



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

SCHOOL CATALOG — CALENDAR YEAR 2026

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SECTION 1: SCHOOL INFORMATION

Our Mission

Welcome to Workshops for Warriors! Our mission is to provide quality training, accredited STEM 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 through effective placement preparation and job placement assistance programs.

Our Core Values

- Fostering Positive Relationships — Communication, teamwork, and trust are the hallmarks of good relationships.
- Accountable — Takes personal responsibility; owns mistakes and avoids blame or excuses.
- Tenacious — Demonstrates persistence and grit. Does not give up.
- Human Dignity — All human beings have inalienable and sacred rights regardless of nationality, ethnicity, gender, sexual orientation, or religious affiliation, to be treated with respect, fairness, and compassion.
- Exceeds Expectations — Sees every task as an opportunity to go above and beyond.
- Mission Driven — Decision-making and actions are focused on what is 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, WFW offers Advanced Manufacturing Training providing hands-on education and job placement assistance. Since its founding, WFW 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

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

Amanda Barber, Board Member — Registered Professional Engineer (Mechanical); Commander, Navy Civil Engineer Corps, San Diego.

Mike Shoemaker, Board Member — Vice Admiral (Ret.); Vice President, Strategic Planning, Lockheed Martin Aeronautics.

Kevin Graney, Board Member — Director & Trustee, San Diego Regional Economic Development Corp.; former President, General Dynamics NASSCO.

Peter Zierhut, Board Member — Vice President, Outside Operations, Haas Automation, Inc.; oversees HTEC-branded education program (2,000+ institutions worldwide).

Pete Peterson, Board Member — Owner/operator PFW Holdings LLC (Planet Fitness franchises); expertise in construction, financial analysis, and facility 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. All instruction, student services, and administrative operations are conducted solely at this location.

BPPE Approval

Workshops for Warriors is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Any questions regarding this catalog may be directed to BPPE at **1747 North Market Blvd., Suite 225, Sacramento, CA 95834**; P.O. Box 980818, West Sacramento, CA 95798-0818; toll-free (888) 370-7589; www.bppe.ca.gov. A student or any member of the public may file a complaint with BPPE by calling (888) 370-7589 or at www.bppe.ca.gov.

Self-Monitoring Procedures

Workshops for Warriors is committed to compliance with BPPE policies per Title 5 CCR Section 71760. The Chief Academic Officer annually meets with the executive management team to evaluate and update policies and procedures. The catalog is reviewed and updated each year. An electronic copy is provided to all students prior to enrollment, and a printed copy is distributed on the first day of class.

GI Bill ® Trademark Notice

GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits is available at <https://benefits.va.gov/gibill/>. GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

SECTION 2: ACCREDITATION & REGULATORY STATUS

ACCET Accreditation

The Accrediting Council for Continuing Education and Training (ACCET) granted Workshops for Warriors institutional accreditation through December 31, 2028. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCET Contact: 1722 N Street NW, Washington, DC 20036; Phone: (202) 955-1113; www.accet.org.

NIMS Accreditation of CNC Machining Programs

The CNC Machining programs are accredited by the National Institute for Metalworking Skills (NIMS), recognizing that the programs meet nationally established standards for metalworking and manufacturing training. These programs do not lead to licensure in California or other states.

Transfer and Articulation Agreements

DISCLOSURE: Workshops for Warriors has NOT entered into any articulation or transfer agreement with any other college or university that provides for the transfer of credits earned in a program of instruction. Credits and credentials earned at Workshops for Warriors are not automatically transferable to any other institution.

English Language Proficiency Requirements

Required Proficiency Level: All instruction is conducted exclusively 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.

Documentation Required: English language proficiency is evaluated during the admissions interview conducted by a school representative. No separate standardized English language test is required. Applicants who cannot demonstrate sufficient English proficiency during the admissions interview will not be admitted.

English Language Services: Workshops for Warriors does NOT offer English as a Second Language (ESL) instruction or other English language support services. There is no additional cost for English language services because none are offered.

ADA and Section 504 Compliance

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Workshops for Warriors ensures no individual with a disability is excluded from participation in its programs solely due to their disability. Students with a documented disability may be eligible for accommodation and/or auxiliary aids. To request accommodation, students should contact the Student Services Manager at least two weeks before the start of classes.

SECTION 3: PROGRAMS OF INSTRUCTION

Workshops for Warriors offers two occupational skills programs: CNC Machining and Welding. Students can enroll in Level 1, Level 1 and 2, or Level 1, 2, and 3.

CNC Machining 1 Program

The CNC Machining 1 program prepares veterans, transitioning service members, and other students to become well-rounded entry-level CNC machinists. The program is 640 hours over a 16-week accelerated schedule. The program includes five courses: Immerse to Learn, SolidWorks, MasterCAM, CNC Milling, and CNC Lathe. College credit is not awarded. Maximum enrollment: 40 students. Teacher-student ratio: 1:5.

Prerequisites: None.

Total Clock Hours: 640 hours. Graduation requires attendance of at least 544 hours and an 80% grade average.

Textbook/Equipment: Safety glasses, USB flash drive, basic calculator. Recommended computer: Windows 11/64-bit, 16 GB RAM, SSD, RTX/WX-class graphics card.

Instruction Method: Live instruction and lab work. Final exam at end of semester.

Licensure: None of the educational services offered lead to occupations that require licensure. CNC Machining programs lead to credentials from NIMS, SolidWorks, MasterCAM, and Immerse to Learn.

CNC Machining 1 Course Descriptions

CNC Lathe — 128 Clock Hours (Lab: 78 / Lecture: 50) | Tue/Thu 7:30-11:30am: Introduction to machine shop theory, math, terminology, benchwork, and parts layout. Students gain CNC mode knowledge, work coordinate systems, tool offsets, and safe CNC lathe program operation.

CNC Milling — 192 Clock Hours (Lab: 131 / Lecture: 61) | Mon/Wed/Fri 7:30-11:30am: Hands-on study of programming, setup, and operation of CNC milling machine tools. Students identify machine parts, calculate shop formulas, and apply measuring tools.

SolidWorks — 128 Clock Hours (Lab: 78 / Lecture: 50) | Mon/Wed 12:30-4:30pm: Introduction to SolidWorks CAD software covering part creation, assembly modeling, drawing creation, and surface features. Students work toward CSWA/CSWP certification.

MasterCAM — 128 Clock Hours (Lab: 78 / Lecture: 50) | Tue/Thu 12:30-4:30pm: Introductory study of CAD/CAM integration using MasterCAM software to convert 2D/3D geometry into tool paths for CNC milling and turning.

