

LAS VEGAS INSTITUTE OF WELDING

Course Catalog

Program Year 2024

Effective Date: January 1, 2024

**Las Vegas Institute of Welding
4010 W. Hacienda Ave., Suite 100
Las Vegas, Nevada 89118
702-518-1157**

Licensed to operate by the Nevada Commission on Postsecondary Education

LAS VEGAS INSTITUTE OF WELDING

Las Vegas Institute of Welding Officials

CEO and CFO: Gabrielle Roper

Director: Gabrielle Roper

Academic Director: Jeremy Reed

FACULTY

Roberto Gomez-Rubio

Jeremy Reed

Patrick Ortiz

Arthur Ortiz

Diana Fregapane

ADMISSIONS

For admissions and admissions related inquiries, please contact:

Mike Simmons, Admissions Director (702) 518-3646 mike.s@lviw.net

JOB PLACEMENT

For job placement questions and inquiries, please contact:

Arthur Ortiz, Job Placement Specialist, (702) 350-4538 art.o@lviw.net

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MISSION STATEMENT

Las Vegas Institute of Welding (LVIW) was founded, and continues to operate, for the purpose of creating and delivering higher quality training and workforce development programs to provide students with marketable and in-demand job skills across various industries. The Institute and its programs are further intended to foster personal growth, directly improving the employability of students from difficult-to-serve backgrounds or populations, towards full workforce re-integration and pathways to long-term careers.

PURPOSE & METHODOLOGY

The purpose of the training offered by LVIW is to provide students with the hands-on skills, technical education, and required qualifications/certifications to secure and maintain living-wage employment as welders, metal fabricators, and material handlers in the manufacturing, construction, metal fabrication, and similar industries.

LVIW training is provided through a progressive series of subject-specific modules, which include classroom/technical learning and hands-on workshop skills training in each area. All training methods, practices, equipment, and simulated work environment are Industry Standard or better.

Welding and fabrication are acquired skills. They require a “feel” for the materials and equipment, while developing hand-eye coordination to master a delicate technique. To address this, LVIW training modules have been arranged in a specific sequence to steadily build the students’ confidence level and welding skills, maximizing their probability of success.

The modules in each learning track also include instructional content to reinforce “work ethic”, job readiness, and personal development. While not specifically welding skills, leadership and employability instruction is included in LVIW’s curriculum because current research indicates that employers demand these skills in today’s workplace.

Perhaps most importantly, individual training modules and the overall program itself are backed up by personalized coaching, mentor & peer support, and genuine encouragement at each step.

LVIW VALUES and VALUE PROPOSITION

Pursuant to its founding mission, a core value of LVIW is to maintain a strong and ongoing commitment to serving those who are at risk of unemployment or under-employment, due to various barriers.

LVIW’s training programs are specifically designed to accommodate and embrace students with difficult barriers, setbacks, and compromised backgrounds. This includes those being released from the justice system and/or having a criminal record, and those identified as being at high-risk due to poor educational outcomes.

These setbacks all too frequently result in someone being consistently rejected for employment, and excluded from the mainstream workforce. Unemployment, or facing a lifetime of minimum-wage and ‘dead end’ jobs, greatly increases the risk of damaging behaviors, violent crime, and recidivism.

LVIW addresses a critically unmet need in our community by leveraging several unique aspects of the welding and fabrication industry to overcome these disadvantages.

The skills required for basic welding can be learned regardless of the student’s level of formal education; it can be taught to nearly anyone wishing to learn. There is a strong and predictable demand for welders and fabricators in every community. A welder has a clear pathway to higher paying work as additional skills and experience are gained.

Most importantly, a welder’s success or employability is not dependent on personality traits, communication skills, sales ability, or physical appearance. Factors such as extensive tattoos and a gruff demeanor usually prevent applicants from being hired in many customer-facing and business-environment job positions. But these traits do not adversely affect a welder/fabricator’s work product or their value to the employer.

As such, high-risk students (who are faced with exclusionary barriers to most mainstream employment and career pathways) are offered a very rare “win-win” opportunity through the welding & fabrication industry: A trained entry level welder is employable upon graduation of LVIW’s welding program, and is able to become self-sufficient almost immediately. But as their experience and abilities grow, opportunities for increased earning become available. Further education and skills training can be added at any time, to include exotic materials and advanced welding equipment. Welders on pipeline projects, in specialized industries, or working with exotic materials are routinely able to earn six figure salaries.

