded Metal Arc Welding (Basic).

Flux Cored Arc Welding, (FCAW)

This course covers the introduction to safety practices, setup, and operation of flux cored arc welding equipment (FCAW). The FCAW course will introduce FCAW, safety and health of welders, installation and setup and maintenance of FCAW equipment. Additional topics will cover the quality of welds, metal transfer and shielding gases.

The successful welding student will practice welding on single, V-groove butt welds and fillet welds in the lap and T-joint configurations, using E71T-1 on ASTM A-36 steel plate. Course completion will result in a successful single V-groove butt welding test in the 3G vertical and 4G overhead positions using the FCAW process on ASTM A-36 steel plate with E71T-1 wire.

CLASS TIMES:	Monday to Friday, 7:00 a.m. – 4:30 p.m.
COURSE HOURS:	124 hours
LAB HOURS:	104 hours
LECTURE HOURS:	20 hours
PREREQUISITES:	Completion of Shielded Metal Arc Welding (Basic) and Gas Metal-Arc Welding course.

Program Name: Welding 2 (Intermediate Welding)

The Welding 2 program is designed to prepare veterans, transitioning service members, and other students to become well-rounded intermediate level Welders with upward mobility potential. The curriculum is a combination of safety and extensive hands-on training. The training duration is 640 hours within a 16-week (4-month) schedule. The complete program includes an introduction to Gas Tungsten Arc Welding (GTAW), safety and health of welders, installation setup and maintenance of GTAW equipment. College credit is not awarded for this program, rather it is designed as a program of study culminating in industry recognized advanced manufacturing credentials which test the retention and application of the skills needed for a career in welding. The maximum enrollment per semester is 14 students. The teacher student ratio in the classroom is 1:10 and 1:5 in the welding lab.

Program Mission: To provide classroom instruction and hands-on training on state-of-the-art equipment required to develop a well-rounded intermediate level skilled Welder. Students are provided opportunities to earn qualifications and industry recognized certifications to prepare them for employment as Welders.

Program Objective: Upon completion of program, the student will successfully operate and qualify to all required welding standards, utilizing the GTAW process in all positions on carbon steel, stainless steel and aluminum sheet base materials and in all positions on 2-inch carbon steel, schedule 80 pipe.

Assignment Policy: Projects, training exercises, and lab work are assigned to each student during the semester. Each of these learning exercises is graded or evaluated by the instructor. Students must complete the lab assignments within a reasonable time.

Homework and Quizzes: Students will be expected to complete weekly assigned homework on time and to pass all weekly quizzes. If a student misses a quiz due to an excused absence, the instructor will work with the student to reschedule it.

Exams, Practical Tests, and Final Exam: Practical welding qualification tests will be given throughout the course on steel, stainless steel, and aluminum plates. A final welding qualification test in all positions of carbon steel pipe will be given along with a final graded welding mock-up piping project.

Textbook/Equipment Requirements: Students will be required to purchase protective equipment. Three textbooks will be provided.

Instruction Method: Live instruction and lab work.

Graduation Requirements: To be eligible for graduation and receive a Certificate of Completion the student must attend at least 544 hours of the scheduled hours of instruction and maintain an 80% average on assigned quizzes or tests.

Total Clock Hours: The complete program of three basic courses is 640 hours.

Required Internship or Externship: None

Welding 2 Course Description

Gas Tungsten Arc Welding /Plate/Pipe

This course covers the introduction to safe practices, setup and operation of Gas Tungsten Arc Welding equipment (GTAW). The Plate/Pipe GTAW course will introduce GTAW, safety and health of welders, installation setup and maintenance of GTAW equipment.

The welder will develop and understand the key variables that affect the quality of welds such as:

- Base material preparation and fit-up
- Amperage control and travel speed
- Tungsten electrode selection, electrode manipulation and electrode stick out.
- Filler metal selection
- Electrode angles and electrode preparation

Additional training and certification will be given on Snap-On torque wrenches through the National Coalition of Certification Centers (NC 3) curriculum.

The successful welding student will practice utilizing the GTAW process in all positions on carbon steel, stainless steel, and aluminum sheet base material. Additionally, the GTAW welder training will be conducted on schedule 80

carbon steel pipe sizes ½ inch, 1 inch, utilizing socket welded fillet welds and full penetration welding on 2-inch schedule 80 carbon steel pipe. Course completion will consist of three phases: 1) Successful completion of a square groove weld test in the horizontal (2G), vertical (3G) and overhead (4G) positions, on 18 and 10-gauge Steel, Stainless Steel and Aluminum base materials. Successful test plate assemblies will be visually and destructively or non-destructively tested as appropriate to achieve a welder qualification. 2) Welding a single V-groove butt weld test assembly in the 2G and 5G position pipe, successful test pipe assemblies will be visually and destructively or non-destructively tested as appropriate to achieve a welder qualification. 3) Completion of a graded mock-up pipe assembly.

CLASS TIMES:	Monday to Friday 7:00 a.m. – 4:30 p.m.
COURSE HOURS:	640 hours
LAB HOURS:	570 hours
LECTURE HOURS:	70 hours
PREREQUISITES:	Must meet one of the below

1) Completion of the Workshops for Warriors Welding 1 course.
2) Completion of a Shielded Metal Arc Welding (Basic), Gas Metal-Arc Welding and Flux Cored Arc Welding (FCAW) course within the past 2 years.

Program Name: Welding 3 (Advanced Welding and Introduction to Fabrication)

The Welding 3 Program is designed to prepare: military veterans, transitioning service members, and other students to become well-rounded advanced level welders with the necessary welding and fabrication skills to provide them with upward mobility potential. The curriculum is a combination of safety, classroom lectures and extensive hands-on training. The training duration is 640 hours within a 16-week (4-month) schedule. The advanced welding and introduction to fabrication course includes advanced welding process highlighting Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), Hydraulic Press Break, Hydraulic Shear, Hydraulic Pipe and Tubing bender, Vertical Band Saw, Horizontal Band Saw, Portable Pipe Machining Equipment, Orbital Welding System, and Water Jet. College credit is not awarded for this program, rather it is designed as a program of study culminating in industry recognized advanced manufacturing credentials which test the retention and application of the skills needed for a career in welding and fabrication. The maximum enrollment per semester is 4 students. The teacher student ratio in the classroom is 1:4 and 1:4 in the welding lab.

Program Mission: To provide classroom instruction and hands on training on state-of-the-art equipment required to develop well-rounded advance level skilled welders. Students are provided opportunities to earn qualifications and industry recognized certifications to prepare them for employment as welders and fabricators.

Program Objective: Upon completion of the Welding 3 Program, the student will successfully operate and qualify to all required welding standards utilizing two welding processes: GTAW and GMAW. The students will also be trained in using various shop equipment: Hydraulic press breaks, shears, and bandsaws. Additionally, the student will be trained to operate the water jet, orbital welding equipment and portable pipe machining equipment. All training will focus the student on a career in welding and metal fabrication.

Assignment Policy: Projects, training exercises, and lab work are assigned to each student during the semester. Each of these learning exercises is graded or evaluated by the instructor. Students must complete the lab assignments within the assigned schedule.

Homework and Quizzes: Students will be expected to complete weekly assigned homework on time and to pass all weekly quizzes. If a student misses a quiz due to an excused absence, the instructor will work with the student to reschedule it.

Textbook/Equipment Requirements: Students will be required to purchase protective equipment. All textbooks will be provided.

Instruction Method: Live instruction and lab work.

Graduation Requirements: To be eligible for graduation and receive a Certificate of Completion the student must attend at least 544 hours of the scheduled hours of instruction and maintain an 80% average on assigned quizzes or tests.

Total Clock Hours: The complete program course is 640 hours.

Exams, Practical Tests and Certifications:

1) Successful completion of a GMAW pulsed spray, single V-groove weld, butt joint, welded on 1-inch carbon steel plate, test assembly welded in the 1G position,
2) Successful completion of a GTAW pulse welding, single V-groove weld, butt joint, welded on 2-inch stainless steel pipe assemblies welded in the 2G and 5G positions. Both will receive an American Welding Society (AWS) Qualification,
3) Snap-On Multi-Meter Certification, National Coalition of Certification Centers (NC 3) curriculum,
4) Hydraulic press break certification, Fabricators & Manufactures Association International (FMA),
5) Water jet certification, Flow Water Jet,
6) Orbital machine welding operator certification, Tri Tool Technologies,
7) Portable pipe machining operator certification, Tri Tool Technologies,
8) Fundamentals of Metal Fabrication Certificate, Fabricators & Manufactures Association International (FMA),
9) Advanced Blueprint Reading Course, Hobart Institute of Welding Technology (HIWT),
10) National Coalition of Certification Centers (NC3), earning a Snap-On Multi Meter credential.

Required Internship or Externship: None

Welding 3 Course Description

Advanced Welding and Introduction to Fabrication

This course covers introduction to safe practices, setup, and operation in the following welding processes: Gas Tungsten Arc Welding Equipment (GTAW), Gas Metal Arc Welding Equipment (GMAW). Additionally, the welder will learn safe practices, setup, and the operation of metal cutting, shearing and bending equipment giving them the ability to perform entry level fabrication which will assist them in completing various projects based around the course fabrication equipment.

The advanced welding training will focus on Gas Tungsten Arc Welding Equipment (GTAW) and Gas Metal Arc Welding Equipment (GMAW) in advanced pulsing and waveforms. Additionally, an advanced course in Orbital Welding, utilizing GTAW and GMAW welding processes will be covered on carbon steel pipe along with portable pipe machining equipment. An introduction to fabrication will focus on the skills needed to successfully operate and fabricate parts using the following shop equipment:

- Hydraulic power shear
- Industrial metal cutting saws
- Hydraulic press break
- Hydraulic iron worker
- Hydraulic plate roller
- Water jet
- Hydraulic pipe bender
- Hydraulic bar bender

The welder will develop and understand the key variables that affect the quality of welds such as:

- GTAW & GMAW Advanced pulsing and waveforms
- Base material preparation and fit-up
- Amperage control and travel speed
- Tungsten electrode selection, electrode manipulation and electrode stick out
- Electrode angles and electrode preparation
- Welding gas selection
- Filler metal selection

Additional classroom and lab training will be given using the National Coalition of Certification Centers (NC3), earning a Snap-On Multimeter credential.