Immerse2Learn — 64 Clock Hours (Lab: 44 / Lecture: 20) | Fri 12:30-4:30pm: Simulation platform covering step-by-step machining instruction, shop math, blueprint reading, GD&T, precision measurement, and CNC programming.

CNC Machining 2 Program

The CNC Machining 2 program prepares students for intermediate-level CNC machining. Training is 640 hours over a 16-week schedule. Includes three intermediate courses: Intermediate Multi-Axis, Intermediate CAD/CAM, and Metrology. Maximum enrollment: 6 students. Teacher-student ratio: 1:6.

Prerequisites: Successful completion of WFW CNC Machining 1 program.

CNC Machining 2 Course Descriptions

Intermediate Multi-Axis CNC — 344 Clock Hours (Lab: 224 / Lecture: 120): Hands-on study of 3-axis and 4-axis milling and intermediate CNC turning, including 3D tool pathing and intermediate setups.

Intermediate CAD/CAM — 152 Clock Hours (Lab: 102 / Lecture: 50): Intermediate SolidWorks and MasterCAM software integration for 2D/3D geometry converted to tool paths.

Metrology — 144 Clock Hours (Lab: 48 / Lecture: 96): CMM (Coordinate Measuring Machine) setup, programming, and operations; GD&T and quality assurance standards.

CNC Machining 3 Program

The CNC Machining 3 program prepares students for multi-axis CNC machining. Training is 640 hours over a 16-week schedule. Includes three advanced courses: Advanced Multi-Axis, Advanced CAD/CAM, and Advanced Metrology. Maximum enrollment: 4 students. Teacher-student ratio: 1:4.

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

CNC Machining 3 Course Descriptions

Advanced Multi-Axis CNC — 344 Clock Hours (Lab: 236 / Lecture: 108): Advanced 5-axis milling programming, setup, and operations; live tooling, 3+2 and 5-axis programming, advanced tool pathing.

Advanced CAD/CAM — 152 Clock Hours (Lab: 78 / Lecture: 50): Advanced 2D/3D toolpaths, surface modeling, 3+2 and 5-axis programming, solid modeling, and post-processor adjustments.

Advanced Metrology — 144 Clock Hours (Lab: 48 / Lecture: 96): Advanced CMM setup, programming, and operations with advanced quality assurance skills.

CNC Machining SOC Codes

51-4010 Computer Control Programmers and Operators; 51-4031 through 51-4035 (metal/plastic machine operators); 51-4041 Machinists. Available at: https://www.bls.gov/oes/current/oes_stru.htm

Welding 1 Program (Basic Welding)

The 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 four welding process courses that must be taken in sequential order: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW-S short-circuit), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). Concurrently, students complete a welding symbols course and blueprint reading course following AWS A2.4 standards. Additional training and certification will be given on Starrett precision measuring instruments (PMI) through the National Coalition of Certification Centers (NC3) curriculum. College credit is not awarded. Maximum enrollment per semester is 46 students. Teacher-student ratio: 1:18 classroom / 1:9 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 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 four welding processes: SMAW, GMAW, FCAW, and GTAW.

Assignment Policy: Projects, training exercises, and lab work are assigned to each student during the semester. Each learning exercise is graded or evaluated by the instructor. Students must complete 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 four welding processes. Practical welding qualification tests will be given throughout the course.

Textbook/Equipment Requirements: Students will be required to purchase protective equipment during the program. Welding workbooks will be provided for all welding processes: SMAW, GMAW, FCAW, and GTAW.

Instruction Method: Live instruction and lab work.

Total Clock Hours: 640 hours. Class Times: Monday to Friday, 7:00 a.m. to 4:30 p.m.

Graduation Requirements: Attend at least 544 hours of scheduled instruction and maintain an 80% average on assigned quizzes or tests.

Prerequisites: None for Welding 1.

Required Internship or Externship: None.

Licensure: None of the educational services offered lead to occupations that require licensure. Welding programs qualify welders to AWS D1.1 Structural Welding Code-Steel and AWS D1.3 Structural Welding Code-Sheet Steel.

Welding 1 Course Descriptions

Shielded Metal Arc Welding Basic (SMAW): Introduction to safe practices, setup, and operation of SMAW equipment. Topics cover SMAW safety and health of welders, installation, setup and maintenance of SMAW equipment, electrodes, quality of welds, and SMAW metal transfer theory.

Students practice single V-groove butt welds and fillet welds in lap and T-joint configurations using E6010 and E7018 electrodes on ASTM A-36 steel plate. Course completion requires a successful single V-groove butt weld test in the 3G vertical and 4G overhead positions using E7018 electrodes.

Gas Metal Arc Welding Basic (GMAW-S): Introduction to safety practices, setup, and operation of GMAW equipment. Topics cover GMAW safety and health, installation, setup and maintenance, quality of welds, metal transfer, and shielding gases. Students practice square groove and V-groove butt welds and fillet welds in lap and T-joint configurations using ER 70S-6 wire on ASTM A-36 steel plate. Course completion requires a successful square groove butt welding test in the 3G vertical and 4G overhead positions using the GMAW-S (short-circuit) process. Prerequisite: Completion of SMAW Basic.

Flux Cored Arc Welding (FCAW): Introduction to safety practices, setup, and operation of FCAW equipment. Topics cover FCAW safety and health, installation, setup and maintenance, quality of welds, metal transfer, and shielding gases. Students practice single V-groove butt welds and fillet welds in lap and T-joint configurations using E71T-1 on ASTM A-36 steel plate. Course completion requires a successful single V-groove butt welding test in the 3G vertical and 4G overhead positions using E71T-1 wire. Prerequisites: Completion of SMAW Basic and GMAW Basic.

Gas Tungsten Arc Welding — Plate (GTAW): Introduction to safe practices, setup, and operation of GTAW equipment. Topics cover GTAW safety and health, installation, setup and maintenance of GTAW equipment. Students practice single V-groove butt welds and fillet welds in lap and T-joint configurations using 70S-2 filler rod on ASTM A-36 steel plate. Course completion requires a successful single V-groove butt weld test in the 3G vertical and 4G overhead positions using 70S-2 filler rod with the GTAW process. Lab Hours: 500 | Lecture Hours: 140. Prerequisites: Completion of SMAW Basic and GMAW Basic.

Welding 2 Program (Intermediate Welding)

The Welding 2 program prepares students for intermediate-level welding using GTAW (Gas Tungsten Arc Welding). Training is 640 hours over a 16-week schedule. Maximum enrollment: 14 students. Teacher-student ratio: 1:10 classroom / 1:5 lab.

Prerequisites: (1) Completion of WFW Welding 1; OR (2) Completion of SMAW Basic, GMAW, and FCAW within the past 2 years.

