



John Lopez Welding School

School Catalog

Supplying the growing need for competent welders by developing individuals with employable industry skills

OVERVIEW

John Lopez Welding School trains students who are seeking to excel in the welding profession. Our objective is to teach students actual job practices used in today's welding industry. All courses include booth instruction, lecture, practice and final exam. Certificates are awarded to all successful graduates.

CONTACT INFORMATION

Address:	2925 Mosasco Street, Unit B Bakersfield, CA 93312
Phone:	(661)588-3525
Fax:	(661)588-3526
E-mail:	info@jlweldingschool.com
Web Site:	http://www.jlweldingschool.com

MISSION STATEMENT

John Lopez Welding School continually endeavors to fill the void that is being left by retiring welders in the construction, fabrication and manufacturing industries. Our close association with local employers allows us to teach actual job practices being used in industry today. By reducing complexity, while concentrating on fundamentals, work ethic and hands-on practice, we are able to provide unemployed and under employed individuals the skills needed to become successful members of the welding community. We are committed to staying current, if not ahead, with the ever-changing skill set required in the local welding industry. By studying and evaluating student learning outcomes as well as our institutional goal achievements we are able to continually make the necessary adjustments to our educational programs and business practices that benefit our students, staff, employers, and the community.

This Catalog is valid for the period June 1, 2017 through May 31, 2018

PURPOSE

John Lopez Welding School seeks to lay a foundation for those men and women interested in making or enhancing their career in welding. Our students are trained and prepared for immediate employment. All courses include booth instruction, lecture, practice and final exam. Each student tests for appropriate welding certifications throughout their course. The goal is to provide them with the work ethic, knowledge, skills and experiences necessary to efficiently perform on the job.

Courses consist of job safety, cutting and beveling, (manual and machine) test procedures, plate welding - all positions, pipe welding - various positions and metals, reading drawings and basic pipe fitting. Some of the major benefits of choosing John Lopez Welding School are; our courses are designed with real job practices and skills to be successful in the field of welding, we train our students through a simplified and concentrated approach, job placement assistance with local and out of town contractors is available, classes are available in Spanish and subsidized funding may be available to those who qualify.

HISTORY

John Lopez has been training welders and helpers in an on-the-job setting since the late seventies. Following the work, welding his way back and forth across the country from Galveston to Bakersfield, John has left his mark on hundreds of welders teaching them how to weld safely and efficiently. His guiding mantra; “Anyone can teach welding. I teach my guys how to make a good living in the welding business.” His peers, helpers and supervisors joked that he should open a school.

Bakersfield was never more than another town to John. The big difference, the welding work never stopped. Settling down in Kern County, he married and started a family. Wanting more time with his family, he was looking for a way to cut back to forty hour weeks. The idea of the welding school was looking like a real possibility. Just before the turn of the millennium, John put the wheels in motion to open a Welding School in Bakersfield.

In May of 2005, John Lopez Welding School was awarded an Institutional Approval from California’s Bureau for Private Postsecondary and Vocational Education. The rest of the year was spent securing, permitting, licensing, staffing and equipping a suitable location. In February of 2006, we enrolled our first student and have been steadily graduating and placing new welders since.

ACCREDITATION

John Lopez Welding School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is a recognized accrediting agency by the U.S. Department of Education.

INSTRUCTIONAL FACILITIES

The school's physical address is 2925 Mosasco Street, Bakersfield, California 93312. The school consists of 5,000 square feet of classrooms and offices on one floor specifically designed as a welding school. There are two administrative offices, a separate classroom, a common instruction area, a large workshop and seventeen welding booths for individual instruction, with teaching equipment sufficient to meet educational needs. Two restrooms are located off of the main corridor. Maximum capacity for the school is nineteen students on each shift, day and night. Four basic courses; Basic Plate Welding, Pipe Welding, Advanced Pipe Welding and TIG/MIG Welding can be filled in any combination at the seventeen stations and portable welding rigs.

ENTRANCE REQUIREMENTS

Entrance in our training program is open to almost any prospective student with a desire to learn how to weld. Each person is accepted only if, in the school's opinion, such individual has the possibility of success in the chosen objective. Our minimal physical requirements across all programs are good vision, steady hands and ability to maneuver one's body into the position necessary to make almost any weld. Administrative requirements are detailed in the next few sections. Our only financial requirement is the ability to pay for the program. Some of our programs have specific prerequisites and/or recommendations. These are detailed as necessary in the summaries of the programs that follow.

ADMISSIONS POLICIES

Since John Lopez Welding School measures its period of attendance in clock hours rather than credit hours, credits earned at other institutions are not accepted. There are no articulation or transfer agreements with any other colleges or universities. However, on an individual basis, prospective students with experience in welding are evaluated for advanced placement. This may result in fewer clock hours of training and lower fees accordingly.

To be considered for admission the prospective student must possess a high school diploma or its equivalent. Otherwise the applicant shall successfully take an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) as of July 1, 2012. The student may not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.