Because of this unique combination of circumstances, the hardest to serve in our community can achieve self-sufficiency, without falling into a cycle of dead end job – re-offend – recidivism, while still creating a solid foundation on which to build a high-paying career.

Las Vegas Institute of Welding serves as the central key component to make these desirable outcomes actually happen in the real world. LVIW’s training program directly addresses and manages the unique barriers and needs of hard to serve student populations, while taking the “dead-end” out of entry level employment.

All LVIW training and activities are conducted in compliance with local, State and Federal regulations, using appropriate best practices. LVIW and its facilities, school, classrooms, and training workshops are a drug-free environment. All aspects of LVIW’s training, coaching, employment assistance, and interactions with students are conducted in a highly supportive and positive manner.

HISTORY

The Las Vegas Institute of Welding (LVIW) is a Woman Owned Small Business (WOSB); the business owner and Chief Executive Officer is Ms. Gabrielle Roper. LVIW was licensed by the State of Nevada Commission on Post-Secondary Education in 2019.

LVIW's owner and CEO Gabrielle "Brie" Roper has been around the welding and fabrication industry most her life, working alongside her husband, holding ownership, management, and leadership positions in their fabrication and metal finishing companies in Southern Nevada.

She saw that many of these companies were consistently having difficulty finding and retaining qualified welders and fabricators at virtually all skill levels. She further realized the cause of the problem was a troubling gap in the industry; the training and certification pipeline was simply not keeping up with an ever-increasing demand for qualified welders in the region.

As this shortage of qualified welders continued to worsen, Brie, now raising three children, realized that another unmet need in our community was also spinning out of control. Crime rates and recidivism were increasing, while too many people from difficult circumstances or 'compromised' backgrounds were unable to find good employment. A large number of people found themselves in a cycle of crime, jail, and unemployment, because they were less than desirable in the majority of workplace environments.

Brie realized that there was a niche where these forgotten people who were not easily employable elsewhere could thrive, at the same time addressing the shortage of talent she had identified in the welding industry. The missing piece of the puzzle was creating a specialized training program that addressed three interdependent needs: quality hands-on training for welders, robust supportive components to improve job-readiness and employability, and dedicated staff focused solely on job placement and job retention in the welding and fabrication industry.

The idea for Las Vegas Institute of Welding was born out of one entrepreneur's vision of a "home run" scenario: Provide the hardest to employ in our society with the skills they need to make a good living, place them into a lucrative industry that does not reject them on the basis of appearance/education/background, and make our community safer and better by turning taxpayer liabilities into taxpayers.

FACULTY

Patrick Ortiz, Arthur Ortiz, Diana Fregapane, Roberto Gomez-Rubio & Jeremy Reed:

Jeremy was selected as our **Academic Director** because of his extensive experience (22 years) in the welding industry, his intelligence, and his previous experience as an instructor and Certified Welding Inspector (CWI) as certified by AWS (The American Welding Society)..

Jeremy was an instructor at the College of Southern Nevada (CSN) for nine years. During that time, he taught the following courses and subjects:

SMAW, GMAW, Flux-core, Oxy-fuel, Metal Fabrication, Blueprint reading, and Non-Destructive testing; utilizing Phased Array, Ultra-Sound, Die Penetrant, and Mag Particle.

ACADEMIC CALENDAR

INTRODUCTION TO WELDING, GMAW, Gas Metal Arc Welding

INTRODUCTION TO WELDING, SMAW, Shielded Metal Arc Welding

CERTIFIED TRAFFIC CONTROLLER

Projected 2024 Training Program Schedule, WELDING COURSES:

Morning classes (9:00 am – 2:00 pm) **and** afternoon classes (3:00 pm – 8:00 pm) are scheduled to **begin monthly on the first Monday of every month** and the curriculum is scheduled so that all training modules are completed within 4 weeks after commencement of the first class (with noted exceptions *). Classes are Monday through Friday. The arrangement of the GMAW and SMAW class schedule is determined according to employment market demand. Interested students should contact the school if there is a preference for which of the 2 (GMAW or SMAW) the student wishes to attend.