Welding 2 Course Description

GTAW Plate/Pipe — 640 Clock Hours (Lab: 570 / Lecture: 70): Introduction to GTAW safety, equipment, and advanced welding variables. Students complete qualification tests on carbon steel, stainless steel, and aluminum plate, plus 2G and 5G pipe positions. Includes graded mock-up piping project.

Welding 3 Program (Advanced Welding and Introduction to Fabrication)

The Welding 3 Program prepares students for advanced welding and fabrication. Training is 640 hours over a 16-week schedule. Maximum enrollment: 4 students. Teacher-student ratio: 1:4.

Prerequisites: (1) Completion of WFW Welding 1 and 2; OR (2) Completion of SMAW Basic, GMAW Basic, and GTAW Basic and Intermediate within the past two years.

Welding 3 Course Description

Advanced Welding and Introduction to Fabrication — 640 Clock Hours (Lab: 570 / Lecture: 70): Advanced GTAW and GMAW pulsing; orbital welding; portable pipe machining; and fabrication using hydraulic shear, press brake, band saw, plate roller, ironworker, waterjet, and pipe/bar benders.

Students earn AWS qualifications, NC3 Snap-On Multi-Meter, waterjet, orbital welding, FMA press brake, and FMA Fundamentals of Metal Fabrication certificates.

Welding SOC Codes

51-2040 Structural Metal Fabricators and Fitters; 51-4120 Welding, Soldering, and Brazing Workers.
Available at: https://www.bls.gov/oes/current/oes_stru.htm

Welding Tools and PPE

Workshops for Warriors provides equipment and material used during training. Students are required to purchase certain personal PPE items and small hand tools. WestAir Gases and Equipment offers discounts to WFW students at 2300 Haffley Avenue, National City, CA 91950, (619) 773-3232. See Appendix B for the complete PPE list. Welding 2 and 3 students also require a TIG glove and TIG finger.

SECTION 4: FACILITIES AND LEARNING RESOURCES

Facilities and Instructional Equipment

Workshops for Warriors is housed in a single-story industrial building encompassing 35,000 square feet. Facilities include:

- Computer Workstations: Dell Precision 7920 computers running Mastercam and SolidWorks; 46 seats each.
- CNC Machining Labs: Haas VF2 Vertical Machining Centers, Haas ST10 Turning Centers, five full-size Haas CNC machines, six Haas control simulators, one Flow Waterjet, and manual machines, plus precision metrology equipment.
- Welding Booths: Individual booths with Miller welding machines (XMT 350 MPa, Dynasty 400) for SMAW, GTAW, GMAW, and FCAW. Also: Hydraulic Press Brake, Hydraulic Shear, Pipe/Tubing Bender, Vertical/Horizontal Band Saws, Portable Pipe Machining Equipment, Orbital Welding System, and Water Jet.

Learning Resources

Workshops for Warriors does not maintain a formal library, as one is not required to meet the instructional needs of students. However, the following learning resources are available to support all programs:

- Canvas LMS: Digital course materials, instructional content, assignments, grades, and attendance records accessed via the Canvas Learning Management System. Student login credentials are provided on the first day of class.
- Immerse2Learn Platform: CNC Machining students have access to the Immerse2Learn online simulation platform, which provides step-by-step machining instruction, shop math, blueprint reading, GD&T, and CNC programming.
- Welding Workbooks: Provided free of charge to all Welding students for each welding process (SMAW, GMAW, FCAW, GTAW).
- Software Access: SolidWorks and MasterCAM software available on campus computers during scheduled class time and supervised open-lab periods.
- Video Training Library: Welding instructors use DVD and multimedia welding training videos as supplemental instructional resources.
- Industry Reference Materials: Students receive access to AWS welding standards, Starrett NC3 precision instrument training materials, NIMS standards, and other industry documentation relevant to each program.
- Open Lab Access: Students may use campus equipment and computer workstations during designated supervised open-lab hours to complete practice projects and coursework.
- Instructor Office Hours: Faculty and teaching assistants are available before and after class for individual instruction and academic support.

SECTION 5: ADMISSIONS

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog. Upon determining interest in a specific program, the applicant meets with a school representative to receive information regarding funding options.

General Admissions Requirements

1. Applicants must be 17 years of age or older and must be a high school graduate or GED holder.
2. Students must pay all applicable fees per the current published fee schedule at the time of signing the enrollment agreement.
3. Applicants must provide Proof of Graduation (POG) within 14 calendar days of the start date. Veterans may submit a DD-214 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 sufficient level. (See Section 2 — English Language Proficiency.)

Entrance Testing Policy

All prospective students must meet the minimum raw score on the Criteria Mechanical Reasoning Assessment (CMRA):

Program	Minimum CMRA Score
Welding 1, 2, and 3	14
CNC Machining 1, 2, and 3	18

Applicants are allowed three total attempts (twice on the same day; minimum 24 hours between 2nd and 3rd attempts). After three failed attempts, applicants must wait 6 months before retesting. Students who have previously enrolled and met the minimum score are not required to retest before enrolling in another program.

Prior Credit Policy

WFW will consider awarding credit for previous education and training related to the program. Students must notify the education department at time of registration if requesting credit. The Program Dean will review course descriptions and transcripts. Courses must be from an accredited institution recognized by the U.S. Department of Education (ED) or CHEA; minimum grade B (80% or 3.0 equivalent); technical coursework completed within the last three (3) years; transfer credit may not exceed 50% of total program clock hours. If credit is awarded, program length and tuition will be adjusted proportionately.

Veterans Credit for Previous Education or Training

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

Notice Concerning Transferability of Credits and Credentials

Pursuant to California Education Code (CEC) section 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 is also at the complete discretion of the receiving institution. 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. You should make certain that your attendance at this institution will meet your educational goals. This may include contacting any institution to which you may wish to transfer to determine if your credits or certificate will transfer.

Articulation and Transfer Agreements

Workshops for Warriors has NOT entered into any articulation or transfer agreements with any other college or university. (See also Section 2 — Transfer and Articulation Agreements.)

Experiential Credit

This institution does not award credit for prior experiential learning.

SECTION 6: TUITION, FEES AND FINANCIAL POLICIES

Charges: Tuition and Fees

Tuition is due prior to enrollment. Students must pay for books and the registration fee on the day of enrollment.