TUITION AND OTHER STUDENT CHARGES

The dollar amounts labeled "Cost" on the following program description pages are all inclusive. There is no additional cost beyond that other than the California Student Tuition Recovery Fund assessment which is discussed in detail elsewhere in this catalog. The current amount is \$0.00 per \$1,000 in tuition and fees. All tuition, costs, fees and other student charges related to enrollment, such as books, supplies, tools, equipment, transportation (except to and from school), and certifications, are included in the "Cost" or not applicable

ADMISSION PROCEDURE

The school has an open entry policy. Since our courses are designed hourly and are primarily on a one-on-one basis, students may enter on any day at any time during the year. Once a prospective student has their funding established they report to the main reception office at our school with all of the required paperwork. This can be done on any weekday during our regular business hours. Appointments are recommended but we do service walk-ins without one on a first come first serve basis. If necessary, an enrollment appointment can be set outside of normal business hours on request.

Once required paperwork and payment method has been verified the prospective student and his party are escorted to the office of an admissions official. This official reviews the paperwork and determines which program the new student is entering. If everything is in order the documents are photocopied and scanned and the originals are returned.

The enrollment official confirms that the student has read our catalog prior to this meeting and offers to address any concerns as well as answer any lingering questions. When assured that the student has a firm understanding, the enrollment official enters the candidate's information into our student database. Once complete the computer creates the new enrollment agreement and a School Performance Fact Sheet that corresponds to the program being entered.

The fact sheet is reviewed and explained in detail. Along with contact information for the Bureau for Private Postsecondary Education, this statewide standardized fact sheet contains three charts of quantitative measurements; program completion rates, graduate job placement rates and starting salaries, grouped into mandated ranges for the previous two years. California requires that the enrolling student initial and date each of the three charts. Both the prospective student and appropriate member of management are required to sign and date the last page.

Finally, the enrollment agreement is addressed. The prospective student is asked to verify his personal information and once again the details of the program are reviewed. Again the enrollment official asks if there are any questions. The signature line is pointed out to the candidate and he is given time to review the agreement and ask questions. Once satisfied in his understanding the new student signs the agreement. The agreement is then signed by appropriate management.

Both the executed enrollment agreement and School Performance Fact Sheet are photocopied, digitally scanned and the originals are added to the new student's enrollment package. In addition to the original copies of the executed documents, this package contains a full size school catalog in 8-1/2" x 11" format, a welcome letter from the ACCSC and one of John's business cards.

One more time the enrollment official offers to answer any questions. If none exist, the enrollment process is complete. The student is then taken and introduced to the lead instructor on duty to receive information on how to be prepared when he returns to begin his program.

EXPERIENTIAL CREDIT

Experiential credit is granted on an individual basis. Any student who has verifiable “National Center for Construction Education and Research” (NCCER) course completions, (listed in the NCCER National Registry) will not be required to test again or attend the classroom session on the identical module with us. Current “American Welding Society” (AWS) and “American Society of Mechanical Engineers” (ASME) certificates are considered for advanced placement.

All prospective students with practical experience in welding, regardless of certifications, requesting advanced placement are required to produce sample welds for inspection. There are no charges or fees for a prospective student’s initial sample welds. The quality of the welds is evaluated (visually and destructively) by an instructor. If the welds pass the evaluation, the student is eligible to pass over one or both (Plate & Pipe) of the stick rod on carbon steel classes depending on the samples created.

Prospective students can appeal the instructor’s decision by asking for the opinion of a different instructor. If the second opinion differs from the first, the school director will examine the coupon and make a final decision. This too may be appealed. If the testing student still disagrees about the quality of the weld, the coupon can be sent out to an independent weld x-ray service at the student’s expense. X-ray results are always final.

If the prospective student chooses to take a retest, they may. Only the first attempt at preadmission testing is free. Any additional testing will be charged at the current preferred testing rate. At the time of this publication current preferred rates were \$125 per position for plate and \$200 per position for pipe.

LANGUAGE PROFICIENCY

At John Lopez Welding School, we primarily offer instruction in English. All of our written materials are in English. The student’s high school diploma or GED is the only documentation of English proficiency that we require. Basic English conversational skills along with understanding of construction site safety and instruction terminology is expected. Bilingual faculty and staff facilitate this. They are also available to help explain more difficult concepts to our Hispanic students in their native language if necessary.

English language services, including instruction such as ESL, are not provided by John Lopez Welding School. We do have faculty and staff members that are bilingual. Even though we could teach our courses entirely in Spanish, we put a big emphasis on the understanding of basic safety and job site communication in English. We do this to make our students more employable, but most importantly, to keep them safe while on their job site.

HOURS AND DAYS OF ATTENDANCE

School is in session fifty-two weeks a year but closed for the following holidays and/or vacation time: Presidents' Day, Independence Day, Memorial Day, Good Friday, Labor Day, Veterans Day, Thanksgiving, the Friday after Thanksgiving and up to two weeks for the Christmas and New Year holiday period.

Our day session runs from 7:00am until 3:30pm, Monday through Friday. After lunch and breaks it counts as 7.5 clock hours per day. (7.5 hours x 5 days = 37.5 clock hours per week) Most of our day programs are five weeks in length or 187.5 clock hours. When available, evening session runs from 4:00pm until 8:00pm, Monday through Friday. After a fifteen-minute break it counts as 3.75 clock hours per day. (3.75 hours x 5 days = 18.75 clock hours per week) Most of our evening programs are ten weeks in length or 187.5 clock hours.