Please note, the final class will include class time and one hour for graduation at 1:00pm for BOTH morning and afternoon classes. Afternoon class will be required to arrive at 1:00pm and will end at 6:00pm on graduation day.

Introduction to Welding- GMAW

January 8, 2024 – February 2, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm **(Please note that the Jan. class begins on the second Monday of the month and goes into the first week of Feb.)**

February 6, 2024 – March 1, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm

March 4, 2024 – March 29, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm

April 1, 2024 – April 26, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm

April 29, 2024 – May 24, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm (Please note that the May class begins the last Monday of April)

June 3, 2024 – June 28, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm

July 8, 2024 – August 2, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm. (Please note that the July class begins on the second Monday of the month and goes into the first week of August)

August 5, 2024 – August 30, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm

September 9, 2024 – October 4, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm. (Please note that the September class begins on the second Monday of the month)

October 7, 2024 – November 1, 2024, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm

November 4, 2024 – December 3, 2024*, 9:00 am to 2:00 pm, or 3:00 pm to 8:00 pm. (Please note that classes this month are extended into a 5th week to allow time off on Thanksgiving and the day after Thanksgiving, with graduation on Tues., Dec. 3, 2024.)

December 4, 2024 – December 23, 2024, 9:00 am to 4:30 (Please note the December class is only offered for a full day class that will begin on Wed. Dec 4 and graduate on an expedited schedule on Monday Dec. 23rd.)

Projected 2024 Training Program Schedule: CERTIFIED TRAFFIC CONTROLLER

Classes are scheduled for 3 consecutive days generally (Monday, Tuesday, and Wednesday), 1:00 pm until 6:00 pm.

January 22-24, 2024

February 26-28, 2024

March 18-20, 2024

April 15-17, 2024

May 13-15, 2024

June 17-19, 2024

July 22-24, 2024

August 19-21, 2024

September 23-25, 2024

October 21-23, 2024

November 18-20, 2024

December 16-18, 2024

***Dates and times are subject to change, based on student enrollment and observance of holidays. The school reserves the right to reschedule all courses.**

School and Business Hours

Las Vegas Institute of Welding classes are regularly scheduled on a published schedule. Generally, the morning welding classes are taught 9:00 am to 2:00 pm, and the afternoon welding classes are 3:00 pm - 8:00 pm, Monday through Friday. This may vary from time, especially during the months of November and December, when classes are either lengthened or extended into a fifth week to accommodate time off for Thanksgiving and Christmas. The business office is open Monday through Friday, 9:00 am to 5:00 pm, excluding holidays.

Observed Holidays

Business Office Holidays:

New Year's Day

Martin Luther King's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving and the day after Thanksgiving

Christmas Day

School Holidays:

President's Day

Independence Day

Labor Day

Thanksgiving and the day after Thanksgiving

Christmas

New Year's Day

To Apply for Admission:

Prospective students must complete an application for admission. Applications can be obtained at the same site where the classes will be held: Las Vegas Institute of Welding, 4010 W. Hacienda Ave., Suite 100, Las Vegas, Nevada 89118, 702-518-1157, each business day between 9:00 am and 5:00 pm.

Steps to Enrollment:

All new prospective students are required to complete the following steps to enroll:

WELDING COURSES:

1. Apply for admission and receive a copy of the Course Catalog.
2. Payment of the tuition amount, \$5850. All tuition and other fees **must** be paid prior to the first date of class or the student will automatically be dropped from the class. The only exception to this policy is a written agreement signed by the school administration and the student or the student's agent.

CERTIFIED TRAFFIC CONTROLLER COURSE:

1. Apply for admission and receive a copy of the Course Catalog.
2. Register for classes and pay a deposit of \$100. Fees are payable to Las Vegas Institute of Welding.
3. Payment of the remainder tuition amount, \$880. All tuition fees must be paid prior to the first date of class or the student will automatically be dropped from the class. The only exception to this policy is a written agreement signed by the school Director or the school owner, and the student or student's agent. (The deposit is applied towards the total tuition fee of \$980.)

The procedure for admission to Las Vegas Institute of Welding may change from time to time.