Program Name	Tuition	Registration	STRF*	Books	Equipment	Total Cost
Welding 1 (SMAW+GMAW+FCAW)	\$30,908.34	\$10	\$0	\$40.02	\$290	\$31,248.36
Welding 2 (GTAW Plate/Pipe)	\$30,908.34	\$10	\$0	\$40.02	\$290	\$31,248.36
Welding 3 (Advanced+Fabrication)	\$30,908.34	\$10	\$0	\$40.02	\$290	\$31,248.36
CNC Machining 1	\$30,908.34	\$10	\$0	\$0	\$1,800	\$32,718.34
CNC Machining 2	\$30,908.34	\$10	\$0	\$0	\$1,800	\$32,718.34
CNC Machining 3	\$30,908.34	\$10	\$0	\$0	\$1,800	\$32,718.34

**STRF is non-refundable. Current STRF rate: \$0.00 per \$1,000 (effective April 1, 2024). See Section 8.*

VA Benefits Policy

In compliance with Title 38 U.S. Code section 3679(e), this school has established the following provisions for students using VA Post-9/11 GI Bill ® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits while VA payment is pending. This school will NOT: prevent the student from enrolling; charge a late fee; require the student to secure alternative funding; or deny access to campus resources. To be eligible, students may be required to submit a Certificate of Eligibility (or equivalent) for Ch. 33 or VA Form 28-1905 for Ch. 31 benefits by the first day of class.

Payment Policy

Tuition is due prior to the first day of class. Workshops for Warriors offers the following payment options:

Pay in Full at Enrollment:

Students may pay their full tuition balance prior to the first day of class via cash, check, money order, or credit card.

Institutional Funded Payment Plan:

Workshops for Warriors offers an institutional payment plan that allows students to defer tuition payments. The full outstanding balance must be paid within 180 days of the end of the semester. Students interested in this option should contact the Finance Office prior to enrollment. Failure to pay the outstanding balance by the due date may result in inability to re-enroll until the balance is satisfied.

Private Student Loans:

Students may apply for a private student loan through their personal bank, credit union, or a private lending institution of their choosing. Workshops for Warriors does not require students to use any particular lender.

Workshops for Warriors accepts tuition payments from the following private student loan providers, whose loan products may be available to eligible students:

- **Climb Credit** — www.climbcredit.com
- **Edly** — www.edly.com

Students interested in financing through Climb Credit or Edly should apply directly with those organizations prior to enrollment. Approval and loan terms are determined solely by the lender and are not guaranteed by Workshops for Warriors. WFW does not receive compensation for student referrals to either organization. Students are encouraged to carefully review all loan terms, interest rates, and repayment obligations before accepting any loan offer.

VA Educational Benefits:

Students eligible for VA educational benefits should contact the School Certifying Official (SCO) prior to enrollment. See Section 6 — VA Benefits Policy for full details.

Scholarships:

Workshops for Warriors offers scholarship opportunities funded through partnerships with advanced manufacturing companies and private donors. Scholarships are awarded by donors independently; applying does not guarantee an award. Students may apply online at wfw.org.

Financial Aid Policies and Procedures

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

Financial Stability and Bankruptcy History

This institution has no current or past bankruptcy filings, 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.

Loan Repayment and Notices

Students who take out a loan are responsible for repaying the full loan amount plus interest, minus any applicable refunds.

Federal Student Aid Refund Notice: If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Federal/State Loan Default Notice: If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

SECTION 7: CANCELLATION, WITHDRAWAL AND REFUND POLICIES

Student Right to Cancel

Students have the right to cancel their enrollment agreement without any penalty or obligation, through attendance at the first class session or the seventh (7th) calendar day after enrollment, whichever is later. Notice of cancellation may be communicated by any means, including but not limited to verbal notice in person or by phone, email, mail, or written statement.

Cancellation notices: Workshops for Warriors, 2970 Main Street, San Diego, CA 92113 or info@wfw.org. The last day to cancel is identified in the student's enrollment agreement.

Refunds Within the Cancellation Period: Within the cancellation period, the school will refund all money paid by the student, less only a registration or administration fee not to exceed \$200.00. Equipment charges may NOT be deducted from refunds within the cancellation period. No other deductions are permitted during the cancellation period. (CEC section 94920(b))

In the event of 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 may cancel enrollment for: violation of the Student Code of Conduct; failure to provide required documentation; incomplete financial arrangements; or no-show. If the institution cancels or if the student is a no-show, all tuition paid will be refunded in full.

Withdrawals or Terminations After Start of Class

A student may withdraw at any time by notifying the institution in writing. Workshops for Warriors may terminate enrollment for failure to comply with attendance or academic progress policies, or student misconduct. If a student withdraws or is dismissed after the cancellation period, 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 (LDA).

Refund Calculation Policies

A. Pro-Rata Refund Policy (California — BPPE)

(Applies to all students not using VA educational benefits)

If a student withdraws or is terminated after the cancellation period and has completed 60% or less of the period of attendance, a pro-rata refund is owed. Students who have completed more than 60% of the period of attendance are not owed a refund. (CEC § 94920(d))

The refund is calculated as follows per 5 CCR § 71751(a)(3)(A):

The refund amount equals the total charges paid by the student, minus the hourly tuition charge (total institutional charges minus the \$10 non-refundable registration fee, divided by the total number of clock hours in the program), multiplied by the number of clock hours the student attended prior to withdrawal, minus the \$10 non-refundable registration fee. Any scheduled hours for which the student was absent prior to the Last Date of Attendance (LDA) are included in the count of hours attended.

The refund will be issued within 45 calendar days of the Date of Determination (DOD).

B. VA Educational Benefits Refund Policy

(Applies to students using GI Bill® or other VA educational benefits)

For students receiving VA educational benefits, refunds are calculated and processed in accordance with Title 38 U.S. Code and VA regulations, which may differ from the state pro-rata calculation above.

The refund amount is calculated based on the student's Last Date of Attendance (LDA). Any portion of tuition paid by VA that exceeds the prorated cost of training completed must be returned directly to the VA, not to the student. The student is responsible for any portion they personally paid that is subject to refund under the applicable VA calculation.

Workshops for Warriors will issue any required refund to the VA within 45 calendar days of the Date of Determination (DOD). Students will be notified of any balance owed or refund due to them personally.

Additional Charges and Materials

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

Additional Cost Disclosure

Per California regulations, the following additional costs are NOT INCLUDED in the cost of your program:

- Travel Expenses: The college does not provide transportation services to students.
- Incidental School Supplies: Writing instruments, notebooks, papers, and similar supplies are not provided. Students are responsible for these items.

Refund Processing Timeline

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

Notice of Student Rights

- You may cancel your enrollment agreement without any penalty or obligation through the cancellation period as described in your Notice of Cancellation form.
- 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, as outlined in the enrollment agreement.
- 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 BPPE by calling (888) 370-7589 or at www.bppe.ca.gov.

Regulatory Compliance

This refund policy complies with: CEC sections 94919 and 94920; 5 CCR section 71751(a)(3)(A); ACCET Document 31; and Title 38 U.S. Code (VA Educational Benefits). Where discrepancies exist between federal, state, or accreditor regulations, the most favorable policy toward the student shall apply.