The term clock hour is defined as a period of time consisting of a fifty to sixty-minute class, lecture, or recitation in a 60-minute period or a fifty to sixty-minute faculty-supervised laboratory or shop training in a 60-minute period. Clock hours are the same for each program whether attending day or night sessions.

Each program has a defined length in five-day weeks. The Holidays listed above are not included as days of attendance. Your enrollment agreement will specify your start and end dates. If you do not complete your program on time and wish to continue past your end date additional charges may apply.

In order to be classified as successfully graduated you must finish your program within 150% of its published length (1.5 times). This is its maximum timeframe. For example, a ten-week program must be completed in no more than fifteen weeks.

SAMPLE INSTRUCTIONAL SCHEDULE

Lab:	7:00 a.m.	to	8:00 a.m.
Lecture/Discussion:	8:00 a.m.	to	9:00 a.m.
Break:	9:00 a.m.	to	9:15 a.m.
Lecture/Discussion:	9:15 a.m.	to	10:00 a.m.
Lab:	10:00 a.m.	to	11:30 a.m.
Lunch:	11:30 a.m.	to	12:00 noon
Lecture/Discussion:	12:00 noon	to	1:00 p.m.
Lab:	1:00 p.m.	to	2:00 p.m.
Break:	2:00 p.m.	to	2:15 p.m.
Lab:	2:15 p.m.	to	3:15 p.m.
Clean Up, Roll Up	3:15 p.m.	to	3:30 p.m.

Basic Plate Welding

Five Weeks (187.5 clock hours)

Cost: \$6,200.00

(\$248.00 per day)

Course Description:

Designed to instruct in arc welding and safety using the Shielded Metal Arc Welding process (SMAW Stick) on carbon steel plate.

Purpose:

To teach the basics of the craft. Students start with safety, cutting, grinding and stick welding on carbon steel, culminating with the ability to weld in a straight line in three positions (vertical, horizontal and overhead).

Objectives:

- Passing grades on Safety and Cutting tests
- American Welding Society (AWS) D1.1 Certification.

Overview:

We use the AWS D1.1 code as part of our curriculum. Our students are trained and certified using the same SMAW welding rods and FCAW wires that are currently used in the structural welding arena. In addition, our students learn how to be safe on the jobsite. We place emphasis on those safety practices that are currently key issues for local industry. Our students use the same equipment or better than is used on jobsites today.

Content:

- Introduction to welding safety and electrodes: types, selection, classification and qualification
- Discussion of power source: types, selection and duty cycle; cable sizing, arc blow, and welding symbols
- Discussion of electrodes: advantages, limitations, and vertical-up versus vertical-down
- Certification and qualification test training
- Discussion of non-destructive testing, fillet gauge use and weld size determination
- Review of low hydrogen electrode procedures and techniques
- Practice of all manipulative arc welding techniques learned in class
- Introduction to oxy-fuel safety and processes: cutting
- Safety instruction - Oxy Acetylene – Arc Weld Safety Classification & Qualification
- Prep Work - Hand Cutting - Beveling Machines
- Welding Positions - Flat – Vertical - Overhead
- Fillet and open groove -SMAW - 6010 and 7018

Basic Plate Welding

(continued)

Required Texts and Written Materials:

NCCER – Contren Learning Series – Welding Level One
Modules: “Welding Safety” and “Oxy-fuel Cutting”

Instructional Clock Hours:

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Hours
Safety	5	2	5	12
Reading Drawings and Layout	3	3	4	10
Oxy-fuel cutting	4	5	16	25
Arc-Welding	20	30	90.5	140.5

Requirements for Completion:

- Score of 70% or better on NCCER “Welding Safety” & “Oxy-fuel Cutting” written tests.
- Passing score on “Oxy-fuel Cutting” performance evaluation
- Weighted final grade on final “Academic Progress Report” 70% or better
- Ready to test for AWS D1.1 Certificate
- Completion of at least 60% of enrolled clock hours

Occupations available to graduates include jobs as:

- Welder’s Helper – oil, construction
- Entry Level Structural Welder -Plate welding all positions (building tanks, pipe supports, ship building, and structural fabrication)

Upon successful completion of this course, students will be prepared to test for journeyman level structural welding.

Pipe Welding

Five Weeks (187.5 clock hours)

Cost: \$6,200.00

\$248.00 per day

Course Description:

Designed to instruct welders in welding safety and the Shielded Metal Arc Welding process (SMAW-Stick) of welding pipe to either meet ASME (vertical-up) or API (vertical-down) welding code.

Prerequisite:

Passing grade at John Lopez Welding School's Basic Plate Welding Course

-or-

Successful weld of sample test plate consisting of vertical and overhead welds with E6010 and E7018 electrodes. Will be evaluated by the instructor before being permitted to start the course.

Purpose:

To take individuals who are already structural welders (AWS D1.1 certificate holders) and teach them how to weld pipe.

Objective:

- Able to correctly bevel pipe with a hand torch and beveling machine
- Basic pipe fitting (90° - 45° - flanges – find angles – miter fittings)
- American Society of Mechanical Engineers (ASME) Section IX - 6G Certification.