The successful welding student will practice utilizing the GTAW welding process on stainless steel pipe and aluminum pipe, GMAW welding process on steel plate and GMAW welding process on aluminum pipe. Classroom and lab training will also be completed using orbital welding equipment with GTAW and GMAW welding processes with portable pipe machining equipment.
The course completion will consist of six phases:
1) Successful completion of the advanced welder training will include the fabrication of several fabrication projects that will be used for grading purposes,
2) Successful completion of the Orbital Welding course using the GTAW & GMAW welding processes on 2” and 6” carbon steel pipe,
3) Successful completion of the Portable Pipe Cutting and Beveling Equipment course,
4) Successful completion of a GTAW pulse welding, single V-groove weld, butt joint, welded on 2-inch stainless steel and aluminum pipe assemblies welded in the 2G and 5G position,
5) Successful completion of a GMAW pulsed spray, single V-groove weld, butt joint, welded on 6-inch aluminum pipe assembly welded in the 2G and 5G position,

6) Successful completion of a GMAW pulsed spray, single V-groove weld, butt joint, welded on 1-inch carbon steel plate, test assemblies welded in the 1G position.

CLASS TIMES:	Monday to Friday 7:00 a.m. – 4:30 p.m.
COURSE HOURS:	640 hours
LAB HOURS:	570 hours
LECTURE HOURS:	70 hours
PREREQUISITES:	Must meet one of the following:

1) Completion of the Workshops for Warriors Welding 1 and 2 courses.
2) Completion of a Shielded Metal Arc Welding (Basic), Gas Metal Arc Welding (Basic) and Gas Tungsten Arc Welding (Basic & Intermediate) courses within the past two years.

Welding Tools

Workshops for Warriors provide the equipment and material used during training. However, there are personal items that students need to purchase for the course. These items include Personal Protection Equipment (PPE) and small hand tools that will be useful throughout your future career as a welder.

Workshops for Warriors have a strong relationship with WestAir Gases and Equipment. WestAir stocks most of this equipment at a substantial discount for Workshops students. Make sure you tell WestAir that you are a Workshops student. WestAir has several locations in the San Diego area with one near the school located at: 2300 Haffley Avenue, National City, CA 91950, (619) 773-3232. See Appendix B for the PPE List and pricing.

Additional PPE required for the Welding 2 and Welding 3 Programs: TIG glove and TIG finger.

In addition to the items noted on the PPE list, students should wear good quality work pants and shirts. Work jeans, Dickies, Carhartt, and other rugged work wear are recommended. A good quality high-top leather work boot is a must. Steel-toed boots are highly recommended.

IMPORTANT NOTE – The student is responsible of marking their tools, jackets, and gloves. As most students have the same equipment, it is critical that they mark their items with their name.

Welding Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure. However, our Welding Program qualifies welders to the American Welding Society (AWS) D1.1 Structural Welding Code-Steel for SMAW and GMAW, AWS D1.3 Structural Welding Code-Sheet Steel for GMAW-S

Standard Occupational Classification (SOC) Codes

Minor Group: 51-4000 Metal Workers and Plastic Workers
Major Group: 51-0000 Production Occupations
Broad Occupation: 51-2040 Structural Metal Fabricators and Fitters
Minor Group: 51-2000 Assemblers and Fabricators
Major Group: 51-0000 Production Occupations
Broad Occupation: 51-4120 Welding, Soldering, and Brazing Workers
Minor Group: 51-4000 Metal Workers and Plastic Workers
Major Group: 51-0000 Production Occupations
Broad Occupation: 51-4120 Welding, Soldering, and Brazing Workers
Minor Group: 51-4000 Metal Workers and Plastic Workers
Major Group: 51-0000 Production Occupations
These SOC codes are available at: List of SOC Occupations

Facilities & Instructional Equipment Used for Instruction

Workshops for Warriors is housed in a single-story industrial building approximately 40 years old, encompassing 35,000 square feet. The facility includes:

- **Computer Workstations:** Equipped with Dell Precision 7920 computers, supporting software such as Mastercam and SolidWorks for CNC machining and CAD/CAM training.
- **CNC Machining Labs:** Featuring Haas VF2 Vertical Machining Centers and Haas ST10 High-Performance Turning Centers for hands-on training in CNC machining.
- **Welding Booths:** Providing individual booths for each welding student, equipped with Miller welding machines, including models like the XMT 350 MPa and Dynasty 400, to facilitate practical welding exercises.
- This comprehensive setup ensures students receive practical, hands-on experience with industry-standard equipment, preparing them effectively for careers in advanced manufacturing.

Program: Welding

Desktop/laptop computer, overhead LCD projector, instructor guides, DVD welder training videos, Welder PPE, welding textbooks, multi-process welding machines, SMAW, GTAW, GMAW and FCAW processes, Hydraulic Press Break, Hydraulic Shear, Hydraulic Pipe and Tubing bender, Vertical Band Saw, Horizontal Band Saw, Portable Pipe Machining Equipment, Orbital Welding System, and Water Jet.

Program: CNC Machining

The HTEC center contains five full size Haas CNC milling and turning machines along with six Haas control simulators. 46 seats of MasterCAM (Computer Aided Manufacturing CAM) software, 46 seats of SOLIDWORKS (Computer Aided Design CAD) software, one Flow Waterjet, and manual machines. In addition to the CNC and manual machines, the center has a variety of precision measuring tools to train students in the use and care of quality assurance metrology equipment.

Library Resources

Workshops for Warriors does not maintain a formal library, as one is not required to meet the instructional needs of students.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

Accreditation of CNC Machining Programs

The CNC Machining programs at Workshops for Warriors are accredited by the National Institute for Metalworking Skills (NIMS)**.** This accreditation recognizes that the programs meet nationally established standards for metalworking and manufacturing training, ensuring that students receive industry-relevant education and are prepared for NIMS certification and employment in the advanced manufacturing sector.

These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid which requires accreditation.

Rehabilitation Act and Americans with Disabilities Act (ADA)

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Workshops for Warriors ensures that no individual with a disability is excluded from participation in its programs or services solely due to their disability.

Students with a documented disability may be eligible for accommodation and/or auxiliary aids and services. Eligibility is determined through a consultation with the Student Services Manager, who assesses whether the functional limitations of the disability require specific support.

Workshops for Warriors is committed to providing reasonable accommodations to qualified individuals, unless doing so would impose an undue burden or fundamentally alter the nature of the program, service, or benefit.

To request accommodation, students should contact the Student Services Manager and submit supporting documentation at least two weeks before the start of classes or as early as possible.

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and the school policies. Upon the applicant's determination that he/she is interested in pursuing a specific program of study, he/she meets with a school representative to receive information regarding funding options.

General Admissions Requirements:

1. Applicants must be 17 years of age and must be a High School graduate or GED holder.
2. Students must pay all applicable fees, as per the current published fee schedule at the time of signing or entering an enrollment contract or making other arrangements acceptable to the school.
3. Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency within 14 calendar days of the start date. Veterans may submit a Certificate of Release or Discharge from Active Duty (DD214) as acceptable proof in lieu of POG.
4. No Ability to Benefit (ATB) student will be admitted.
5. All instruction is provided in English. Applicants must be able to read, write, speak, and understand English at a level sufficient to successfully participate in and complete the program.

Entrance Testing Policy:

All prospective students applying to enroll in any program at Workshops for Warriors must meet the minimum raw score on the Criteria Mechanical Reasoning Assessment (CMRA)

Program	Score
Welding 1	*14*
Welding 2	*14*
Welding 3	*14*
CNC Machining 1	*18*
CNC Machining 2	*18*
CNC Machining 3	*18*

Applicants are allowed a total of three attempts (twice on the same day, with a minimum of 24 hours between the 2nd and 3rd attempts.) Applicants must wait 6 months from the day of the 3rd failed attempt before retesting. After the 6-month waiting period, three new attempts will be allotted to the applicant with the same rules being applied as were applied to the first three attempts. If a student has enrolled at Workshops for Warriors previously and achieved the minimum raw score, they will not be required to retest before enrolling in another program.

Prior Credit Policy

WFW will consider awarding credit for previous education and training that a student received, as it relates to the course(s) of a program in which the student is enrolled. A student must notify the education department at time of registration if requesting such credit. The Program Dean will review course descriptions and any transcripts provided by the student to arrive at a final decision. Courses must be from an institution approved by an accrediting agency recognized by the U.S. Department of Education (ED) or the Council for Higher Education Accreditation (CHEA). The minimum acceptable grade is a "B" (80%) or 3.0 equivalent. Technical coursework must have been completed within the last three (3) years. Transfer credit may not exceed 50% of the programs' total clock hours. If credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. Credits awarded for previous education will be limited by program.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report on all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION pursuant to the California Education Code (CEC) §94911

The transferability of credits you earn at Workshops for Warriors is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate or diploma you earn in a program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificates you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution.

For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution you may wish to transfer to after attending Workshops for Warriors to determine if your credits or certificate will transfer.

Experiential Credit

This institution does not award credit for prior experiential learning.

Cancellation and Withdrawal Policies

Student Right to Cancel

Students have the right to cancel this agreement without any penalty or obligation, through attendance at the first-class session or the seventh (7th) calendar day after enrollment, whichever is later. The notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Notice of Cancellation **MUST be made in writing** via email, mail, or in person. If submitted by mail, the postmark date will be considered the effective date of cancellation.

Notices can be mailed to:
Workshops for Warriors
2970 Main Street
San Diego, CA 92113

or emailed to info@wfw.org.

No penalties or fees will be charged for cancellations.

Students who cancel during this period will receive a full refund of all tuition and refundable fees, including reversal of the registration fee. Any non-refundable charges will be clearly identified in the enrollment agreement.

If the Enrollment Agreement is cancelled, the school will refund any money paid by the student, less a registration or administration fee not to exceed $200.00, and less any deduction for equipment not returned in like-issued condition within ten (10) days of the cancellation notice or no-show.

In the event of a rejection of an applicant by the institution, the Enrollment Agreement is cancelled, and the school will refund all money paid.