Admission Eligibility:

Welding:

There is no written pre-admission testing. A vision test is recommended, but not required. Welding can be physically demanding requiring fine motor dexterity and the ability to lift at least 50 pounds. **It is highly recommended that the student receives an eye examination prior to registering for any class. Weld quality is highly dependent on clear and accurate vision, especially at a “reading distance”, approximately 8” – 24”. There will be an in-person orientation with the school administration on the first day of class. The prospective student is expected to inform LVIW on or before the first day of class, if there are any medical, mental, logistical, or physical conditions which may limit the student’s ability to attend and/or perform the activities while at the school.**

Certified Traffic Controller & Introduction to General Industry Trades:

There is no written pre-admission testing. A vision test is recommended, but not required. Students must be at least 18 years of age.

The prospective student is expected to inform LVIW on or before the first day of class, if there are any medical, mental, logistical, or physical conditions which may limit the student’s ability to attend and/or perform the activities while at the school.

PROGRAM TUITIONS:

Welding Program Tuition

Full payment is due at the start of the class for which the student is registered, unless a prior written agreement has been executed and signed by the LVIW owner or the Director of LVIW, and the student or the student’s agent. There are charges for textbooks, PPE, equipment, tools and materials needed to successfully attend and safely complete the class. For safety reasons, the student is expected to use the materials issued by LVIW. These items will be distributed during the first night of class and the student will sign for acceptance of these items and be given a complete inventory list. If any of these items are lost, destroyed, or damaged beyond a safe usable standard, the student will need to replace them or be dropped from the class.

Tuition:	\$5,850.00
Books:	\$148.00
Other Costs (PPE, weld materials/supplies, etc.)	\$741.50
Tools	\$694.74
Total	\$7,434.24

Other costs, include equipment costs. Equipment costs include a professional welding helmet, industry standard gloves, personal protection equipment (PPE), such as steel toe boots, and safety glasses. An itemized list of the supplied tools is available upon request.

Financial Assistance Program for Welding Courses:

LVIW recognizes that not all people have the ability to pay the entire cost of tuition prior to the start of class. In these instances, LVIW may decide to offer a payment plan at the discretion of LVIW administration. This payment plan is an interest free loan and is subject to the following conditions and agreements:

- There must be an initial down payment of \$3500, leaving an outstanding balance of \$3934.24.
- The student must make 24 monthly payments of \$175, for a total of \$4200. Included in this amount of \$4200 is an administration fee of \$265.76.
- The student should agree to automatic monthly “drafts” or ACH payments.
- Payments are due on the 1st of every month, beginning on the 1st of the month closest to 30 days after the student has graduated. There is a \$20 late fee for any late payments.

Certified Traffic Controller Program Tuition:

Full payment is due at the start of the class for which the student is registered, unless a prior written agreement has been executed and signed by the LVIW owner, and the student or the student’s agent. There are charges for textbooks, PPE, equipment, tools and materials needed to successfully attend and safely complete the class. For safety reasons, the student is expected to use the materials issued by LVIW. These items will be distributed during the class and the student will sign for acceptance of these items and be given a complete inventory list. If any of these items are lost, destroyed, or damaged beyond a safe usable standard, the student will need to replace them or be dropped from the class.

Tuition:	\$510
Books:	\$75
PPE	\$175
Tools and Equipment	\$220
Total	\$980

PROGRAM DESCRIPTIONS:

WELDING COURSES:

The **Introduction to Welding** courses are designed to prepare the student for an entry level position within the workforce. The complete 100 hour courses have been divided into very specific learning modules which are designed to provide the student with the commonly required prerequisites for work within the welding and welding related occupations. The course training modules are grouped into 2 specific groupings: SMAW and GMAW. SMAW is the correct industry name for shielded metal arc welding, sometimes known as “stick welding”. GMAW is the correct industry name for gas metal arc welding, sometimes known as “MIG”.

I. Course Title: Introduction to Welding – SMAW, Shielded Metal Arc Welding

Training Modules:

- A) **Welding Safety**
- B) **Welding Symbols**
- C) **SMAW Equipment and Setup**
- D) **SMAW Electrodes**
- E) **SMAW Beads and Fillets**
- F) **Oxyfuel Cutting**
- G) **Plasma Arc Cutting**
- H) **Base Metal Preparation**
- I) **Weld Quality**
- J) **Air Carbon Arc Cutting and Gouging**
- K) **Joint Fit-up and Alignment**
- L) **SMAW – Groove Welds with Backing**
- M) **SMAW – Open Root Groove Welds – Plate**
- N) **Certified Forklift Operator**
- O) **CPR – First Aid, AED**
- P) **OSHA 10**