Overview:

The instructors at our facility have very deep roots in the piping industry. Our students are given all of the understanding and skills required to leave us and become a knowledgeable entry level pipe welder. Here we use the ASME Section IX code to qualify our students. In addition, we have several portable welding rigs in order to introduce our welders to a typical on-the-job setting.

Pipe Welding

(continued)

Course Content:

- Learn fundamentals of ASME pipe welding, includes: 2G, proper fit-up, joint preparation, tacking, and electrode selection in vertical-up welding.
- Comparative techniques like whip vs. drag root pass are discussed along with testing procedures and grading.
- Review 5G, proper fit-up joint preparation, tacking and electrode selection in vertical up welding. Review techniques used in the vertical-up position. Review test procedures. Prepare for final test.
- Discuss 6G and weld troubleshooting, which includes DC- for less burn through, and landing vs. gap
- Explanations of AWS, ASME and API codes
- Pipe welding joints positioned at a 45-degree angle using vertical-down techniques.

Required Texts and Written Materials: None

Instructional Clock Hours:

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Hours
Safety	5	2	3.5	10.5
Reading Drawings and Layout	3	3	4	10
Pipe Fitting	5	5	13	23
Vertical-up Welding	10	17	45	72
Vertical-down Welding	10	17	45	72

Requirements for Completion:

- Weighted final grade on final “Academic Progress Report” 70% or better
- Ready to test for ASME 6G Certificate
- Completion of at least 60% of enrolled clock hours

Occupations available to graduates include jobs as:

- Welder’s Helper – oil, construction
- Entry Level Structural Welder -Plate welding all positions (building tanks, pipe supports, ship building, structural fabrication, etc.)
- Entry Level Pipe Welder – Pipe welding all positions (pipeline welding, chemical refineries, oil field welding, power plants, etc.)

Upon successful completion of this course, students will be prepared to test for journeyman level welding.

TIG/MIG Welding

Three Weeks (112.5 clock hours)

Cost: \$6,200.00

\$414.00 per day

Course Description:

Designed to instruct welders in welding safety and the Gas Tungsten Arc Welding process (GTAW/TIG - GMAW/MIG).

Prerequisite / Disclaimer:

Passing grades at John Lopez Welding School's Basic Plate Welding and Pipe Welding courses

-or-

Demonstrated ability to weld both plate and pipe. The 112.5-hour length is based on the assumption that the student can already successfully weld both plate and pipe using stick rod. We can teach basic welding using the TIG / MIG equipment and materials but the course will run almost double in length and proportionally more expensive depending on the individual. We strongly recommend that our Basic Plate Welding and/or Pipe Welding courses are taken first.

Purpose:

The more welding procedures that a welder is capable of, the more valuable he or she is to the employer. This class exposes the student to TIG (tungsten inert gas) welding, MIG (metal inert gas) welding or both. We concentrate on the procedures that are currently being used in our geographical area.

Objectives:

- Learn at least one welding procedure beyond stick rod on carbon steel
- Able to pass the appropriate and corresponding ASME or AWS Certification

Overview:

With changes in welding processes continually being integrated into local welding shops, we must train our students to be able to understand all of the different gasses and filler metals used. We are accordingly evolving here to teach the latest processes. Currently we have some of the latest technology along these lines in our shop/laboratory. Since GMAW is one of the easiest procedures to learn, we use it to train our shorter term students. Advanced students concentrate on the use of GTAW and are certified in it using the ASME Section IX code.

TIG/MIG Welding

(continued)

Course Content:

- Learn the fundamentals of GTAW (TIG) for steel, stainless, and aluminum.
- Welding procedures are taught on aluminum, carbon, and stainless steels.
- Welding consists of edge, corner, lap, and fillet welds in all positions.
- Welding carbon with E70S2 and stainless with 309 wire on a 6G position.

Required Texts and Written Materials: None

Instructional Clock Hours:

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Hours
Safety	2	2	4	8
Reading Drawings and Layout	2	2	4	8
Metal Inert Gas Welding	2	2	16	20
Tungsten Inert Gas Welding	10	15	51.5	76.5

Requirements for Completion:

- Weighted final grade on final “Academic Progress Report” 70% or better
- Ready to test for appropriate ASME or AWS Certificate
- Completion of at least 60% of enrolled clock hours

Occupations available to graduates include jobs as:

- Welder’s Helper – oil, construction, manufacturing
- Entry Level Gas Arc Welder – Plate or pipe welding all positions using either GTAW or GMAW (food processing plants, refrigeration welding, wineries, petrochemical refining)

Upon successful completion of this course, students will be prepared to test for journeyman level welding.

General Welding

Thirteen Weeks (487.5 clock hours)

Cost: \$18,600.00

(\$286.00 per day average)

Course Description:

This course prepares students with all of the basic knowledge needed for them to be successful combination welders. First we instruct in arc welding safety and the Shielded Metal Arc Welding process (SMAW Stick) for welding plate. Next we concentrate on welding safety and the Shielded Metal Arc Welding process (SMAW-Stick) of welding pipe to either meet ASME (vertical-up) or API (vertical-down) welding code. Lastly we expose our welding students to the Gas Tungsten Arc Welding process. (GTAW/TIG - GMAW/MIG) In this final section we teach our students to weld metals other than steel with the more difficult two-handed processes.