SECTION 8: STUDENT TUITION RECOVERY FUND (STRF)

REQUIRED STRF DISCLOSURE — 5 CCR section 76215(a):

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

REQUIRED STRF DISCLOSURE — 5 CCR section 76215(b):

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Current STRF Assessment Rate

Effective April 1, 2024, the STRF assessment rate is **\$0.00 per \$1,000 of institutional charges**. Because the current STRF rate is \$0.00, Workshops for Warriors is not currently required to collect an STRF fee from students. If the STRF rate changes, Workshops for Warriors will update its catalog and enrollment agreements and begin collecting the applicable STRF fee at that time, as required by law.

For further information or to file a claim, contact: Bureau for Private Postsecondary Education (BPPE), 1747 North Market Blvd., Suite 225, Sacramento, CA 95834; Website: www.bppe.ca.gov; Telephone: (888) 370-7589.

SECTION 9: STUDENT SERVICES AND SUPPORT

Placement Services

Workshops for Warriors provides job placement assistance to all graduates. The institution does not guarantee employment. A dedicated Career Services staff member assists students through workshops covering resume and cover letter preparation; interview skills; LinkedIn profile development; letters of recommendation; and networking strategies.

Student Grievance Procedures

Most problems can be resolved through a personal meeting with the instructor or education program manager. If unresolved, the student may submit a written complaint to the Chief Academic Officer at Workshops for Warriors, 2970 Main Street, San Diego, CA 92113. The written complaint must include: a statement of the problem; date the problem occurred; names of individuals involved; copies of relevant documents; evidence that the complaint procedure was followed; and the student's signature. Students will receive a written response within ten business days.

BPPE Complaint Procedure

A student or any member of the public may file a complaint about this institution with BPPE by calling toll-free **(888) 370-7589** or by completing a complaint form at www.bppe.ca.gov. The Office of Student Assistance and Relief: (888) 370-7589 or <https://www.osar.bppe.ca.gov/>.

ACCET Complaint Procedure

If an issue remains unresolved after the institution's internal complaint procedure, students may submit a complaint to ACCET at <https://accet.org/about-us/contact-us>. Complainants will receive acknowledgment within 15 business days. Provide: (1) institution name and location; (2) detailed description of the problem; (3) approximate dates; (4) names and titles of persons involved; (5) evidence that the institution's complaint procedure was followed; and (6) complainant contact information.

Leave of Absence

Because its programs are intensive, full-time, 16-week clock-hour programs, Workshops for Warriors does not offer a formal leave of absence. A student whose anticipated extended absence would cause them to fall below the minimum attendance requirement will be administratively withdrawn and encouraged to re-enroll in a future semester.

Housing Assistance

Workshops for Warriors leases residential housing units from third-party property owners and makes designated apartments available to eligible students through a license agreement between the institution and the student.

Accommodations: Housing units are two-bedroom apartments, with two students assigned per bedroom, for a total of four students per unit. Students share common areas including the kitchen, living room, and bathrooms.

How to Apply: Students interested in housing must submit a housing application through the Student Services office. Applications may be submitted before or after enrollment; however, students are strongly encouraged to apply early, as the number of available beds is limited. Students who submit a completed application and pay the required deposit prior to move-in will be given priority placement.

Students who submit an application but are unable to pay the deposit at the time of application will be placed on a waitlist and offered housing as units become available.

Housing Charges: The cost of student housing is \$3,600 per enrollment period, payable per the terms of the license agreement. A deposit of \$250.00 is required prior to move-in to secure the student's placement. This deposit is non-refundable once the student has checked in and taken occupancy and is held separately from any damage assessments — it is not applied toward the cost of repairs. Students who pay the deposit but never check in to their assigned housing unit will receive a full refund of the \$250.00 deposit. Any additional charges, including utility fees or administrative fees, will be disclosed in the applicable license agreement prior to signing. All non-refundable charges will be clearly identified as non-refundable in the agreement.

Students are responsible for maintaining their assigned housing unit in good condition. Any damage to the unit, fixtures, furnishings, or common areas beyond normal wear and tear — whether caused by the student or their guests — is the financial responsibility of the student and will be billed separately from the deposit. The cost of repairs or replacement will be assessed and billed to the student and must be paid in accordance with the terms of the license agreement. Failure to pay assessed damage costs may result in termination of the housing arrangement and may affect the student's enrollment status.

Workshops for Warriors conducts move-in inspections, move-out inspections, and periodic walk-through inspections of all housing units throughout the occupancy period. Students will be asked to sign an inspection report at move-in documenting the condition of the unit. This inspection record serves as the baseline for any damage assessments at move-out. Students are encouraged to note and report any pre-existing damage at the time of move-in.

License Agreement: Students who are offered and accept housing must execute a written license agreement prior to occupancy. That agreement will specify the occupancy period, payment obligations, deposit terms, applicable house rules, termination requirements, and other conditions of occupancy.

Important Notice: Student housing is a residential arrangement entirely separate from the institution's educational program. Cancellation or withdrawal from the educational program does not automatically terminate the housing arrangement, and each is governed by its own procedures, obligations, and timelines. Students should review their license agreement carefully before signing.

To inquire about housing availability or to request an application, contact Student Services at (619) 550-1620 or info@wfw.org.

Counseling and Crisis Intervention Resources

- Veterans Crisis Line: 988 (Press 1) | www.veteranscrisisline.net
- Courage to Call: 877-MY-USVET
- SAMHSA National Helpline: 1-800-662-4357 | www.samhsa.gov
- San Diego County Behavioral Health Services: (888) 724-7240
- Student Services office staff can assist with referrals.

SECTION 10: ACADEMIC POLICIES

Satisfactory Academic Progress (SAP) Policies

SAP Standards: Minimum cumulative grade of 80% in all coursework; minimum attendance rate of 80% of total scheduled class hours.

Evaluation Periods: End of Week 4, Week 8, and Week 12.

Maximum Time Frame: 150% of the program's normal length (a 640-hour program must be completed within 960 hours).

Academic Probation: Students failing SAP at an evaluation point receive an Academic Plan. Probation lasts until the next evaluation or graduation.

Termination: If SAP standards are still not met after probation, the student may be terminated but has the right to appeal within 7 calendar days.

Appeal and Reinstatement: Appeals must be submitted in writing within 7 calendar days of termination notice, reviewed by the Director of Education and Chief Academic Officer within five business days.

GI Bill ® Satisfactory Academic Progress (GBSAP) Policy

All students utilizing GI Bill ® benefits must maintain an overall grade average of 80% or higher and comply with attendance requirements. Performance is evaluated at 4, 8, and 12 weeks. If performance falls below 80%, the student is placed on academic probation for 4 weeks. If unsatisfactory progress continues, the student will be withdrawn and Workshops for Warriors will notify the VA.