Course Title: Introduction to Welding – GMAW, Gas Metal Arc Welding

Training Modules:

- A) **Welding Safety**
- B) **Welding Symbols**
- C) **GMAW and FCAW – Equipment and Filler Metals**
- D) **Preheating and Post heating of Metals**
- E) **GMAW – Plate**
- F) **Oxyfuel Cutting**
- G) **Plasma Arc Cutting**
- H) **Base Metal Preparation**
- I) **Weld Quality**
- J) **Air Carbon Arc Cutting and Gouging**

- K) Joint Fit-up and Alignment**
- L) FCAW – Plate**
- M) Reading Welding Detail Drawings**
- N) Certified Forklift Operator**
- O) CPR – First Aid, AED**
- P) OSHA 10**

CERTIFIED TRAFFIC CONTROLLER COURSE:

The Certified Traffic Controller course is designed to prepare the student for an immediate entry level position within the workforce. The complete 15 hour course is divided into two modules, OSHA 10 and ATSSA flagger training which are designed to provide the student with the commonly required prerequisites for work as a Certified Traffic Controller (flagger).

Training Modules:

- A) Introduction**
- B) Equipment**
- C) Flagger position**
- D) Advanced warning area/Advanced flaggers**
- E) Flagger procedures**
- F) Traffic Control at haul roads**
- G) Flag carrying method**
- H) Pilot car operation**
- I) Additional aides**
- J) Rules of conduct**
- K) Emergency procedures**
- L) OSHA 10 (General Construction)**

TUITION AND REFUND POLICY:

If Las Vegas Institute of Welding has substantially failed to furnish the training program agreed upon in the enrollment agreement, Las Vegas Institute of Welding shall refund all the money the student or agency has paid.

Any cancellation must be in writing and will be effective as of the date it is received by Las Vegas Institute of Welding.

If a student cancels his or her enrollment before or during the first 3 days of the training program, Las Vegas Institute of Welding shall refund 100% of the tuition to the student or the agency which paid for the student's enrollment. Any tools, equipment, books, or

training materials issued to the student are not included in this refund policy. The student must receive and review a copy of this Course Catalog prior to signing any Enrollment Agreement. It is the duty of the student to ensure that all questions are satisfactorily answered prior to signing the Enrollment Agreement. The Enrollment Agreement must be signed either prior to the start of instruction, or on the first day of instruction, during the orientation.

If a student withdraws or is expelled by Las Vegas Institute of Welding after the start of the training program and before the completion of more than 60 percent of the program, Las Vegas Institute of Welding shall refund to the student a pro rata amount of the tuition equal to the total tuition multiplied by a fraction, the numerator of which is the number of days of instruction remaining, and the denominator of which is the total number of days of instruction scheduled for the course minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

If a student withdraws or is expelled by Las Vegas Institute of Welding after completion of more than 60 percent of the training program, the student will not be refunded any money and Las Vegas Institute of Welding may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

If a refund is owed, the Las Vegas Institute of Welding shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- (a) Date of written cancellation by a student of his or her enrollment; or
- (b) Date of termination by Las Vegas Institute of Welding of the enrollment of a student; or
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
- (d) Last day of attendance of a student, whichever is applicable.

Books, educational supplies, and equipment for individual use are not included in the policy for refund required. This is because all of these items are permanently marked for individual identification when they are issued on the first night of class and they become the permanent property of the student.

Disputes must be resolved by the Director for refunds required by this subsection on a case-by-case basis.

For the purposes of this section:

- (a) The period of a student's attendance must be measured from the first day of instruction as stated in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
- (b) The period of time for a training program is the period set forth in the enrollment agreement.

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment.