Purpose:

To teach the basics of the craft in all three disciplines; Plate Welding, Pipe Welding and TIG/MIG Welding. In the first portion of this class, students start with safety, cutting, grinding and stick welding on carbon steel plate. Students work toward the ability to weld in a straight line in three positions (vertical, horizontal and overhead). Next these individuals who are now structural welders (AWS D1.1 certificate holders) are taught how to weld pipe in various thicknesses and diameters. The middle section ends with a successful weld of 2" diameter schedule 160 coupon on a 6G position. The more welding procedures that a welder is capable of, the more valuable he or she is to the employer. In the final section we expose the students to TIG (tungsten inert gas) welding, MIG (metal inert gas) welding or both. We concentrate on the procedures that are currently being used by the employers in our geographical area.

Objectives:

- Passing grades on Safety and Cutting tests
- American Welding Society (AWS) D1.1 Certification.
- Able to correctly bevel pipe with a hand torch and beveling machine
- Basic pipe fitting (90° - 45° - flanges – find angles – miter fittings)
- American Society of Mechanical Engineers (ASME) Section IX - 6G Certification.
- Learn at least one welding procedure beyond stick rod on carbon steel
- Able to pass the appropriate and corresponding AWS or ASME certification

General Welding

(continued)

Overview:

We use the AWS D1.1 code as part of our curriculum. Our students are trained and certified using the same SMAW welding rods and FCAW wires that are currently used in the structural welding arena. In addition, our students learn how to be safe on the jobsite. We place emphasis on those safety practices that are currently key issues for local industry. Our students use the same equipment or better than is used on jobsites today.

The instructors at our facility have very deep roots in the piping industry. Our students are given all of the understanding and skills required to leave us and become a knowledgeable entry level welder. Here we use the ASME Section IX code to qualify our students. In addition, we have several portable welding rigs that we use to introduce our welders to a typical on-the-job setting.

With changes in welding processes continually being integrated into local welding shops, we must train our students to be able to understand all of the different gasses and filler metals used. We are accordingly evolving here to teach the latest processes. Currently we have some of the latest technology along these lines in our shop/laboratory. Since GMAW is one of the easiest procedures to learn, we can use it to train our shorter term students. Advanced students concentrate on the use of GTAW and are certified in it using the same ASME Section IX code.

Course Content:

- Introduction to welding safety and electrodes: types, selection, classification and qualification
- Discussion of power source: types, selection and duty cycle; cable sizing, arc blow, and welding symbols
- Discussion of electrodes: advantages, limitations, and vertical-up versus vertical-down.
- Certification and qualification test training
- Discussion of non-destructive testing, fillet gauge use and weld size determination
- Review of low hydrogen electrode procedures and techniques
- Practice of all manipulative arc welding techniques learned in class
- Introduction to oxy-fuel safety and processes: cutting
- Safety instruction - Oxy Acetylene – Arc Weld Safety Classification & Qualification
- Prep Work - Hand Cutting - Beveling Machines
- Welding Positions - Flat – Vertical - Overhead
- Fillet Welds -SMAW - 6010 and 7018
- Learn fundamentals of ASME pipe welding, includes: 2G, proper fit-up, joint preparation, tacking, and electrode selection in vertical-up welding.

General Welding

(continued)

Course Content:

- Comparative techniques like whip vs. drag root pass are discussed along with testing procedures and grading.
- Review 5G, proper fit-up joint preparation, tacking and electrode selection in vertical up welding. Review techniques used in the vertical-up position. Review test procedures. Prepare final test.
- Discuss 6G and weld troubleshooting, which includes DC for less burn through, and landing vs. gap
- Explanations of AWS, ASME and API codes
- Pipe welding joints positioned at a 45-degree angle using vertical-down techniques.
- Learn the fundamentals of GTAW (TIG) for steel, stainless, and/or aluminum.
- Welding procedures are taught on aluminum, carbon, and/or stainless steels.
- Welding consists of edge, corner, lap, and fillet welds in all positions.
- Welding carbon with E70S2 and stainless with 309 wire on a 6G position.

Required Texts and Written Materials:

NCCER – Contren Learning Series – Welding Level One
 Modules: “Welding Safety” and “Oxy-fuel Cutting”

Instructional Clock Hours:

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Hours
Safety	12	6	12.5	30.5
Reading Drawings and Layout	8	8	12	28
Oxy-fuel cutting	4	5	16	25
Arc-Welding	20	30	90.5	140.5
Pipe Fitting	5	5	13	23
Vertical-up Welding	10	17	45	72
Vertical-down Welding	10	17	45	72
Metal Inert Gas Welding - MIG	2	2	16	20
Tungsten Inert Gas Welding - TIG	10	15	51.5	76.5

General Welding

(continued)

Requirements for Completion:

- Score of 70% or better on NCCER “Welding Safety” & “Oxy-fuel Cutting” written tests.
- Passing score on “Oxy-fuel Cutting” performance evaluation
- Weighted final grade on final “Academic Progress Report” 70% or better
- Ready to test for AWS D1.1 Certificate
- Ready to test for ASME Section IX - 6G Certificate
- Ready to test for appropriate AWS or ASME gas arc welding certificate
- Completion of at least 60% of enrolled clock hours

Occupations available to graduates include jobs as:

- Welder’s Helper – oil, construction
- Entry Level Structural Welder -Plate welding all positions (building tanks, pipe supports, ship building, structural fabrication, etc.)
- Entry Level Pipe Welder – Pipe welding all positions (pipeline welding, chemical refineries, oil field welding, power plants, etc.)
- Entry Level Gas Arc Welder – Plate or pipe welding all positions using either GTAW or GMAW (food processing plants, refrigeration welding, wineries, petrochemical refining)
- Entry Level Combination Welder (all of the above)

Upon successful completion of this course, students will be prepared to test for journeyman level welding.