Cancellations by the Institution

Workshops for Warriors reserves the right to cancel a student's enrollment under the following circumstances:

- Violation of the Student Code of Conduct
- Failure to provide required documentation (e.g., high school diploma or equivalent)
- Incomplete financial arrangements
- No-show (never attends class)

If the institution cancels a student's enrollment or if the student is a no-show, all tuition paid will be refunded in full.

Withdrawals or Terminations After the Start of Class

A student may withdraw at any time by notifying the institution or in writing. A withdrawal may also be initiated by the student's conduct, such as lack of attendance or failure to meet academic or attendance requirements.
Workshops for Warriors may terminate enrollment for reasons including:

- Failure to comply with attendance or academic progress policies
- Student misconduct

If a student withdraws or is dismissed after the cancellation period and before completing the program, a refund will be issued less any allowable non-refundable registration fee (not to exceed $200.00). The student is financially responsible only for educational services rendered up to their Last Date of Attendance.
If the student has received a loan, they remain responsible for repaying the full amount plus interest, minus any applicable refund.
If the student withdraws after the cancellation period and before completing 60% of the payment period, a pro-rata refund of the unused tuition will be provided. The amount charged will not exceed the proportional cost of tuition based on the time completed.
If the equipment was purchased and returned in good condition within 30 days of withdrawal, the cost will be refunded. If not returned in acceptable condition, the institution may deduct the documented cost of the equipment from the refund.
If the amount paid exceeds the amount owed, a refund will be issued within 30 days of withdrawal. If the amount owed exceeds the amount paid, the student must arrange to pay the balance.

Refund Calculation Policy

Refunds are calculated using the student's Last Date of Attendance (LDA). The Date of Determination (DOD) is the date the institution is notified of the student's withdrawal or initiates termination.

- If less than 60% of the period was completed: A pro-rata refund will be calculated based on scheduled hours.
- If 60% or more of the program was completed: No refund will be issued.

Refund Formula:
(Scheduled hours up to LDA ÷ Total program hours) = % of program completed
Tuition × % completed = Tuition retained by WFW
Any remaining balance paid is refunded within 45 calendar days of the DOD.
If the amount paid is less than the amount owed, the student must pay the remaining balance.
If a third party (e.g., VA) funded the student, refunds are returned to the funder first.
Example Refund Calculation:

- Total program hours: 640
- Student's Last Date of Attendance (LDA): 192 scheduled hours completed
- Total tuition paid: $25,000

1. Calculate % of program completed:
   192 ÷ 640 = 0.30 (30%)
2. Determine tuition retained by WFW:
   $25,000 × 0.30 = $7,500 retained
3. Refund to student or third party:
   $25,000 – $7,500 = $17,500 refund due

Additional Charges and Materials

- Charges for books, supplies, tools, or equipment not included in tuition must be itemized separately.
- Non-refundable fees must be explicitly stated in the enrollment agreement.
- If materials were not distributed, 100% of those fees must be refunded.

Additional Cost Disclosure

Per California regulations governing the operation of our college, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are NOT INCLUDED in the cost of your program:

- Travel Expenses to and From School: The college does not provide transportation services to students.

- Incidental School Supplies: The College does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to, writing instruments, notebooks, papers, or any other supplies, equipment, or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalog. You will be responsible for paying for these items separately.

Refund Processing Timeline

- Cancellations (no-show or before the start of class): Refunds issued within 45 calendar days of the scheduled start date or cancellation date, whichever is earlier.
- Withdrawals or terminations: Refunds issued within 45 calendar days of the Date of Determination.

Refunds Involving VA Educational Benefits

For students using VA education benefits:

- Refunds are calculated according to VA funding policies.
- The VA provides a remittance notice and invoice to the school identifying refund amounts.
- Workshops for Warriors processes VA refunds promptly upon receipt and maintains all records in accordance with audit and compliance requirements.

Students may contact the Registrar or Financial Services Office with questions.

Notice of Student Rights

- You may cancel your enrollment agreement without any penalty or obligation as described in the Notice of Cancellation form. If you have misplaced your form, please request a replacement from the school.
- After the cancellation period, you still have the right to withdraw at any time and receive a refund for the portion of the course not completed. Your refund rights are outlined in the enrollment agreement. If you need a new copy of your agreement, please contact the school.
- If the school closes before you complete the program, you may be entitled to a refund.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by submitting a complaint form on the Bureau's website: www.bppe.ca.gov.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (888) 370-7589 | Fax: (916) 263-1897
Website: www.bppe.ca.gov

Compliance

This policy complies with:

- ACCET Document 31 – Cancellation and Refund Policy
- California Education Code Section 94919

Where discrepancies exist between federal, state, or accreditor regulations, the most lenient policy toward the student shall apply.
All refund calculations, communications, and determinations will be documented and retained in the student's file for compliance and audit purposes.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school, or its administrators, can be resolved through a personal meeting with the student's instructor or the education program manager. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the Chief Academic Officer at the main campus: Workshops for Warriors, 2970 Main Street San Diego, CA 92113

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individual's involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's

signature. The student can expect to receive a written response within ten business days. Students' rights are set forth at various places in this catalog. Contact the Chief Academic Officer if you require additional information.

A student, or any member of the public, may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7598 or by completing a complaint form, which can be obtained on the bureau's website www.bppe.ca.gov.
The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private post-secondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/.

Leave of Absence

Workshops for Warriors does not offer a formal Leave of Absence (LOA) option due to the intensive, short-term structure of our programs. All programs are 16 weeks in length and delivered in a full-time, clock-hour format (8 hours per day, Monday–Friday). Given this format, even short absences can significantly impact on a student's ability to meet the required competencies and minimum attendance requirements.

If a student anticipates an extended absence that would cause them to fall below the minimum attendance requirement, they are administratively withdrawn from the program. The withdrawal is documented in the student's record, and they are encouraged to re-enroll in a future semester once the personal or medical issue is resolved.

Although a formal LOA is not granted, the institution maintains accurate tracking of student absences through the registrar's office. Attendance records are reviewed daily, and students approaching attendance thresholds are advised accordingly. Withdrawals due to attendance are logged and monitored.

When students return to re-enroll, they are placed into the program at the beginning of the next available semester to ensure they receive the full instructional sequence. This process ensures that students do not miss the required instruction and can resume their studies at the appropriate point.

Charges: Tuition & Fees

Tuition is due prior to enrollment. Students must pay for their books and registration fee on the day of enrollment. The following chart shows the total scheduled charges for the attendance period and estimated for the entire education program.

Program Name	Tuition per course	Registration or Deposit Fee	STRF ($0.00 per $1,000)	Books	Equipment	Total Program Cost
Shielded Metal Arc Welding (Basic)	$12,100					
Gas Metal Arc Welding Basic, (GMAWB)	$9,350					
Flux Cored Arc Welding, (FCAW)	$6,050					
Total Welding 1	**$27,500.00**	**$10**	**$0**	**$40.02**	**$290**	**$27,840.02**
Gas Tungsten Arc Welding /Plate/Pipe (GTAW)	$27,500					
Total Welding 2	**$27,500**	**$10**	**$0**	**$40.02**	**$290**	**$27,840.02**
Advanced Welding and Introduction to Fabrication	$27,500					
Total Welding 3	**$27,500**	**$10**	**$0**	**$40.02**	**$290**	**$27,840.02**
CNC Lathe	$5,500					
CNC Milling	$7,700					
SolidWorks	$5,500					
MasterCAM	$5,500					
Immerse2Learn	$3,300					
Total CNC Machining 1	**$27,500**	**$10**	**$0**	**$0**	**$1800.00**	**$29,310.00**
Intermediate Multi-Axis CNC	$14,780					
Intermediate CAD/CAM	$6,530					
Metrology	$6,190					
Total CNC Machining 2	**$27,500**	**$10**	**$0**	**$0**	**$1800.00**	**$29,310.00**
Advanced Multi-Axis CNC	$14,780					
Advanced CAD/CAM	$6,530					
Advanced Metrology	$6,190					
Total CNC Machining 3	**$27,500**	**$10**	**$0**	**$0**	**$1800.00**	**$29310.00**

* STRF is non-refundable

Military Pricing Structure

Workshops for Warriors is committed to keeping our military tuition rates as low as possible. Military tuition rates are available to active-duty military to include reserves, National Guard members; veterans; active-duty spouses and dependent children; spouses or dependent adult child of an active duty, 100% permanently disabled, or military retirees. Limited tuition scholarships are available to veterans and transitioning service members. Please contact the School Administrative Specialist for more information. The following chart shows the total scheduled charges for the attendance period and estimated for the entire education program.

Program Name	Tuition per course	Registration or Deposit Fee	STRF ($0.00 per $1,000)	Books	Equipment	Total Program Cost
Shielded Metal Arc Welding (Basic)	$11,000					
Gas Metal Arc Welding Basic, (GMAWB)	$8,500					
Flux Cored Arc Welding, (FCAW)	$5,500					
Total Welding I	**$25,000**	**$10**	**$0**	**$40.02**	**$290**	**$25,340.02**
Gas Tungsten Arc Welding /Plate/Pipe (GTAW)	$25,000					
Total Welding 2	**$25,000**	**$10**	**$0**	**$40.02**	**$290**	**$25,340.02**
Advanced Welding and Introduction to Fabrication	$25,000					
Total Welding 3	**$25,000**	**$10**	**$0**	**$40.02**	**$290**	**$25,340.02**
CNC Lathe	$5,000					
CNC Milling	$7,000					
SolidWorks	$5,000					
MasterCAM	$5,000					
Immerse2Learn	$3,000					
Total CNC Machining I	**$25,000**	**$10**	**$0**	**$0**	**$1800.00**	**$26,810.00**
Intermediate Multi-Axis CNC	$13,440					
Intermediate CAD/CAM	$5,940					
Metrology	$5,620					
Total CNC Machining 2	**$25,000**	**$10**	**$0**	**$0**	**$1800.00**	**$26,810.00**
Advanced Multi-Axis CNC	$13,440					
Advanced CAD/CAM	$5,940					
Advanced Metrology	$5,620					
CNC Machining 3	**$25,000**	**$10**	**$0**	**$0**	**$1800.00**	**$26,810.00**

* STRF is non-refundable

VA Benefits Policy

In compliance with Title 38 US Code 3679 subsection (e), this school has established the following provisions for using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits while payment from the VA is pending.