ACCOUNT FOR STUDENT INDEMNIFICATION

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

CODE OF CONDUCT AND ETHICS

Las Vegas Institute of Welding is committed to fostering and supporting an orderly and respectful learning environment for all. Students are subject to local, state and national laws as well as Las Vegas Institute of Welding and facility regulations. Students are responsible for the following:

- * Read and understand the contents of the course catalog;
- * Keep the Academic Director and that office informed of an accurate address, phone number and other contact information as it may change from time to time;
- * Attend classes timely, participate in class and complete all assignments as directed by the Instructor;
- * Behave in a professional manner to contribute to a positive learning environment for all students;
- * Comply with any additional rules of conduct which may apply specifically to a prohibition of food and beverages in all designated areas. There is to be NO food or drinks in the classroom, except water.
- * Power down and refrain from using any electronic devices in class except at the specific direction of the Instructor;
- * Abide by any other reasonable rules of conduct as may be clearly posted or provided to the student.
- * No use any non-prescription drugs, marijuana products, alcohol, and any tobacco products on the property of Las Vegas Institute of Welding.
- * No cheating on exams or assignments, or committing plagiarism.
- * No sexual misconduct, i.e.: unprofessional advances, vulgar or offensive language, innuendoes, or harassment on the School's premises.
- * No disruptive, abusive, or unprofessional behavior.

- * Zero tolerance for student under the influence or in possession of alcohol, marijuana, or any controlled substances on the School's premises.
- * Threat or physical altercation with staff, faculty or another student.
- * Notify the school when you are going to be absent or tardy.
- * Notify the school of any medical, physical, or mental condition which prevents you from performing the tasks at the school.
- * Notify the instructor when leaving the area of instruction.
- * After the start of class, do not go outside the building until the class is finished, unless you have the permission of the instructor.

Discipline of Students and Conditions for Dismissal

If an Instructor or Administration observes or becomes aware of conduct which they believe violates the Code of Conduct & Ethics set forth above, they shall declare a first offense for the student involved. Upon a first offense, the student will be warned verbally of their offense by the Instructor and it will be notated in their student file and reported to the Director. If the offense is deemed a serious offense, there could be more serious punishment, up to and including dismissal from the school. Otherwise, a warning will specifically identify the offense and notify the student that upon a second offense, disciplinary action will be taken.

If an Instructor or Administration observes additional conduct by a student which they believe violates the Code of Conduct & Ethics, they may impose a second offense on the offending student. The student will be given a written warning specifying the transgression. The offending student will have a meeting with the Administration to discuss his/her conduct. The offending student will be advised that the consequences of a third offense will result in dismissal from Las Vegas Institute of Welding. If an Instructor or the Director believes a student violates the Code of Conduct & Ethics, above, for a third offense, the Director will meet with the student, advise them of the offense, and advise them that as a consequence, they are being dismissed from Las Vegas Institute of Welding for unsatisfactory conduct. The offending student may appeal to the Director for reversal or reinstatement. The decision made by the Director is final and not appealable.

Standards of Progress

The student must attain a minimum passing score of at least 70% on each of the training module exams. Unsatisfactory progress will be any score less than 70 % on the module exam and will require the student to re-test. A second failing score can cause the student to be dropped from the class and be subject to the refund policy.

GRADING SCALE:

<u>Grade</u>	<u>Standing</u>	<u>Percentage</u>	<u>GPA</u>
A	Excellent	93-100%	4.0
B	Good	86-92%	3.0
C	Average	70-85%	2.0
F	Failing	0-69%	1.0
I	Incomplete	N/A	N/A
X	Leave of Absence		N/A
W	Withdrawn	N/A	N/A
T	Terminated	N/A	N/A

Welding Course SAP:

All students must meet the following minimum standards of Satisfactory Academic Progress (SAP) during the Welding courses:

- Maintain a minimum cumulative grade point average of 2.0 at the completion of every week;
- Achieve an attendance rate of 90% at the completion of 50 hours;
- Complete the program of study within a Maximum Time Frame (MTF), which is designated as the date of the last scheduled class.

Students are monitored for SAP at the completion of 50 hours and are advised of their academic progress at that point in time.

Students who have not maintained a minimum cumulative weekly GPA of 2.0 and a cumulative attendance rate of at least 90% at the end of 50 hours will be placed on probation for the duration of the course (end of classroom training). At the end of the probationary period, if the student is still not meeting the SAP requirements, the student will either be terminated from school, or, they may appeal the finding. Students who successfully appeal are allowed to continue in school or be placed into a subsequent course.

Students who do not appeal or whose appeal is denied will be dismissed.

Certified Traffic Controller SAP:

All students must meet the following minimum standards of Satisfactory Academic Progress (SAP) during the Certified Traffic Controller course:

- Student must pass final exam with a score of 80% or better.