Advanced Pipe Welding

Five Weeks (187.5 clock hours)

Cost: \$8,900.00

\$356.00 per day

Course Description:

Designed to instruct students in welding safety and advanced topics in the Shielded Metal Arc Welding process (SMAW-Stick) of welding larger pipe. This course will also familiarize the students with Gas Metal Arc Welding (GMAW) as well as Gas Tungsten Arc Welding (GTAW).

Prerequisite:

Passing grade at John Lopez Welding School's Pipe Welding Course

-or-

Able to create a 2" schedule 160 carbon steel weld coupon in the 6G (45° angle) position with E6010 and E7018 electrodes. Finished coupon will be cut, bent and evaluated by the instructor before being permitted to start the course.

Purpose:

To take individuals with working experience as a pipe welder (2" flow lines) and expand their skill set to include welding larger diameter, thicker wall pipe that is commonly used for utility distribution. This course will culminate with the successful completion of a Butt and Branch test using 12" carbon steel pipe.

Objective:

- Able to correctly bevel pipe by hand as well as with a plasma torch and mechanical beveling machine
- Completion of successful welds with graduated pipe, sized from 6" to 12" diameters
- Intermediate pipe fitting (non-typical angles, miter fittings)
- Complete a Butt & Branch with 12" carbon steel pipe

Overview:

The instructors at our facility have very deep roots in the piping industry. In order to leave the immediate area, these students need to be prepared for jobs that entail welding on other than the 2" flow lines that traverse the local oil fields. Our students are given all of the understanding and skills required to leave us and become a knowledgeable pipe welder anywhere in the world. In addition, we have several portable welding rigs in order to introduce our welders to a typical on-the-job setting.

Advanced Pipe Welding

(continued)

Course Content:

- Review fundamentals of ASME pipe welding, includes: proper fit-up, joint preparation, tacking, and electrode selection in vertical-up and vertical-down welding.
- Procedures and practices in welding larger diameter, thicker walled pipe with larger rod
- Common public utility line distribution joints with primary concentration on the 12” Butt and Branch T-joint.
- Utility line repairs. Full encirclement pipe repair.
- Explanations of AWS, ASME and API codes

Required Texts and Written Materials: None

Instructional Clock Hours:

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Hours
Safety	5	2	3.5	10.5
Reading Drawings and Layout	3	3	4	10
Pipe Fitting	5	9	23	37
Vertical-up Welding	10	10	45	65
Vertical-down Welding	10	10	45	65

Requirements for Completion:

- Weighted final grade on final “Academic Progress Report” 70% or better
- Ready to test for 12” Butt and Branch
- Completion of at least 60% of enrolled clock hours

Occupations available to graduates include jobs as:

- Structural Welder -Plate welding all positions (building tanks, pipe supports, ship building, structural fabrication, etc.)
- Pipe Welder – Pipe welding all sizes and positions (pipeline welding, chemical refineries, food processing welding, oil field welding, power plants, etc.)

Upon successful completion of this course, students will be prepared to test for advanced pipe welding certifications.

EQUIPMENT USED FOR INSTRUCTION

Our programs are similar enough that all of the student welding stations can be easily equipped for use by any student in any program. In addition to basic hand tools and various power handheld grinders we have a variety of welding machines. We have multi-process welding machines with 300+ amp capability. These machines are used for laboratory demonstrations and practice. They are also used to qualify our welders to several different codes including AWS D1.1, Section IX ASME and 1104 API. We have transformer type machines and also state-of-the-art inverters. We have several types and brands of welding machines so that we can train our students in their uses and given capabilities. Ideally, when our graduates are employed, they will already be familiar with whatever equipment they are assigned. In addition, we also use many of the portable machines that are currently used locally in the field. These machines are kept in top condition, so performance mirrors what our students can expect to run into at a job site.

All of our major machinery and equipment is scheduled as part of our regular preventative maintenance procedures. We have a mechanic on staff that attends to these needs. He is also able to trouble shoot and repair most unexpected issues as they become apparent. When the issue cannot be handled in house, we use only manufacturer approved repair centers.

Each student will be issued the following “PPE” (Personal Protective Equipment):

- Welding Hood
- Welding Jacket
- Welding Gloves
- Safety Glasses
- Earplugs
- Face Shield

The following machines, tools and equipment will be used by the students and instructors during classes. Some of these will only be used in specific classes depending on their need to complete that day’s objectives. All tools are not used in every course of study.