This school will not:

- Prevent the student from enrolling.
- Charge a late fee.
- Require the student to secure alternative or additional funding, or
- Deny access to resources (e.g. classes, libraries, or other campus facilities) available to students who have paid their tuition and fees.

To be eligible for these protections, students may be required to:

- Submit a Certificate of Eligibility (or its equivalent) for Chapter 33 benefits, or a VA Form 28-1905 for Chapter 31 benefits, by the first day of class,
- Submit a written request to be certified, and/or
- Provide any additional information needed to complete enrollment certification, as outlined in other school policies.

Payment Policy

Tuition must be paid in full prior to the first day of class, unless the student has made approved financial arrangements with the Finance Office. Students are responsible for all financial obligations incurred while enrolled at Workshops for Warriors, regardless of the chosen payment method.

The school reserves the right to terminate a student's enrollment for failure to pay tuition or for any past-due balances owed to the institution.

Pay in full at time of Enrollment

Students have the option to pay their full tuition in advance of enrollment. Full payment must be completed prior to the start of the course.

Institutional Funded Payment Plan

Workshops for Warriors offers an Institutional Funded Payment Plan that is available to all students. This plan allows students to defer tuition and fees payments; however, the full outstanding balance must be paid within 180 days of the end of the semester in which the charges were incurred.

Students must meet all financial obligations within this timeframe. Failure to pay the full balance by the deadline will result in the student being unable to enroll in the next semester until the account is paid in full.

Personal Private Loan

Students may apply for a personal loan through their local bank or credit union to help cover tuition costs. Workshops for Warriors does not have any partnerships with private lending institutions.

Loan Repayment

Students who take out a loan to pay for their education are responsible for repaying the full loan amount plus interest, minus any applicable refunds. If the student receives federal financial aid, they are entitled to a refund of any unused federal aid funds.

Scholarships

Workshops for Warriors offer a variety of scholarship opportunities to help students cover the cost of tuition. These scholarships are made possible through partnerships with advanced manufacturing companies and private donors.

Donor-Funded Scholarships are available to all students, regardless of military status. For these scholarships, Workshops for Warriors submits the names of all eligible students in a given cohort to the donor, and the donor independently selects the recipients based on their own criteria and preferences. Workshops for Warriors does not determine or influence the final selection of scholarship recipients for donor-funded awards. Students may apply online for scholarship consideration.

Financial Aid Policies and Procedures

The school does not participate in either State financial aid programs or Federal financial aid programs.

Financial Stability – Bankruptcy History

This institution has no current or past bankruptcy filings. It is not operating under bankruptcy protection, has not filed for bankruptcy in the past five years, and has not had a bankruptcy petition filed against it in the past five years that resulted in reorganization under Chapter 11 of the U.S. Bankruptcy Code.

Placement Services

Workshops for Warriors provides job placement assistance to all graduates. While the institution does not and cannot guarantee employment, WFW offers strong support to help students prepare for and pursue job opportunities in their chosen fields.

A dedicated Career Services staff member assists students through workshops held on campus each semester. These workshops help students develop essential employment readiness skills, including:

- Resume and cover letter preparation
- Interview skills and practice
- LinkedIn profile development
- How to request letters of recommendation
- Networking strategies and job search techniques

Career Services also works directly with graduates to assist in finding employment within their field of training, offering guidance, resources, and follow-up support throughout the job search process.

Student Tuition Recovery Fund (STRF) Disclosure

The State of California created the Student Tuition Recovery Fund (STRF) to help protect students from economic loss due to certain events involving their educational institution. STRF is available to students who:

- Are or were California residents while enrolled, or were enrolled in a residency program,
- Enrolled in a qualifying institution,
- Prepaid tuition, and
- Suffered an economic loss.

STRF Assessment

If you are a California resident or enrolled in a residency program and prepay all or part of your tuition, you are required to pay the state-imposed STRF assessment—unless you are officially exempt, or it is paid on your behalf. Students who are not California residents and are not enrolled in a residency program are not required to pay the STRF assessment and are not eligible for STRF protection.

Eligibility for STRF Reimbursement

To qualify for STRF reimbursement, a student must:

- Be a California resident or enrolled in a residency program,
- Have prepaid tuition,
- Have paid (or been deemed to have paid) the STRF assessment, and
- Have experienced an economic loss due to one of the following circumstances:
    1. The institution, a campus location, or a program was closed or discontinued, and the student either did not participate in an approved teach-out plan or did not complete it.
    2. The student was enrolled within 120 days prior to the institution's closure or program discontinuation.
    3. The student was enrolled more than 120 days before the closure or discontinuation, and the Bureau determined a significant decline in the quality or value of the program.
    4. The institution was ordered by the Bureau to issue a refund but failed to do so.
    5. The institution failed to return or reimburse student loan proceeds as required by law.
    6. The student was awarded restitution, a refund, or a monetary judgment through arbitration or court, based on institutional misconduct, and has been unable to collect it.
    7. The student obtained legal counsel that resulted in student loan cancellation and can provide documentation, including an invoice and evidence of loan cancellation.

Filing Deadlines

- A STRF application must be submitted within four (4) years of the event that made the student eligible for recovery.
- If a student loan is later revived by a lender or collector, the student may apply at any time, provided the original STRF application was filed within the four-year period (unless extended by law).
- **Note:** No STRF claim can be paid without a valid Social Security number or Taxpayer Identification Number.

Recordkeeping and Questions

Students should retain copies of all important documents, including their enrollment agreement, financial aid records, and receipts, to support any future STRF claim.

For questions or assistance, contact:

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (916) 431-6959 or (888) 370-7589

Family Educational Rights and Privacy Act of 1974 (FERPA), As Amended

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution. Please find a more detailed discussion of each of these rights and guidance regarding the way they may be exercised below.

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
With certain exceptions, an "education record" is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.
A student wishing to inspect their education records should submit to the school official a written request that identifies the record(s) they wish to inspect. The school will arrange for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write to the official responsible for the record, clearly identifying the part of the record that he or she believes should be amended and the basis for why it should be amended.
If the school decides not to amend the record, it will notify the student in writing of the decision and the student's right to a hearing with school officials regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
Note: The preceding procedure shall not be available to challenge the validity of a grade, or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

3. The right to provide written consent before the institution discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
Students may consent to their school by disclosing PII from the student's education record to a third party. This consent must be made to the school official, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student's education record.

There are instances in which a school is permitted to disclose a student's education records without a student's prior written consent. In accordance with and subject to all FERPA requirements, our school may disclose education records without a student's prior written consent as follows:

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- To officials of another school where the student seeks or intends to enroll, or where the student is already

enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information."
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the results of the disciplinary proceedings regarding that alleged crime or offense, regardless of the finding.
- To the public, the results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

As stated above, FERPA permits institutions, within established guidelines, to disclose "directory information" without a student's prior written consent. This provision enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying diplomas earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information:

- Name, address, telephone number, and e-mail address
- Date and place of birth
- Enrollment status
- Dates of attendance and graduation
- Field of study
- Diploma/Degree received

Students may request that directory information is not released. To request restriction of directory information, a request must be made. Please contact the school official who will assist with this process.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the U.S. Department of Education that administers FERPA: Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-4605
Phone: 202-260-3887

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Complaint/Grievance Procedure located in our School Catalog. Students with questions regarding their rights pursuant to FERPA or desiring additional guidance concerning the appropriate way to exercise such rights at their school, can contact the school official.

Delinquent Accounts

Students with delinquent accounts may face termination from the program, and their accounts may be referred to a collection agency.

If an account is more than 120 days past due, it may be referred to Workshops for Warriors' internal collections department. If the account remains unpaid after eight months, it may then be turned over to an external collection agency.

Visa Related Services

This institution does not enroll international students; therefore, visa-related services are not available.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants for programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees based on race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Workshops for Warriors is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the institution encourages its faculty members to exercise their individual judgements regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgements are made within the context of the course descriptions as currently published, and providing that the instructional methods for which the institution has received oversight approval.

Workshops for Warriors encourage instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, if they believed it would advance understanding in their specialized discipline or sub-disciplines.

Copyright Policy

Workshops for Warriors does not allow or condone the use of WFW resources for the unauthorized distribution of copyrighted material, including peer-to-peer file (P2P) file sharing. Engaging in such activity will result in disciplinary action. Such activity may also subject colleagues, including faculty, staff, and students, to civil and criminal prosecution.

Catalog Update Policy

The policy of this institution is to update the official school catalog annually. Annual updates may be made by using supplements or inserts accompanying the catalog. If changes in education program, educational services, procedures, or policies required to be included in this catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in a full revision, supplements, or inserts accompanying the catalog or in the catalog.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Suite 225, Sacramento, CA 95834,, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

Catalog Distribution and Program Brochures Distribution

Workshops for Warriors provides both digital and printed copies of its current catalog and program brochures to the public free of charge.

Individuals may request a printed copy by calling the school's office at (619) 550-1620. A digital version of the catalog is also available for download on the institution's website at https://wfw.org/programs.

Prospective students will receive an electronic copy of the student handbook and course catalog via email after submitting a completed application form.

Satisfactory Academic Progress (SAP) Policies

Workshops for Warriors requires all students to meet Satisfactory Academic Progress (SAP) standards to remain in good academic standing and continue in their programs. SAP is measured using both qualitative (grades) and quantitative (attendance) components, evaluated regularly throughout the program.

SAP Standards

To meet SAP, students must:
Maintain a minimum cumulative grade of 80% in all required coursework (qualitative measure).
Maintain an overall attendance rate of at least 80% of total scheduled class hours (quantitative measure).

Evaluation Periods

SAP is evaluated at key points during each student's program: End of Week 4; End of Week 8; and End of Week 12. At each evaluation, both grade and attendance progress are reviewed.

Maximum Time Frame

Students must complete their program within 150% of the program's normal length. Example: A 640-hour (16-week) program must be completed within 960 hours.

Consequences of Not Meeting SAP

Academic Probation: If a student fails to meet SAP standards at an evaluation point, they will be placed on academic probation.

- An Academic Plan will be provided, outlining required improvements and timelines.
- The probation period will last until the next evaluation point or the student's graduation date, whichever comes first.