- Student must attend all sixteen (16 hrs.) of instruction.
- Complete the program of study within a Maximum Time Frame (MTF), which is designated as the date of the last scheduled class.

Students are monitored for SAP at completion, based on final exam.

Students who do not obtain a passing score of 80% or higher, or do not complete the 16 hrs. of instruction will either be terminated from school, or, they may appeal the finding. Students who successfully appeal are allowed to continue in school or be placed into a subsequent course.

Students who do not appeal or whose appeal is denied will be dismissed.

ATTENDANCE POLICY

Students are expected to call and inform the school PRIOR to any absence or tardiness.

Adult education assumes maturity, seriousness of purpose and self-discipline to meet the responsibilities associated with the course for which a student is registered. Students are expected to attend each meeting of every course for which they have been registered. Attendance is essential for normal learning progress.

Welding course attendance policy:

Each student's attendance is recorded for every class for which he/she is scheduled. This data is recorded and may be used to calculate the individual student's attendance for the duration of the course. Faculty will review attendance records and will contact any student identified as having unsatisfactory attendance. Maximum number of 2 absences. The student will be dropped from the class on the third absence.

Students are expected to be present at the stated start time for the class. Failure to accomplish this will be considered tardy. All such tardiness, of however minimal a duration, will be cumulated. When a student aggregates fifteen (15) minutes of tardiness, the student will be subject to disciplinary action. Such action may include, but is not limited to, a mandated one (1) extra hour of class time. Tardiness that accumulates in excess of fifteen (15) minutes may result in expulsion from the class.

A student is considered absent if they are not in class when more than fifteen (15) minutes of the scheduled class time has passed. An unexcused absence occurs when a student is unable to provide documentation indicating a reasonable reason for an absence. If the documentation provided is found to be reasonable, an excused absence will be given.

A limited number (2) of excused absences may be allowed on a case by case basis, with written documentation of the reason substantiating the absence (i.e. written documentation showing

viable excuse, such as a medical emergency). If absences continue to occur after the first excused absence, without being excused, the student will be expelled, and training terminated.

Students are required to submit any required makeup work or take any quizzes within forty-eight (48) business hours after an absence.

Students may request a leave of absence. All requests must be submitted, in writing, to the Director. A case-by-case determination will be made regarding necessity and need of the absence. If granted, the student will be allowed to enroll in the next available scheduled course and must be completed within the calendar academic year.

Certified Traffic Controller attendance policy:

Each student's attendance is recorded for every class for which he/she is scheduled. This data is recorded and may be used to calculate the individual student's attendance for the duration of the course. Faculty will review attendance records and will contact any student identified as having unsatisfactory attendance. The student will be dropped from the class upon any absence.

Students are expected to be present at the stated start time for the class. Failure to accomplish this will be considered tardy. All such tardiness, of however minimal a duration, will be cumulated. When a student aggregates fifteen (15) minutes of tardiness, the student will be subject to disciplinary action. Such action may include, but is not limited to, being dropped from the class.

A student is considered absent if they are not in class when more than fifteen (15) minutes of the scheduled class time has passed. An unexcused absence occurs when a student is unable to provide documentation indicating a reasonable reason for an absence. If the documentation provided is found to be reasonable, an excused absence will be given, but the student will be required to attend the next scheduled course or elect to receive a refund according to the refund policy.

Students may request a leave of absence. All requests must be submitted, in writing, to the Director. A case-by-case determination will be made regarding necessity and need of the absence. If granted, the student will be allowed to enroll in the next available scheduled course and must be completed within the calendar academic year.

Facility Resources

The Las Vegas Institute of Welding is located at 4010 W. Hacienda Ave., Suite 100 in Las Vegas, Nevada. Our relatively new 5460 square foot facility has both a large, modern classroom and a huge 3198 square foot lab/practical area. The climate controlled classroom has a large screen television, huge white board, informative learning posters, and a demonstration table. Each of the student desks is a standard adult combo desk with seat and desktop.

In addition, for our welding courses we also utilize the following. Our SMAW class utilizes 8 Lincoln ES275i welding machines. We also purchased 6, state of the art, Miller 255 Millermatic machines and 3 Miller 252 Machines. These “latest technology” machines allow the student to perform SMAW, GMAW, and GTAW welding processes. We also integrate training for a Certified Forklift Operator license on our Hyster forklift. Our on-site Ramco hydraulic press is used for AWS certified bend tests after being prepared on our horizontal band saw. The Victor torch setup is new and used during the training module which emphasizes Oxy-Acetylene cutting and torching. All of the various welding lab training is conducted in our custom designed welding booths which function as both a safety barrier and student separation. These booths each have the lighting and power needs for the best training experience.