- Arc Welding Machines
- Stingers
- MIG Machines
 - MIG Gun
- TIG Machines
 - TIG Torch
- Oxygen/Acetylene Torch
- Hand Grinders (electric)
- Bevelling Machines
- Chipping Hammer
- Metal Files
- Jack Stands
- Levels
- Tape Measure
- Pipe Fitting Wall

MATERIALS USED FOR INSTRUCTION

Throughout the lab sessions students will use two kinds of materials. Welding consumables are used to prepare and complete the welds. The welding is done on pieces of metal, small enough to be easily handled in a welding booth, typically joining two pieces with the welding process. Students will work with different sizes, shapes and types of metal depending on the lesson. All listed consumables, metal types and shapes will not be used in every class. This list is not totally exhaustive of all materials used. There are too many types of metals, wheels, disks, welding rods and wire to list here.

Consumables

- Welding Gases (in various size compressed gas bottles)
 - Oxygen
 - Acetylene
 - Argon
 - Stargold (75% CO₂, 25% Argon)
- Stick Rod
- TIG Rod
- MIG Wire
- Cutting Disks
- Grinding Disks
- Wire Wheels
- Flap Disks
- Buffing Disks

Metals

- Carbon Steel Plate
- Carbon Steel Angle Iron
- Carbon Steel Pipe
- Carbon Steel I-Beam
- Stainless Steel Pipe
- Stainless Steel Plate
- Aluminum Plate
- Square Aluminum Tubing
- Pipe Fittings
 - Tee's
 - Elbows
 - Flanges
 - Reducers

SCHOOL LIBRARY

The bulk of the in-house library at John Lopez Welding School is made up of several complete curriculums along with applicable selected modules from the *National Center for Construction Education and Research's* ("NCCER") Contren® Learning Series. In addition to Level 1 Welding our complete curriculums range from Core Construction to Green Building. Selected modules applicable to the courses of study here John Lopez Welding School include studies in safety, trade math, hand tools and the reading of drawings and blueprints. We have a subscription to the monthly publication of the *American Welding Society's* ("AWS") Welding Journal, along with a collection of back issues. In addition, we have several AWS reference books, including Terms and Definitions, Standard Symbols and Welding Inspector Technology. Also available are pipefitter and welding pocket manuals and handbooks from various publishers and several miscellaneous welding books.

All materials are available for students to use on premises during regular business hours and many can be checked out on overnight basis.

ACADEMIC PROGRESS

Satisfactory Progress must be maintained with a minimum of a weighted “C” average or 70% or above. When a student receives less than an average grade at the mid-point of a particular phase¹, he will be placed on academic probation. The student and the Administration will be notified and the student will receive counseling, tutoring or additional home work. In the event that the student receives a subsequent progress report in the same phase with less than average grades, the student and the school director will decide on the continuation of training.

The school's grading system is as follows:

Academic Progress Reports are given after each 70 hours of completion. Grades are weighted 30% theory (written tests) and 70% skill (laboratory training including *NCCER Performance Profile Sheets* when applicable). In addition, Skill Training is also based on shop work and is an evaluation of the quality and quantity of a student’s work compared against industrial standards.

Grade Conversion Scale:

Traditional 4.0 Scale	Verbose Grade	Letter Grade	Percentage Grade	Pass/Fail
4.0	Excellent	A	90% - 100%	Pass
3.0	Good	B	80% - 89%	Pass
2.0	Average	C	70% - 79%	Pass
1.0	Below Average	D	60% - 69%	Pass
0.0	Failing	F	59% and Lower	Fail

Grade average required for certifying completion of a course is a passing grade of 70 percent. Upon successful completion, a certificate will be awarded.

Conditions for interruption for unsatisfactory progress (“academic probation”) – When the weighted grade average of a student is unsatisfactory (below 70 percent) at the mid-point of a particular phase, the student will be placed on probation.

Condition for re-enrollment - Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions that caused the interruption for unsatisfactory progress have been rectified.

(1) A phase is a single (core) course of less than 190 clock hours. Courses in excess of 190 hours are divided into phases that correspond to the combined core courses. (eg., General Welding consists of three phases; Plate Welding, Pipe Welding and TIG/MIG Welding.)

POLICIES AND PRACTICES REGARDING FINANCIAL AID

John Lopez Welding School is approved to operate by the California Bureau for Private Postsecondary Education and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a United States Department of Education recognized accrediting agency. We are now in the process of applying for approval to participate in Federal Student Financial Aid programs. Students are not yet eligible for Title IV Federal Student Financial Aid funding programs. Although this limits our students' financial aid sources, there are still avenues available to many. Funding can be obtained through the GI Bill[®], various private grants and scholarships, along with some possible State and Federal back to work programs. The school does not have a dedicated financial aid department. However, our administrators and staff will assist prospective students with any school information needed to apply for financial aid that they believe they are eligible for. Many local banks and finance companies offer unsecured personal loan products that can be used to pay tuition and fees. John Lopez Welding School also offers in-house financing to students on approved credit.

If the school receives payment from any third party financier and for some reason a refund is due, that refund will be made to the entity that provided the original payment. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Also, if a student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

There is a difference in student loan products. Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment plans, income-contingent repayment plans and loan forgiveness benefits. Other student loans are not required to provide these options. Federal direct loans are available to all students regardless of income. Currently John Lopez Welding School is not eligible to accept federal student loans for tuition payment.