Grading System

Percentage	Letter Grade	Grade Points	Description
90-100%	A	4.0	Excellent
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% across all courses.

Makeup Procedures

All students are allowed 5 makeup quizzes per course (only for quizzes graded below 80%). Makeup quizzes are given 30 minutes before class and must be taken within 7 days of the original failed quiz; only 1 per day allowed. All students are allowed 1 makeup final exam, not on the same day as the failed exam, and must be taken within 14 days of the original.

Graduation Requirements

- Academic Performance: Achieve an overall grade average of at least 80% across all courses.
- Attendance: Maintain a minimum attendance rate of 80% of scheduled instructional hours (at least 512 of 640 hours).

Attendance Policy

Minimum Attendance Requirement: Students must complete at least 80% of scheduled instructional hours (512 of 640 hours in a 640-hour program) to receive a Certificate of Completion.

Definitions: Present (physically present when attendance taken); Absent (not present); Tardy (arrives 15 or more minutes late); Left Early (departs 15 or more minutes before end of class). Tardies and early departures are documented and subtracted from attendance.

Attendance Interventions:

- At 40 hours of absence: Written warning and verbal advisement from Director of Education.
- At 96 hours of absence: Second written warning, verbal advisement, and Student Performance Improvement Plan (PIP).

Maximum Consecutive Absences: Students absent 14 consecutive calendar days (excluding scheduled school breaks) will be withdrawn from school.

Qualifying Excused Absences (documentation required): Illness (doctor's note); bereavement (funeral/death documentation); jury duty (court documentation); military duty (military orders); VA appointments (official VA notice). Excused absences still count against attendance rate.

Transcripts and Student Records

Record Retention: Student records are retained for a minimum of five years. Transcripts are preserved permanently.

Transcript Requests: Official transcripts are available at no charge upon written request bearing the student's signature. Student records are accessed through the institution's secure Canvas student portal. These policies comply with the Family Educational Rights and Privacy Act (FERPA).

SECTION 11: STUDENT CONDUCT AND CAMPUS POLICIES

Safety Regulations and Student Conduct Policy

Workshops for Warriors operates within industrial manufacturing environments. Strict adherence to OSHA and California safety regulations is mandatory.

General Safety Requirements (before entering any WFW shop):

- PPE: Safety glasses, hearing protection, close-toed boots or industrial-grade shoes, appropriate clothing.
- Remove rings, necklaces, or other jewelry that could become entangled in machinery.
- Avoid loose-fitting, frayed, or distressed clothing. No shorts, half-shirts, or sleeveless shirts.
- No horseplay.

Consequences for Non-Compliance: (1) Verbal or written warning; (2) Removal from shop area or suspension of shop privileges; (3) Academic probation or dismissal for repeated or serious violations.

Discrimination and Harassment

Discrimination or harassment based on race, gender, religion, sexual orientation, disability, or any other characteristic protected by federal or state law is strictly prohibited. Students may report concerns confidentially to a Teaching Assistant, instructor, dean, or appropriate staff.

Alcohol and Drug Policy

The possession, distribution, or use of illegal substances, recreational drugs, alcohol, and marijuana is strictly prohibited on premises. Violations result in immediate dismissal. Students struggling with substance use may contact Student Services for referrals to SAMHSA and other resources.

Tobacco-Free Campus Policy

Smoking, vaping, and use of smokeless tobacco are strictly prohibited throughout all indoor and outdoor areas of the campus.

Food and Beverage Policy

Food and beverages are not permitted in any shop, lab, or instructional area. Students may consume food and beverages in designated break areas only.

Wireless Devices and Internet Policy

Personal wireless devices must be silenced and stored during class and lab time. The school's internet and computer resources are provided for educational purposes only.

Campus Cleanliness Standards

Students are responsible for cleaning their workstation, storing tools and equipment properly, and disposing of waste materials in designated areas at the end of each class session.

SECTION 12: GENERAL INSTITUTIONAL POLICIES

Family Educational Rights and Privacy Act (FERPA)

FERPA grants eligible students the following rights: (1) The right to inspect and review education records within 45 days of a request. (2) The right to request amendment of inaccurate or misleading records. (3) The right to provide written consent before disclosure of personally identifiable information (PII) except as authorized by FERPA. (4) The right to file a complaint with the U.S. Department of Education. Complaints: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605; Phone: 202-260-3887.

Directory Information: Name, address, telephone, email; date and place of birth; enrollment status; dates of attendance and graduation; field of study; diploma/degree received. Students may request restriction of directory information by contacting a school official.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants for programs and for employment. No discrimination shall occur based on race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran status, or any other classification protected by law. Direct inquiries to the Chief Operations Officer.

Academic Freedom

Workshops for Warriors is committed to full academic freedom for all faculty. Instructors are encouraged to exercise individual judgement regarding course content, organization, and instructional methods within the context of published course descriptions and approved instructional methods.

Copyright Policy

Workshops for Warriors does not allow or condone the unauthorized distribution of copyrighted material, including peer-to-peer (P2P) file sharing. Violations result in disciplinary action and may subject individuals to civil and criminal prosecution.

Delinquent Accounts

Students with delinquent accounts may face termination from the program and referral to a collection agency. Accounts more than 120 days past due may be referred to internal collections. Accounts remaining unpaid after eight months may be referred to an external collection agency.

Visa Related Services

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

Catalog Update Policy

This institution updates the official school catalog annually. Changes required by statute or regulation are reflected immediately through full revisions, supplements, or inserts. Any questions regarding this catalog may be directed to BPPE at **1747 North Market Blvd., Suite 225, Sacramento, CA 95834**; www.bppe.ca.gov; toll-free (888) 370-7589; fax (916) 263-1897.

Catalog Distribution

Workshops for Warriors provides both digital and printed copies of its current catalog to the public free of charge. Individuals may request a printed copy by calling (619) 550-1620. Digital version: <https://wfw.org/programs/>. Prospective students receive an electronic copy via email after submitting a completed application form.

Appendix A — Personal Protective Equipment (PPE) List

The following items are required for the Welding program. WestAir Gases and Equipment (2300 Haffley Ave., National City, CA 91950; (619) 773-3232) offers student discounts.