Termination: If SAP standards are still not met after probation, the student will be terminated from the program but may appeal.

Appeal & Reinstatement Process

Students have the right to appeal a termination due to extenuating circumstances (such as illness or family emergency).

- Appeals must be submitted in writing within seven (7) calendar days of receiving the termination notice.
- The appeal should explain the reason for not meeting SAP and how the student plans to improve.
- Appeals are reviewed by the Director of Education and Chief Academic Officer within five business days.
- If the appeal is successful, the student will be reinstated on probation with a clear Academic Plan.

Additional SAP Considerations

Incomplete Grades: Handled case by case; incomplete grades are considered non-passing until resolved with the instructor by a set deadline.
Course Withdrawals: Withdrawals count as absences and affect attendance percentage.
Transfer Students: Previous credits and academic standing are reviewed to ensure SAP standards are met, and transfer credits count toward overall progress.

Student Notifications

Students are notified in writing after each evaluation period regarding their SAP status, probation, termination, or appeal outcomes. Students are responsible for following appeal procedures within the required timeframes.

Tracking and Records

The Registrar tracks all student grades and attendance records.
The Director of Education manages student notifications, probation, and termination actions.
All SAP evaluations and related records are maintained in each student's permanent file.

GI Bill® Satisfactory Academic Progress (GBSAP) Policy

All students utilizing GI Bill® benefits, regardless of the specific chapter, are required to adhere to the GI Bill® Satisfactory Academic Progress (GBSAP) Policy. This policy mandates that recipients maintain an overall grade average of 80% or higher and comply with the attendance requirements outlined in the Workshops for Warriors catalog.

Student performance is evaluated at 4, 8, and 12 weeks into the program. If a student's overall grade average or attendance rate falls below 80% at any evaluation point, they will be placed on academic probation.
Students on academic probation have 4 weeks to improve their performance and achieve the required academic standards. If satisfactory progress is not attained within this period, the student will be withdrawn from the program unless an appeal is approved by the Chief Academic Officer. Upon withdrawal, the student will no longer be certified for program enrollment.

Failure to comply with the GBSAP Policy will result in Workshops for Warriors notifying the Department of Veterans Affairs (VA) of the students' unsatisfactory academic progress. This notification may lead to the VA ceasing payment of benefits, as maintaining satisfactory academic progress is essential for continued eligibility to receive GI Bill® benefits.

Grading Policies and Academic Integrity

At Workshops for Warriors, we are committed to upholding the highest standards of academic integrity and honesty. We believe that genuine learning and personal development occur when students complete their own work and assessments. Engaging in dishonest practices, such as cheating or plagiarism, undermines the educational process and is strictly prohibited.

Academic Integrity Expectations:

- **Original Work:** Students are expected to submit work that is entirely their own. Utilizing unauthorized assistance, presenting someone else's work as your own, or allowing others to complete assignments or exams on your behalf constitutes academic dishonesty.
- **Proper Citation:** When incorporating ideas, data, or direct quotations from external sources, students must appropriately credit the original authors. Failure to do so is considered plagiarism.
- **Unauthorized Collaboration:** Unless explicitly permitted by the instructor, collaborating with others on assignments meant to be completed individually is not allowed.

Consequences of Academic Dishonesty:
Violations of academic integrity are taken seriously and may result in disciplinary actions, including but not limited to:

- Receiving a failing grade on the assignment or exam.
- Lowering of the course grade.
- Academic probation.
- Suspension or expulsion from the program.

Maintaining academic integrity is essential to your success and the reputation of Workshops for Warriors. We trust our students to uphold these principles and contribute to a culture of honesty and respect within our academic community.

Grading System/Scale

To ensure that students meet the academic standards required for graduation, the following grading scale is implemented:

Percentage	Letter Grade	Grade Points	Description
90–100%	A	4.0	Excellent

Percentage	Letter Grade	Grade Points	Description
80–89%	B	3.0	Good
70–79%	C	2.0	Satisfactory
60–69%	D	1.0	Minimum Passing
Below 60%	F	0.0	Failing

To qualify for graduation, students must achieve an overall grade average of at least 80%, corresponding to a 'B' grade, across all courses. This standard ensures that graduates possess the necessary knowledge and skills for success in their respective fields.

Makeup Procedures for Quizzes and Tests

All students will be allowed 5 (five) makeup quizzes per course within the selected program. Makeup is only for quizzes that were graded below the 80% pass requirement. Quiz makeup will be given 30 mins before class begins on any day. Makeup quizzes must be taken no later than 7 days after the original failed quiz was administered. Only 1 (one) quiz can be taken on any given day.

All students will be allowed 1 (one) makeup final exam. The makeup final written exam will not be re-administered on the same day as the failed final exam. The written final makeup exam must, however, be taken no later than 14 days after the original failed final exam was administered.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades:

- I Incomplete: If the program has not been completed, the instructor may grant a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress, and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
- W Withdraw: The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Graduation Requirements

To be eligible for graduation from Workshops for Warriors and to receive a certificate, students must meet the following criteria:

1. **Academic Performance:** Achieve an overall grade average of at least **80%** across all courses.
2. **Attendance:** Maintain a minimum attendance rate of **80%** throughout the program.

These standards ensure that graduates possess the necessary knowledge and skills for success in their respective fields.

Attendance

The training at Workshops for Warriors is highly compressed. The hundreds of hours of lab time are critical to develop critical skills. A student cannot learn if they are not present. Our policy on attendance reflects the highly compressed and intense nature of the program.

Definitions:

Present: Student was physically present when attendance was taken.

Absent: Student was not physically present when attendance was taken.
Tardy: Student arrives 15 minutes or more after the scheduled start time.
Left Early: Student departs 15 minutes or more before the scheduled end time.

Minimum Attendance Requirement

To be eligible for graduation and receive a Certificate of Completion, students must complete at least 80% of scheduled instructional hours. For example, in a 640-hour program, students must attend at least 512 hours.

Provisions for Tardies and Early Departures

Tardiness is defined as arriving 15 minutes or more late.
Early departure is defined as leaving 15 minutes or more before the scheduled end of class.
Tardies and early departures are documented and subtracted from total attendance minutes.

Make-Up Work Policy

Workshops for Warriors recognizes that students may occasionally miss class due to unavoidable circumstances. In such cases, make-up work may be permitted for excused absences, provided that valid documentation is submitted and the absence meets the criteria listed below.

Qualifying reasons for excused absences include:

- Illness – Must be supported by a doctor's note or hospital documentation
- Bereavement – Requires funeral or death documentation
- Jury Duty – Must be verified with official court documentation
- Military Duty – Requires military orders or equivalent documentation
- VA Appointments – Must be confirmed through official Veterans Administration notice

Important Notes:

- Submission of documentation does not automatically excuse the student from making up missed time but allows for the opportunity to complete approved make-up work.
- All make-up work must be completed within 14 calendar days of the absence unless otherwise approved by the Program Dean and Director of Education due to extenuating circumstances.
- Make-up work must be educationally sound and comparable in content, instructional time, and delivery to the original class missed.
- Make-up time and work assignments will be arranged and overseen by the Program Dean and must be completed under the guidance of an instructor.
- Students are responsible for coordinating their make-up schedule and ensuring completion within the designated timeframe.

Description of Excused Absences

Excused absences include the following, when documented:

- Illness
- Bereavement
- Jury Duty
- Military Service
- Mandatory VA Appointments
- Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.

Maximum Consecutive Absences

If a student is absent from class for 14 consecutive calendar days (including weekends and in-service days), they will be withdrawn from school. This does not include scheduled school breaks and holidays listed in the academic calendar.

Attendance Tracking and Monitoring Procedures

- Instructors are given daily paper attendance rosters to mark Present (P), Absent (A), Tardy (T), or Left Early (E).
- Time missed is recorded in minutes and tracked by the registrar.
- The registrar inputs data into the attendance tracking system and notifies the Dean, Director of Education, and CAO when students reach attendance milestones.

Student Attendance Monitoring and Intervention Policy

- To promote student success and maintain consistent academic engagement, Workshops for Warriors has established a structured attendance monitoring and intervention process.

Attendance Interventions:

- At 40 hours of absence:
  The student will receive a written warning and a verbal advisement from the Director of Education regarding their attendance status and the impact of continued absences.
- At 96 hours of absence:
  The student will receive a second written warning, a verbal advisement, and will be placed on a Student Performance Improvement Plan (PIP). This plan outlines specific expectations and support measures to help the student return to satisfactory attendance standing.

Ongoing Attendance Tracking and Notification:
Students are informed daily of their attendance status via the Canvas online student portal, which provides real-time updates on hours attended and hours missed. This allows students to monitor their progress and take timely action to remain in good standing.

Transcripts and Student Records

Workshops for Warriors is committed to maintaining accurate and secure student records in compliance with applicable regulations.

Record Retention:

- Student Records: All student records are retained for a minimum of five years.
- Transcripts: Transcripts, which include final grades, are preserved permanently.

Accessing Records:

Students can access their records through the institution's secure student portal. Login credentials are provided during the first week of class. If a student identifies inaccuracies or misleading information in their records, they may submit a request for correction via the student portal.

Dispute Resolution:

In cases where disagreements arise regarding record accuracy, students may request a meeting with the administration to resolve the issue.

Transcript Requests:

Official transcripts are available upon request at no charge.
Transcripts are released only upon receipt of a written request bearing the student's signature, ensuring the security and privacy of academic records.
These policies align with the Family Educational Rights and Privacy Act (FERPA), which grants students the right to inspect, review, and request amendments to their education records.

Student Code of Conduct

Safety Regulations and Student Conduct Policy

Workshops for Warriors (WFW) and its associated industrial shops operate within industrial manufacturing environments. To ensure the safety of all students, instructors, and staff, strict adherence to safety regulations is mandatory. Both California state laws and federal regulations, including those established by the Occupational Safety and Health Administration (OSHA), set forth specific safety requirements for such settings. WFW is committed to complying with these OSHA standards and other applicable laws to maintain a safe environment for both personnel and equipment.