Credits for Previous Training

Las Vegas Institute of Welding does not accept credits from previous trainings.

Affirmative Action / Equal Opportunity

The Las Vegas Institute of Welding does not discriminate in the admission of students on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability or national origin.

We recognize our responsibility to provide equal access to educational programs and services to all qualified persons with documented disabilities as mandated under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

Students requesting accommodations are responsible for providing appropriate and current medical documentation of their disability. Students with disabilities should contact the Director to initiate services as soon as possible after making the decision to enroll.

Disclaimer

This course catalog describes anticipated programs, courses and requirements. These are subject to modification at any time. While all effort will be made to contact students if there is a change in a course they have registered to attend, we reserve the right to reschedule or delay programs, in the event a minimum number of students in a class are not met. We also reserve the right to limit enrollment, to change fees and to expel a student from Las Vegas Institute of Welding for cause at any time.

Grievance Procedure

Students enrolled in a licensed private postsecondary educational institution have the right to register a legitimate complaint with CPE. Prior to filing a complaint, the student must attempt to

resolve the issue with the Director at LVIW according to the policies of the school. We are required to publish a catalog and have each student complete an enrollment agreement for an enrollment to be legally valid. Please review these documents when considering filing a complaint.

If a student is unable to reach a resolution with LVIW, the student can contact CPE and CPE will attempt to resolve the issue until 1 year after the last date of attendance or date on which the damage occurred, whichever is later. The complaint must set forth the alleged violation of NRS 394.383 to 394.560 inclusive or regulations adopted pursuant thereto and contain other information as required by regulation of the Commission.

Formal complaints are investigated by CPE staff with a decision by the Administrator. If either party does not agree with that decision, an appeal to the full Commission may be requested within 10 days of the Administrator decision.

Students must provide CPE with a copy of the student enrollment agreement, receipt of monies paid, all support documentation related to the allegation and a written statement. Failure to provide support documentation can impact the length of time to complete an investigation or impact the final outcome. CPE will not communicate with a student concerning the investigation until the investigation is concluded unless the agency requires additional information from the student.

Job Placement Assistance Program for Welding Courses:

The main reason that students attend our courses is because they are looking for a new career in the Welding and Metal Fabrication employment sector. The students recognize that this area of employment offers many different career paths within this broad spectrum of opportunities, and they know that many of these experienced positions offer possibilities of substantially better pay, with skills that can be transferred to many different parts of the United States.

At LVIW (Las Vegas Institute of Welding) we believe job placement assistance is an extremely important part of the education and training process. Although we cannot guarantee job placement, most of our graduates obtain employment within a couple of weeks after graduation.

Our dedication to job placement starts on the first night of class. On the first night, students fill out a "Resume Builder" form. The LVIW staff then uses this form to construct a resume that is "industry focused". The student receives a 1-page resume that emphasizes any prior skill sets that a welding / metal fabrication employer would be interested in knowing. It also means that all the certifications and training that the student receives during the course are included and stated correctly.

Job Placement Assistance Program for the Certified Traffic Controller course:

The main reason that students attend our courses is because they are looking for a new career in the road construction and traffic safety employment division. The students recognize that this area of employment offers many positions within this broad spectrum of opportunities, and they know that many of these experienced positions offer possibilities of better pay, with skills that can be used in different parts of the United States.

At LVIW (Las Vegas Institute of Welding) we believe job placement assistance is an extremely important part of the education and training process. Although we cannot guarantee job placement, most of our graduates obtain employment within a couple of weeks after graduation.

It is important that the student realize that LVIW will ASSIST the student in obtaining employment. It is the student's responsibility to also conduct an independent search for employment. Graduates of the program should actively begin job searching immediately following the completion of their training. At graduation the student is given a copy of their training file. This file contains all the certificates that the student has earned during their training, a copy of their training transcript and an information sheet that educates the potential employer about the course that the student completed. Copies (the student should retain all originals) of these documents should be given to the employer at the time of the job interview.