Mandatory Item	Approx. Price	Source	Notes
Jacket - Cape Sleeve w/ 14" bib	\$55.39	WA-REV 21CS-XL	Buy size that fits
Welding Helmet - Weldmark	\$63.39	WA-WM8VS9-13H	Base model
Safety Glasses - Clear ANSI Z87.1	\$3.83	WA-JAC19804	Required in welding lab
Ear Plugs (corded)	\$15.24	WA-MOLMX6405	Required in welding lab
Stick Welding Gloves (Gauntlet)	\$10.07	WA-REV 320 LG	For SMAW, GMAW, FCAW
Soft Leather Work Gloves (Drivers)	\$4.57	WA-R5Y	Grinding and dirty work
Vice Grip Pliers (10" straight)	\$11.75	WA-VIG10R	Hold hot metal plates
Large Wire Brush (319-SS)	\$2.56	WA-COMSLHSS	Brush slag from welds
Chipping Hammer	\$5.81	WA-ATLS20	Chip slag from welds
Welders Cap (Black)	\$5.50	WA-ATLAWC	Protect head from sparks
Carbide Scribe	\$3.90	WA	Layout of qualification project
Welders Pliers (Welpers)	\$13.98	WA	For GMAW and FCAW welding
4.5" Handheld Grinder	\$50.00	Lowes/HD/WM	Porter Cable/DeWalt 120V 10-12 AMP
Metal Ruler - Flat	\$5.00	Lowes/HD/WM	Layout of qualification project
Metal Center Punch	\$10.00	Lowes/HD/WM	Layout of qualification project
Dust Masks (10-pack)	\$20.00	Lowes/HD/WM	Required during grinding
Combination Lock (Master Lock)	\$7.00	Lowes/HD/WM	Equipment locker
Black & Silver Sharpie Markers	\$2.50	Lowes/HD/WM	Mark tools, clothes, projects
ESTIMATED TOTAL	approx. \$290.49		

WA = WestAir | HD = Home Depot | WM = Walmart. Additional PPE for Welding 2 and 3: TIG glove and TIG finger.

Appendix B — Board of Advisors, Faculty and Staff

Board of Advisors

Wayne Arendsee — Owner, The School of Shop

Virginia Bayer — Retired Navy Commander

Gisele Bonitz — Board Member, San Diego Foundation; Senior Management, Intel Corp

Fernanda Colston — Branch Manager, US Bank

Tuck Forsyth — Board Member, San Diego Social Venture Partners

Dominick Gallegos — Director of Product Marketing, Matterport

Ken Hoover — Principal, Fish & Richardson

Erica Martinez — Sr. IT Project Manager, Qualcomm

Kevin Mooney — President, Irving Shipbuilding

Ed Sullivan — Principal, Business Development, TurbineOne

Administrative Faculty and Staff

Hernan Luis y Prado — Founder, CEO, and Board Chair

Rachel Luis y Prado — Co-Founder

Maria Truong — Chief Operations Officer

Eric Ramirez — Chief of Staff

Melissa Morales — Executive Assistant

David Smiljkovich — Chief Financial Officer

Mark Platt — Chief Academic Officer

Alex Munoz — Director of Education

Rebecca Martinez — Registrar

Irene Ramirez — Accounting Manager

Jaycee Bagtas — Financial Aid Specialist

Sara Salinas — Director, Human Resources

Marcos Loaiza — Career Services Specialist

Lorena Ruggero — Senior Director of Marketing

Everett Aguirre — Office Administrator

Yolanda Lopez-Rettew — Development Coordinator

Eric Ramirez — Chief of Staff

Vanessa Gaba — Office Assistant

Marquis Toney — Custodian

Enrollment and Student Recruiting

Clint Boeding — Vice President of Admissions

Mike Renk — Director of Enrollment

Elijah Camilo — Admissions Representative

Maria Sandoval — Admissions Representative

Michael Velez — Field Representative

Jose Gutierrez — Field Representative

Jose Jimenez — Field Representative

Machining Faculty

Patrick Dorris — Dean of Machining | 21 years machining experience | Mastercam Certified Instructor | NIMS Level 1 and CNC certifications | CSWP

Kaleb Cole — Machining Teaching Assistant 3 | Mastercam 2D Mill | NIMS Level 1 and CNC certifications | Zeiss Calypso Basic | CSWP

Marc Dayton — Machining Teaching Assistant 1 | Mastercam Core and 2D Mill | NIMS Level 1 and CNC certifications | CSWA

Matthew McCarty — Machining Teaching Assistant 1 | B.S. San Diego State University | Mastercam Core and 2D Mill | NIMS Level 1 and CNC certifications | CSWA

Adoni Torres — Machining Teaching Assistant 1 | Mastercam Core and 2D Mill | NIMS Level 1 and CNC certifications | CSWA

Randall Uerkvitz — Machining Lab Assistant | Mastercam CPgmM certified | NIMS Level 1 and CNC certifications | Amada ENSIS 3015 Fiber Operator | CSWP

Welding Faculty

Lyle Palm — Dean of Welding and Head of Facilities | 47 years welding experience | AWS Welding Educator and Inspector | Flow Waterjet certified

Jim Fitzgerald — Lead Welding Instructor | 17 years welding experience | Six Sigma Green Belt | SMAW/GMAW/FCAW/GTAW qualified | AWS online training completed

Shafer Bark — Welding Instructor II | AWS Certification for Welding Educators and Welding Inspectors | SMAW/GMAW/FCAW/GTAW qualified | FMA courses completed

Seth Sepulveda — Welding Instructor 1 | SMAW/GMAW/FCAW/GTAW qualified | AWS Welding Inspector | NC3 Torque and Meter

Manuel Rodriguez — Welding Teaching Assistant 3 | 10 years welding experience | SMAW/GMAW/FCAW/GTAW qualified | Forklift certified

Bethany Wemkem — Welding Teaching Assistant 3 | SMAW/GMAW/FCAW/GTAW qualified | Forklift certified

Iris Wilkins — Welding Teaching Assistant 3 | SMAW/GMAW/FCAW/GTAW qualified | Forklift certified

Victor Geraci — Welding Teaching Assistant 2 | SMAW/GMAW/FCAW/GTAW qualified

Elijah Morales — Welding Teaching Assistant 2 | SMAW/GMAW/FCAW/GTAW qualified

Javier Aguirre — Welding Teaching Assistant 1 | SMAW/GMAW/FCAW/GTAW qualified | Forklift certified

Isaiah Cortez — Welding Teaching Assistant 1 | SMAW/GMAW/FCAW/GTAW qualified

Alberto Martinez — Welding Teaching Assistant 1 | SMAW/GMAW/FCAW/GTAW qualified
Melvin Melendez-Garcia — Welding Teaching Assistant 1 | SMAW/GMAW/FCAW/GTAW qualified
Dillyn Munoz — Welding Teaching Assistant 1 | SMAW/GMAW/FCAW/GTAW qualified
Anthony Posada — Welding Teaching Assistant 1 | SMAW/GMAW/FCAW/GTAW qualified
Taija Lemon — Welding Shop Assistant
Claudia Ybarra-Diaz — Welding Operations Administrator