General Safety Requirements:

Before entering any WFW industrial shop area, the following safety protocols must be observed:

1. **Personal Protective Equipment (PPE):** Wear safety glasses, hearing protection, close-toe boots or industrial-grade shoes, and appropriate clothing.
2. **Jewelry Restrictions:** Remove rings, necklaces, or other jewelry that could become entangled in machinery or conduct electricity during welding operations.
3. **Clothing Guidelines:** Avoid loose-fitting clothing and refrain from wearing frayed or distressed jeans/pants.
4. **Footwear:** Bare feet, sandals, or open-toed shoes are strictly prohibited.
5. **Attire:** Do not wear shorts, half-shirts, or sleeveless shirts.
6. **Behavior:** Engaging in horseplay is not permitted.

Safety Training and Compliance:

1. **Safety Instruction:** Prior to participating in any activities within the welding and machining labs or other industrial shop areas, students will receive comprehensive safety training.
2. **Mandatory Compliance:** All safety rules are obligatory and must be strictly followed. Safety is a shared responsibility among all members of the WFW community.
3. **Enforcement:** Instructors and Teaching Assistants (TAs) will enforce safety regulations. Students are encouraged to promptly report any safety concerns to their instructor or TA.
4. **Authority of Instructors:** Safety directives issued by WFW instructors take precedence over prior knowledge or practices. Students must adhere to the specific safety instructions provided for each piece of equipment or operation.

Equipment Use:

1. **Training Requirement:** The equipment at WFW is both valuable and potentially hazardous. Students must not operate any machinery or equipment without proper training and demonstrated competency.
2. **Seeking Assistance:** If unsure about operating a particular piece of equipment, students should seek guidance from a qualified individual. **Important Notice: Students are strictly prohibited from operating equipment they are not qualified to use.**

Consequences for Non-Compliance:

Failure to comply with WFW's safety rules or the student code of conduct will result in disciplinary action, which may include:

1. A verbal or written warning for minor violations.
2. Removal from the shop area or temporary suspension of shop privileges.
3. Academic probation or dismissal from the program for repeated or serious violations that jeopardize safety.

By adhering to these safety regulations and guidelines, we collectively contribute to a secure and productive learning environment at Workshops for Warriors.

Discrimination and Harassment

At Workshops for Warriors, we are dedicated to fostering an environment that upholds respect, dignity, and inclusiveness for all members of our community. Discrimination or harassment based on race, gender, religion, sexual orientation, disability status, or any other characteristic protected by federal or state law is strictly prohibited.

Commitment to Ethical Standards:

WFW maintains the highest ethical standards and expects all students, instructors, and staff to adhere to these principles. If you witness or experience behavior that you believe is discriminatory or unethical, we encourage you to report it promptly. You may speak confidentially with your Teaching Assistant (TA), instructor, dean, or appropriate office staff. All reports will be handled with the utmost discretion to protect the privacy and rights of all individuals involved.

Transitioning to the Civilian Workforce:
Understanding and adhering to these policies not only ensures a respectful learning environment at WFW but also prepares you for professional expectations in the civilian workforce. Behaviors that may have been acceptable in military settings, such as certain jokes or casual banter, may be inappropriate or offensive in civilian workplaces. If an instructor or staff member addresses a comment or action, please recognize that their guidance aims to support your successful integration into civilian professional environments.
By embracing these standards, we collectively contribute to a safe, respectful, and inclusive community at Workshops for Warriors.

Alcohol and Drug Policy

Workshops for Warriors maintains a strict drug and alcohol-free environment to ensure the safety and well-being of all students, staff, and visitors. The possession, distribution, or use of illegal substances, recreational drugs, alcohol, and marijuana is strictly prohibited on the premises. Violations of this policy will result in immediate dismissal from the program.

We are committed to supporting our students' health and success. If you or someone you know is struggling with substance use, please reach out to the Student Services staff at WFW for assistance and guidance. Additionally, resources are available through organizations such as the Substance Abuse and Mental Health Services Administration (SAMHSA), which offers confidential support for veterans and service members. SAMHSA

By adhering to this policy, we collectively contribute to a safe, respectful, and productive learning environment at Workshops for Warriors.

Tobacco-Free Campus Policy

Workshops for Warriors (WFW) is committed to maintaining a healthy, safe, and clean environment for all students, staff, and visitors. To support this commitment, smoking, vaping, and the use of smokeless tobacco are strictly prohibited throughout all indoor and outdoor areas of the campus, including offices, classrooms, courtyards, restrooms, and shop spaces.
Smoking is only permitted in the designated smoking area on campus. Individuals who use this area are expected to keep it clean and properly dispose of cigarette butts and other tobacco-related waste.
By following this policy, we help ensure a healthier and more productive learning environment for everyone at Workshops for Warriors.

Food and Beverage Policy

To maintain a clean and safe learning environment, Workshops for Warriors has established the following guidelines regarding food and beverage consumption:

- **Designated Eating Areas:** Food may only be consumed in approved snack or lounge areas, away from classrooms and industrial fabrication zones.
- **Personal Responsibility:** Students are expected to clean up after themselves, ensuring that shared spaces remain tidy and welcoming for all.
- **Beverage Containers:** In classrooms and labs, only beverages in containers with secure, spill-proof lids are permitted to prevent potential spills and equipment damage.

By adhering to these policies, we collectively contribute to a professional and orderly environment conducive to learning and safety.

Wireless Devices and Internet Policy

Workshops for Warriors (WFW) provides internet access to support students' educational and transition-related activities. To maintain a focused and productive learning environment, the following guidelines are in place:

Classroom and Lab Conduct: The use of cellular devices within classrooms and laboratory areas is prohibited to prevent distractions and ensure safety.
Internet Usage: Accessing inappropriate websites or engaging in activities that violate WFW's internet usage policies is strictly forbidden.
Consequences of Misuse: Unauthorized use of personal devices or misuse of internet resources may lead to administrative actions, including reprimands or dismissal from the program.

By adhering to these policies, students contribute to a respectful and effective educational environment at Workshops for Warriors.

Campus Cleanliness Standards

Maintaining clean work, study, and school areas is essential for safety, equipment preservation, and creating a conducive learning environment. The tools and laboratories at Workshops for Warriors are valuable assets that require proper care to prevent damage and eliminate safety hazards.

Student Responsibilities:

Daily Cleaning Assignments: Each class is assigned specific areas to clean at the beginning and end of every day. This routine ensures that all spaces remain orderly and safe for use.
Personal Accountability: Students are expected to take responsibility for cleaning up after themselves, contributing to the overall cleanliness and functionality of the facilities.

By adhering to these guidelines, we collectively uphold the quality and safety standards of our educational environment.

Student Support Services

At Workshops for Warriors, we are committed to providing quality educational services to our students. We recognize that personal challenges can sometimes impact academic performance. While we do not offer personal counseling services, our Student Services Team is available to assist students in identifying appropriate professional support within their local communities. Students facing personal difficulties are encouraged to reach out to the Student Services Team for guidance in connecting with suitable resources.

Housing Assistance

Workshops for Warriors is dedicated to supporting students who are relocating or commuting from outside the area by offering assistance in securing safe and affordable housing.

Services Offered:

- On-Campus Housing: WFW provides 28 beds in shared two-bedroom apartments, accommodating two students per bedroom. These units are available at a reduced rental rate and are assigned on a first-come, first-served basis.
- Off-Campus Housing Support: WFW offers guidance and resources for off-campus housing options, including rental properties and shared accommodation, to help students find suitable living arrangements.
- Homestay Assistance: For students seeking alternative living arrangements, we assist in identifying potential homestay opportunities.

Community Partnerships:

To further support our students, WFW partners with organizations such as Courage to Call, a veteran-staffed helpline dedicated to assisting active-duty military personnel, veterans, reservists, and their families. Courage to Call (www.courage2call.org) offers services including:

- Rental Assistance and Supportive Housing: Assistance in securing affordable housing options for veterans and their families.

- Landlord/Tenant Dispute Resolution: Guidance and support in resolving housing-related disputes to ensure stable living conditions.

For more information or to access these services, students can contact Courage to Call by dialing 2-1-1, a confidential service available 24/7.

Housing Market Overview:

Understanding the local housing market is crucial for students considering off-campus living. As of January 2025, the average rent for a one-bedroom apartment in San Diego is approximately $2,342 per month.

Important Considerations:

While WFW aids in identifying housing options and connecting students with supportive services, the institution holds no responsibility for securing housing for students. Students are encouraged to explore various housing resources and plan accordingly to ensure a comfortable living situation during their studies.

Transportation Options for Students

We recognize that many Workshops for Warriors students commute from locations such as Camp Pendleton and other distant bases. While Workshops for Warriors does not provide direct transportation services, we encourage students to collaborate and consider carpooling to facilitate their commute.

Public Transportation Resources:

For those seeking public transportation alternatives, several options are available:

- **North County Transit District (NCTD):** NCTD offers the COASTER commuter train and BREEZE bus services, connecting various points in San Diego County.
    - The COASTER runs between Oceanside and downtown San Diego, with multiple stops along the way.
    - BREEZE buses provide extensive coverage throughout North County, including routes serving Camp Pendleton. Detailed schedules and route information can be found on the NCTD website. gonctd.com/coaster
- **Metrolink:** On weekends, Metrolink offers a $10 day pass, providing an affordable option for travel between Oceanside and Los Angeles Union Station, with free transfers to Los Angeles public transit systems.

- **Private Shuttle Services:** Companies like Transit Van Shuttle offer transportation services to and from Camp Pendleton, including connections to major airports and transit centers. While primarily focused on airport transfers, these services may offer additional options for group transportation. transitvanshuttle.com Sea Breeze Shuttle

Ride-Sharing and Carpooling:

Utilizing ride-sharing services such as Uber or Lyft is another viable option for commuting. Some students have reported that these services are commonly used for travel between San Diego and Camp Pendleton.

Student Collaboration:

To ease transportation challenges, we encourage students to coordinate carpooling arrangements among themselves. This approach not only reduces commuting costs but also fosters a sense of community and mutual support.

Please note that while Workshops for Warriors provides information on available transportation options, we do not endorse specific services and are not responsible for the arrangements made between students and transportation providers.

Parking Policy

There is limited parking available for students, staff, and visitors at Workshops for Warriors. Due to the school's location near the Naval base and surrounding industrial businesses, parking in the area is generally restricted and can be challenging. To ensure fair and organized use of the available on-campus spaces, all members of the WFW community are asked to follow the designated parking guidelines.

- **Parking Lot Access:** The on-site parking lot primarily serves staff members.
- **Facility Parking Restrictions:** Students are prohibited from parking inside the main facility premises.
- **Street Parking:** Additional street parking is available on the south side of Main Street and the north side of Boston Avenue.
- **Parking Compliance:** Students are strongly discouraged from parking in no-parking zones or permit-only areas, as violations may result in fines or towing.
- **Motorcycle Parking:** Designated motorcycle parking spaces are located in front of the Workshops for Warriors facility.

By following these guidelines, we can maintain a safe and organized parking environment for all members of the WFW community.

Financial Support and Veteran Assistance

At Workshops for Warriors (WFW), we understand that students may encounter significant financial challenges during their educational journey. While direct monetary assistance from WFW cannot be guaranteed, we are committed to providing guidance and connecting students with supportive resources to address their needs.

Seeking Assistance:
Students facing extreme financial hardship are encouraged to discuss their situation with the Director of Enrollment, Director of Education, Registrar, or Student Services Coordinator. Our team will work collaboratively to explore available options and support services tailored to individual circumstances.

Partnership with Courage to Call:
To enhance our support network, WFW has partnered with **Courage to Call**, a veteran-led support organization dedicated to assisting active-duty military personnel, veterans, reservists, National Guardsmen, and their families in San Diego County. Staffed entirely by veterans, Courage to Call offers a comprehensive range of services designed to address the unique challenges faced by the military community. Courage to Call+1211+1

Services Offered by Courage to Call:

- **Veteran Peer and Family Support:** Confidential assistance from fellow veterans who understand the complexities of military life and transition to civilian status.
- **Access to Military-Specific Resources and Information:** Guidance on navigating military benefits, entitlements, and community programs.
- **Short-Term, Solution-Focused Counseling:** Professional counseling aimed at addressing immediate concerns and developing actionable strategies.
- **Food Distribution Information:** Details on local food assistance programs to support nutritional needs.
- **VA Claims Processing and Case Management:** Assistance with filing and managing claims with the Department of Veterans Affairs to ensure access to entitled benefits.
- **Ongoing Support:** Regular check-ins, follow-ups, and advocacy to ensure continuous assistance and resource connection.

Additional Referral Services Include:

- **Vetted Veteran Claims Agents or Veteran Service Officers:** Expert guidance on benefits claims and appeals processes.
- **Rental Assistance and Supportive Housing:** Aid in securing affordable housing options for veterans and their families.
- **Landlord/Tenant Dispute Resolution:** Mediation services to address and resolve housing-related conflicts.
- **Educational and Employment Resources:** Access to programs and tools aimed at enhancing career development and educational pursuits.
- **Support for Older Veterans, Caregivers, and Family Members:** Specialized services addressing the needs of aging veterans and their support networks.
- **Long-Term Mental Health Referrals:** Connections to ongoing mental health care providers for sustained support.

On-Campus Engagement:

To facilitate easy access to these services, Courage to Call Peer Navigators regularly visit the WFW campus. These visits provide students with direct, on-site opportunities to engage with knowledgeable veterans who can offer immediate assistance and referrals.

This collaboration between Workshops for Warriors and Courage to Call underscores our commitment to ensuring that veterans and their families receive comprehensive support, empowering them to thrive both academically and personally.

Counseling and Crisis Intervention Resources

Transitioning into the civilian workforce can be a challenging and stressful experience. At Workshops for Warriors, we recognize that while acquiring new skills and building confidence can alleviate some of this stress, there may be times when concerns and frustrations become overwhelming. Although we do not provide formal counseling services, we are committed to connecting students with organizations that offer professional support.

Immediate Assistance:

- **988 Suicide & Crisis Lifeline:** For immediate support, students are encouraged to contact the 988 Suicide & Crisis Lifeline by dialing **988** or texting **838255**. This service provides free, confidential support 24 hours a day, 7 days a week. In case of an emergency, please dial **911**.

Courage to Call:

Workshops for Warriors has partnered with Courage to Call, a veteran-led support organization dedicated to improving mental wellness for Veterans, Active Duty, Reservists, National Guardsmen, and their families in San Diego County. Courage to Call+1County of San Diego+1

Services Offered by Courage to Call:

- **24/7 Helpline:** Confidential support is available by calling **(877) 698-7838** from 8am to 8pm PST. For after-hours crisis support, dial **988** and select Option 1, or text **838255**. pacificarea.uscg.mil+2Courage to Call+2Courage to Call+2
- **Peer Support:** Assistance from fellow veterans who understand the challenges associated with military service and transitioning to civilian life.
- **Crisis Intervention:** Immediate support during times of crisis to ensure safety and well-being.
- **Mental Health Resources:** Connections to professional counseling services and mental health care providers.Log in or sign up to view+7San Antonio Express-News+7Wikipedia+7

Courage to Call Peer Navigators regularly visit the Workshops for Warriors campus to meet with students directly, offering convenient, on-site access to assistance and referrals. This partnership enhances our student services by ensuring that veterans and their families have access to the comprehensive care and advocacy they need to thrive both in and outside of the classroom.

We encourage students to utilize these resources whenever needed and to reach out to our Student Services Team for further guidance and support.

Appendix A – 2025 School Calendar

New Year's Day observance ..... Wednesday, January 1
A-Start Spring Semester Begins ..... Thursday, January 2
Student & Staff Lunch ..... Friday, January 3
8th Day after A-Start Spring semester began ..... Friday, January 10
Mental Health Awareness Workshop ..... Monday, January 13
Resume Writing Part 1 Workshop ..... Friday, January 31
Student & Staff Lunch ..... Friday, February 7
Understanding the Industry Workshop ..... Friday, February 14
B-Start Spring Semester Begins ..... Thursday, February 27
8th Day after B-Start Spring semester began ..... Friday, March 7
Resume Writing Part 2 Workshop– (resumes due) ..... Friday, February 28
Student & Staff Lunch ..... Friday, March 7
Mock Interviews Workshop ..... Monday, March 17
Career Fair ..... Friday, March 21
Financial Literacy Workshop ..... Friday, March 28
Student & Staff Lunch ..... Friday, April 4
Student Workshop ..... Friday, April 11
Last day of A-Start Spring class ..... Friday, April 18
Spring Graduation ..... Friday, April 18
A-Start School Break ..... Saturday, April 19 – Sunday, April 27
Instructor Inservice ..... Wednesday, April 23
A-Start Summer Semester Begins ..... Monday, April 28
Student & Staff Lunch ..... Friday, May 2
8th Day after A-Start Summer semester begins ..... Monday, May 5
Student Workshop ..... Monday, May 12
Memorial Day ..... Monday, May 26
Student Workshop ..... Friday, May 30
Student & Staff Lunch ..... Friday, June 6
Understanding the Industry Workshop ..... Friday, June 13
Last day of class for B-Start Spring Semester ..... Tuesday, June 17
B-Start School Break ..... Wednesday, June 18 – Wednesday, June 22
B-Start Summer Semester Begins ..... Thursday, June 23
Student Workshop ..... Friday, June 27
8th Day after B-Start Summer semester began ..... Monday, June 30
Independence Day ..... Friday, July 4
Student & Staff Lunch ..... Friday, July 11
Student Workshop ..... Friday, July 18
Student Workshop ..... Friday, July 25
Career Fair ..... Friday, August 1
Student Workshop ..... Friday, August 8
Last day of class for A-Start Summer class ..... Thursday, August 14
SUMMER GRADUATION ..... Friday, August 15
Instructor Inservice ..... Wednesday, August 20
A-Start School Break ..... Saturday August 16 – Wednesday, August 27

Instructor Inservice ..... Wednesday, August 27
A-Start Fall Semester Begins ..... Thursday, August 28
Labor Day ..... Monday, September 1
8th Day after A-Start Fall semester begins ..... Thursday, September 4
Student & Staff Lunch ..... Friday, September 5
Student Workshop ..... Monday, September 8
Student Workshop ..... Friday, September 19
Student Workshop ..... Friday, September 26
Student & Staff Lunch ..... Friday, October 3
Last day of B-Start Summer Class ..... Friday, October 10
B-Start Summer School Break ..... Saturday October 11 – Wednesday, October 22
B-Start Fall Semester Begins ..... Thursday, October 23
Student Workshop ..... Friday, October 17
Student Workshop ..... Friday, October 24
8th Day after B-Start Fall semester begins ..... Thursday, October 30
Student & Staff Lunch ..... Friday, November 7
Veteran's Day observance ..... Tuesday, November 11
Career Fair ..... Friday, November 14
Student Workshop ..... Friday, November 21
Thanksgiving Day observance ..... Thursday, November 27 – Friday, November 28
Student & Staff Lunch ..... Friday, December 5
Student Workshop ..... Friday, December 12
Last day of class for A-Start Fall class ..... Thursday, December 18
FALL GRADUATION ..... Friday, December 19
A-Start School break ..... Thursday, December 20 – Sunday, January 4