Appendix C — 2026 School Calendar

Calendar Key:

Semester Start / End	Graduation Ceremony	Federal Holiday / Break	Career Fair / In-Service	Regular Event
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SPRING SEMESTER 2026 — A-START	
Thursday, January 1	New Year's Day (Observed) — No Classes
Monday, January 5	A-Start Spring Semester Begins
Friday, January 9	Student & Staff Lunch
Monday, January 12	8th Day — A-Start Spring Semester
Monday, January 19	Martin Luther King, Jr. Birthday (Observed) — No Classes
Friday, January 30	Student Workshop
Friday, February 6	Student & Staff Lunch
Friday, February 13	Student Workshop
Monday, February 16	President's Day (Observed) — No Classes
Friday, February 27	Last Day — B-Start Fall 2025 Class
SPRING SEMESTER 2026 — B-START	
Monday, March 2	B-Start Spring Semester Begins
Friday, March 6	Student & Staff Lunch
Monday, March 9	8th Day — B-Start Spring Semester
Friday, March 13	Student Workshop
Friday, March 20	Student Workshop
Friday, March 27	Career Fair
Friday, April 3	Student & Staff Lunch
Friday, April 10	Student Workshop
Friday, April 17	Student Workshop
Thursday, April 23	Last Day — A-Start Spring Class

Friday, April 24	SPRING GRADUATION CEREMONY
Wednesday, April 29	Instructor In-Service Day
SUMMER SEMESTER 2026 — A-START	
Monday, May 4	A-Start Summer Semester Begins
Friday, May 8	Student & Staff Lunch
Monday, May 11	8th Day — A-Start Summer Semester
Friday, May 22	Student Workshop
Monday, May 25	Memorial Day (Observed) — No Classes
Friday, June 5	Student & Staff Lunch
Friday, June 12	Student Workshop
Thursday, June 18	Last Day — B-Start Spring Class
Friday, June 19	Student Workshop
SUMMER SEMESTER 2026 — B-START	
Monday, June 29	B-Start Summer Semester Begins
Friday, July 3	Independence Day (Observed) — No Classes
Monday, July 6	8th Day — B-Start Summer Semester
Friday, July 10	Student & Staff Lunch
Friday, July 17	Career Fair
Friday, July 24	Student Workshop
Friday, July 31	Student Workshop
Friday, August 7	Student & Staff Lunch
Friday, August 14	Student Workshop
Thursday, August 20	Last Day — A-Start Summer Class
Friday, August 21	SUMMER GRADUATION CEREMONY
Wednesday, August 26	Instructor In-Service Day

FALL SEMESTER 2026 — A-START	
Monday, August 31	A-Start Fall Semester Begins
Friday, September 4	Student & Staff Lunch
Monday, September 7	Labor Day (Observed) — No Classes
Friday, September 18	Student Workshop
Friday, October 2	Student & Staff Lunch
Thursday, October 16	Last Day — B-Start Summer Class
Friday, October 16	Student Workshop
FALL SEMESTER 2026 — B-START	
Monday, October 19	B-Start Fall Semester Begins
Monday, October 26	8th Day — B-Start Fall Semester
Friday, October 30	Student Workshop
Friday, November 6	Student & Staff Lunch
Monday, November 9	Veteran's Day (Observed) — No Classes
Friday, November 13	Student Workshop
Friday, November 20	Student Workshop
Thu–Fri, November 26–27	Thanksgiving Day & Day After (Observed) — No Classes
Friday, December 4	Career Fair
Friday, December 11	Student Workshop
Thursday, December 17	Last Day — A-Start Fall Class
Friday, December 18	FALL GRADUATION CEREMONY
Wednesday, December 30	Instructor In-Service Day
Dec 19 – Jan 3	School Winter Break — No Classes Scheduled

Appendix D — 2027 School Calendar

Calendar Key:

Semester Start / End	Graduation Ceremony	Federal Holiday / Break	Career Fair / In-Service	Regular Event
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SPRING SEMESTER 2027 — A-START	
Friday, January 1	New Year's Day (Observed) — No Classes
Monday, January 4	A-Start Spring Semester Begins
Friday, January 8	Student & Staff Lunch
Monday, January 11	8th Day — A-Start Spring Semester
Monday, January 18	Martin Luther King, Jr. Birthday (Observed) — No Classes
Friday, January 22	Student Workshop
Friday, February 5	Student & Staff Lunch
Friday, February 12	Student Workshop
Monday, February 15	President's Day (Observed) — No Classes
Friday, February 26	Student Workshop
Friday, March 19	Student Workshop
Friday, March 26	Career Fair
Friday, April 2	Student & Staff Lunch
Friday, April 9	Student Workshop
Friday, April 16	Student Workshop
Thursday, April 22	Last Day — A-Start Spring Class
Friday, April 23	SPRING GRADUATION CEREMONY
Wednesday, April 28	Instructor In-Service Day
SUMMER SEMESTER 2027 — A-START	
Monday, May 3	A-Start Summer Semester Begins
Friday, May 7	Student & Staff Lunch

Monday, May 10	8th Day — A-Start Summer Semester
Friday, May 14	Student Workshop
Friday, May 21	Student Workshop
Monday, May 31	Memorial Day (Observed) — No Classes
Friday, June 4	Student & Staff Lunch
Friday, June 11	Student Workshop
Monday, July 5	Independence Day (Observed) — No Classes
Friday, July 9	Student & Staff Lunch
Friday, July 16	Career Fair
Friday, July 23	Student Workshop
Friday, July 30	Student Workshop
Friday, August 13	Student Workshop
Thursday, August 19	Last Day — A-Start Summer Class
Friday, August 20	SUMMER GRADUATION CEREMONY
Wednesday, August 25	Instructor In-Service Day
FALL SEMESTER 2027 — A-START	
Monday, August 30	A-Start Fall Semester Begins
Friday, September 3	Student & Staff Lunch
Monday, September 6	Labor Day (Observed) — No Classes
Monday, September 7	8th Day — A-Start Fall Semester
Friday, September 10	Student Workshop
Friday, September 17	Student Workshop
Friday, October 1	Student & Staff Lunch
Friday, October 15	Student Workshop
Friday, October 22	Student Workshop
Friday, October 29	Student Workshop

Friday, November 5	Student & Staff Lunch
Wednesday, November 11	Veteran's Day — No Classes
Friday, November 19	Career Fair
Thu–Fri, November 25–26	Thanksgiving Day & Day After (Observed) — No Classes
Friday, December 3	Student & Staff Lunch
Friday, December 10	Student Workshop
Friday, December 17	FALL GRADUATION CEREMONY
Dec 18, 2027 – Jan 2, 2028	School Winter Break — No Classes Scheduled