Appendix B – Personal Protective Equipment (PPE) List

Mandatory Items	**Price**		**Source**	**Notes**
Jacket - Cape Sleeve with 14" bib	$55.39		WA - REV 21CS-XL	Buy Size That Fits -See Alternatives Below
Welding Helmet - Weldmark	$63.39		WA - WM8VS9-13H	Base Model - See below for better alternative
Safety Glasses - Clear ANSI Z87.1	$3.83		WA - JAC 19804	Required while working in the welding lab
Ear Plugs (corded)	$15.24		WA - MOL MX6405	Required while working in the welding lab
Stick Welding Gloves (Gauntlet Style)	$10.07		WA - REV 320 LG	Used for SMAW, GMAW and FCAW welding
Soft Leather Work Gloves (Drivers)	$4.57		WA - R5Y	Used for grinding and other dirty work
Vice Grip Pliers (VG 10" straight)	$11.75		WA - VIG 10R	Used to hold hot metal plates
Large Wire Brush (319-SS)	$2.56		WA - COM SLHSS	Used to brush slag from welds
Chipping Hammer, Cone & Chisel	$5.81		WA - ATL S20	Used to chip slag from welds
Welders Cap (Black)	$5.50		WA - ATL AWC	Protects head from sparks and slag
Carbide Scribe	$3.90		WA	Used for layout of qualification project
Welders Pliers (aka Welpers)	$13.98		WA	Used for all GMAW and FCAW welding
4 1/2" Handheld Grinder	$50.00		Lowes/HD/WM	Recommend Porter Cable / DeWalt Purchase grinder with 120 VAC with 10 to 12 AMP rating
Metal Ruler - Flat	$5.00		Lowes/HD/WM	Used for layout of qualification project
Metal Center Punch	$10.00		Lowes/HD/WM	Used for layout of qualification project
Dust Masks (10)	$20.00		Lowes/HD/WM	Used during grinding
Combination Lock (Master Lock)	$7.00		Lowes/HD/WM	Needed for equipment locker
Black & Silver Sharpie Markers	$2.50		Lowes/HD/WM	Used to mark tools, clothes and shop projects
Estimated Total	$290.49			
Optional/Substitute Items	**Price**		**Source**	**Notes**
Welding Helmet - Miller Digital Elite	$289.00		WA - 257213	Best welding helmet
Jacket - Full Leather	$54.86		WA	Very hot and does not breath well
Jacket - Leather Sleeves / Fabric Front	$32.30		WA	Cooler but does not protect as well
Large Locking C Clamps (2)	$15.20		WA	Useful for holding qualification plates
Tape Measure (Regal 1"x 25')	$11.36		WA - COM 63700	Alternative to flat ruler
Flat soap stone crayons (4),	$1.80		WA	Used for layout of qualification project
WA = WestAir				
HD = Home Depot				
Lowes				
WM=Walmart				

Appendix C – Faculty / Staff List

Hernán Luis y Prado
Founder, CEO, and Board Chair

Maria Truong
Chief of Staff

Eric Ramirez
Executive Aide to CEO

Robyn Betsworth
Sales Administrative Assistant

Rachel Luis y Prado
Chief Impact Officer

David Smiljkovich
Chief Financial Officer

Miranda Buening
Accounting Administrative Assistant

Annette Dwyer
Bookkeeper

John Zombory
HR Generalist

Chris Carey
Associate Director of Marketing

Julia Egan
Marketing Specialist

Development Staff

Lisa Record
Senior Director of Development

Sarah Singh
Associate Director of Development

Ashley Nicole Morey
Development Specialist

Elnara Hankishiyeva
SalesForce Administrator

Helen Vynogradenko
Data Analyst

Mark Platt
Chief Academic Officer

Alex Munoz
Director of Education

Rebecca Martinez
Registrar

Dexter Saldaen
Career Services Manager

Jaycee Bagtas
Financial Aid Specialist

Aziza Ramos
Enrollment Advisor II

Elijah Camilo
Enrollment Advisor II

Mike Renk
Enrollment Advisor III

Jose Jimenez
Student Recruiter

Patrick Dorris
Dean of Machining

21 years Machining experience | Mastercam Certified Instructor | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations, Milling I, Drill Press Skills | FlowMaster Programming and Waterjet Operation | CNC Turning Programming Setup & Operations | CNC Milling Programming Setup & Operations | CNC Milling Skills II | Certified SolidWorks Professional (CSWP).

Sopheak Chan
Machining Instructor

Mastercam 2020: 3D Mill & Lathe certifications | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations, Lathe Programming, Setup & Operations, Lathe II, Mill II | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | HEM Vertical Saw, Flow Water Jet, Zeiss Calypso Basic & Advanced Courses completed | 3-Axis CNC Milling Machine Setup (Classic & GUI control)|Certified SolidWorks Professional (CSWP).

Miguel Carrillo
Machining Teaching Assistant 3

Mastercam 2D Mill certification | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations, Lathe Programming, Setup & Operations, Lathe II, Mill II | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | 3-Axis CNC

Milling Machine Setup (Classic & GUI control) | Flow Water Jet & Zeiss Calypso Basic Courses completed |Certified SolidWorks Professional (CSWP).

Kaleb Cole
Machining Teaching Assistant 3

Mastercam 2D Mill certification | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations, Lathe Programming, Setup & Operations, Lathe II, Mill II | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Zeiss Calypso Basic Course completed | GD&T GeoTol Pro course completed | Certified SolidWorks Professional (CSWP).

Jacob Nichols
Machining Teaching Assistant 3

Mastercam 2D Mill certification | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations, Lathe Programming, Setup & Operations, Lathe II, Mill II | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Zeiss Calypso Basic Course completed | Certified SolidWorks Professional (CSWP).

Anthony Flatt
Machining Teaching Assistant 1

10 years Machining experience | Mastercam Core certified | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations, Lathe Programming, Setup & Operations, Lathe II, Mill II | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Certified SolidWorks Professional (CSWP).

Marc Dayton
Machining Teaching Assistant 1

Mastercam Core & 2D Mill certifications | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations, Lathe Programming, Setup & Operations, Lathe II, Mill II | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments |Certified SolidWorks Associate (CSWA).

Adoni Torres
Machining Teaching Assistant 1

Mastercam Core & 2D Mill certifications | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations, Lathe Programming, Setup & Operations, Lathe II, Mill II | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments |Certified SolidWorks Associate (CSWA).

Randall Uerkvitz
Machining Lab Assistant

Mastercam CPgmM, Mill Design and Toolpaths & Programmer certified | NIMS Level 1 and CNC certifications: Job Planning, Benchwork & Layout, Measurement, Materials & Safety, Mills Programming, Setup & Operations | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage,

Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Amada ENSIS 3015 AJ Fiber Operator/Program, Amada FOM2 laser certified | Certified SolidWorks Professional (CSWP).

Lyle Palm
Dean of Welding & Head of Facilities

47 years of Welding experience | AWS Welding Educator & Inspector | High-Pressure Intensifier and Maintenance FlowXpert Programming and Waterjet Operation certified | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments.

Warren Perrin
Deputy Director of Projects

Carmen Spratt
Office Administrator

Vanessa Gaba
Office Assistant

Richard Aguirre
Custodian

Jacquelyn Escobar
Custodian

James Edwards
Custodian

Jim Fitzgerald
Lead Welding Instructor

17 years of welding experience | Six Sigma Green Belt | Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I| Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: OFC (Track and Manual Torch), Plasma Cutting (Manual Torch)

Derek Beecher
Lead Welding Instructor

37 years welding experience | Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I & II, Welding Fundamentals I, II & III, Destruction Testing, and The Science of Non destruction testing | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Plasma Cutting (Manual Torch) and Forklift| Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | NC3 Torque and Meter (Snap-On) | FlowMaster Programming and Waterjet Operation | Completed Fabricators and Manufactures Association online courses: Fundamentals of Press Break Operations, Blueprints & Part Layout, Hand Tools for Precision Sheet Metal Operators,

Introductions to Lasers, Introductions to Tube and Pipe Bending Operations, Math Calculations for Sheet Metal Fabrication, Sales Representative Certificate Course, Shearing Basics, and The Basics of Hole Punching.

Shafer Bark
Welding Instructor 1

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, Fabrication Math I & II, Welding Fundamentals I, II & III, Metallurgy 1: Fundamentals, Metallurgy II, Destructive Testing, and The Science of Nondestructive testing, Economics of Welding| Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Horizontal Bans Saw (Scotchman and DoALL), Hydraulic Power Shear (Betenbender) | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified |FlowMaster Programming and Waterjet Operation certification | Forklift certified | AWS Certification for Welding Educators and Welding Inspectors | NC3 Torque and Meter (Snap-On) | Completed Fabricators and Manufactures Association online courses: Fundamentals of Press Break Operations, Blueprints & Part Layout, Hand Tools for Precision Sheet Metal Operators, Introductions to Lasers, Introductions to Tube and Pipe Bending Operations, Math Calculations for Sheet Metal Fabrication, Sales Representative Certificate Course, Shearing Basics, and The Basics of Hole Punching.

Seth Sepulveda
Welding Instructor 1

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I & II, Welding Fundamentals I & II, Metallurgy: Fundamentals| Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | Qualified on following equipment: Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Forklift certified |AWS Welding Inspector | NC3 Torque (Snap-On) & NC3 Meter Course | Water Jet Flow qualified.

Keith Winslett
Welding Teaching Assistant 2

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I & II, Welding Fundamentals I & II, Metallurgy I: Fundamentals | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Horizontal Band Saw (Scotchman and DoALL), Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Forklift certified

Sean Weaver
Welding Teaching Assistant 3

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I| Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Hydraulic Power Shear

(Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | Forklift certified | NC3 Torque and Meter (Snap-On).

Manuel Rodriguez
Welding Teaching Assistant 2

10 years welding experience | Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I| Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified |Qualified on following equipment: Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Forklift certified | Oxy-acetylene Fuel Cutting Manual Torch operator.

Bethany Prescott
Welding Teaching Assistant 2

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I| Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified |Qualified on following equipment: Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Forklift certified | Oxy-acetylene Fuel Cutting Manual Torch operator.

Johan Burgos
Welding Teaching Assistant 1

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I| Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Forklift certified

Monique Carrasco
Welding Teaching Assistant 2

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I & II, Welding Fundamentals I & II, Metallurgy I: Fundamentals| Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified |Forklift certified

Iris Wilkins
Welding Teaching Assistant 2

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I| Possess Starrett NC3 certifications for Precision

Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Horizontal Band Saw (Scotchman and DoALL), Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Forklift certified

Robert Fisher Jr
Welding Teaching Assistant 1

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I| Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch) | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | Forklift certified

Victor Geraci
Welding Teaching Assistant 1

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: Hydraulic Power Shear (Betenbender), OFC (Track and Manual Torch), Plasma Cutting (Manual Torch)

Elijah Morales
Welding Teaching Assistant 1

Completed AWS online training: Welding Safety, WPS/PQR Explained, Understanding Welding Symbols, and Fabrication Math I | Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) sheet and pipe qualified | Possess Starrett NC3 certifications for Precision Instruments: Tape and Rule, Gage, Angle, Micrometer, Caliper, and Dial Gage Measurement instruments | Qualified on following equipment: OFC (Track and Manual Torch), Plasma Cutting (Manual Torch)