All other loans, including direct loans from John Lopez Welding School, are private student loans. Private student loans do not need to follow the same rules as federal student loans. Lenders can offer fixed or variable interest rates. These rates may depend on the borrower's credit rating. Fixed interest rates stay the same from the beginning until the end of the loan. Variable interest rates can increase or decrease over time, depending on market conditions. Private student loans have a range of interest rates and fees. Students should determine the interest rate of, and any fees associated with, a private student loan before accepting it.

If a student or prospective student has any questions about a private student loan, he or she should contact the lender of the private student loan or their postsecondary educational institution's financial aid office. At John Lopez Welding School, we offer a fixed interest rate and there are no loan fees. The initial rate may vary based on the borrower's credit rating. Once established, the rate remains fixed for the duration of the loan.

SCHEDULE OF PAYMENTS

Unless other financial arrangements are in place, a minimum of at least half the cost of the course is required at the beginning of the course and weekly payments are due at the beginning of each new week until the balance is paid in full.

FUNDING OPTIONS

Our students receive funding from a variety of sources:

- Workers' Compensation
- Employers' Training Resource
- Department of Rehabilitation
- GI Bill®
- Their Employers
- California Indian Manpower Consortium

STUDENT HOUSING

John Lopez Welding School does not have dormitory facilities under its control. The school has no responsibility to find or assist in finding any type of housing for its students. That being said, out-of-town students have several options regarding living arrangements. Hotels and motels, with and without kitchenettes, along with short-term furnished apartments are readily available at daily, weekly and monthly rates. Reasonable accommodations can be found starting at about \$25 a day. There are also nearby RV Parks available to students who wish to bring their own motor home or trailer. Bakersfield is a geographically small metropolitan area and can typically be traversed in less than 30 minutes. Students wishing to minimize their commute should concentrate their housing search in the Northwest metro area.

STUDENTS FROM OUTSIDE THE UNITED STATES

John Lopez Welding School admits students from all over the world. Prospective students from other countries must be legally able to attend school in the USA. We do not in any way provide or assist with VISA services. Any and all associated charges are the responsibility of the student. Due to the short duration of our programs we are not able to vouch for student status.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/qibill.

SOCIAL MEDIA PRIVACY POLICY

John Lopez Welding School recognizes that quickly evolving technologies, social media services and Internet Web sites create new challenges when seeking to protect the privacy rights of students and employees. To that end this “Social Media Privacy Policy” has been created. Social media is defined as an electronic service or account, or electronic content, including, but not limited to, videos or still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations.

John Lopez Welding School, its employees or representatives, cannot require or request a student, staff member, prospective student, or student group to do any of the following:

- Disclose a user name or password for accessing personal social media.
- Access personal social media in the presence of the institution’s employee or representative.
- Divulge any personal social media information.

LEAVE OF ABSENCE POLICY

John Lopez Welding School allows students to take one or more leaves of absence under the following conditions:

- A leave of absence can be taken for circumstances such as medical reasons affecting the student or a member of the student’s immediate family, military service requirements, jury duty or any necessary situation.
- A request for a leave of absence must be submitted in writing and signed.
- A leave of absence may not begin until the student has received written approval from the school.
- A leave of absence period may not exceed 180 days within any 12-month period. In the event that unforeseen circumstances arise, the school may grant more than one leave of absence provided that the combined leaves of absence do not exceed 180 days within the 12-month period.
- If the student does not return following the leave of absence, the student’s program will terminate and the school’s refund policy in accordance with applicable and published requirements will be applied.

FACULTY AND QUALIFICATIONS

- 30 years of experience in general welding
- fully experienced in start-ups and shut-downs
- fully experienced in all aspects of construction and maintenance
- fully experienced in layout and blueprint reading
- responsible leader on projects of all sizes
- performance experience throughout the United States and abroad
- fully experienced with petro-chemical refinery work, compressor stations, boilers, heater, code-work, pipe fabrication
- stick up-hill and down-hill, TIG, MIG
- previously owned and operated a full service fabrication shop

FACULTY BIOGRAPHIES

John Lopez – School Director / Lead Instructor / NCCER Master Trainer

John has been welding since the mid-70s. After acquiring the skill in the Merchant Marine; John returned home to the Texas Gulf Coast and embarked on a full-time career in the welding industry. By way of Wyoming, West Virginia, Colorado, and The Dakotas welding in refineries, compressor stations, water plants and powerhouses as well as on pipelines (including a ten-year span as member of *Pipeliners Local Union 798* out of Tulsa, Oklahoma), he eventually settled in Bakersfield in the mid-80s.

John obtained his California Welding Contractor (C-60) license in 1989. Prior to founding the vocational school where he could pass on his knowledge to a new generation of welders, John worked in various positions from lead welder to superintendent for local companies such as Total Western, Ken Small Construction, TIC-The Industrial Company, KBR, Southwest Contractors, The Ryan Company, ARB and DWR. Throughout this time, he also ran his own fabrication shop bidding and completing contracts for several of these companies as well as the City of Bakersfield.

In 2006, John opened John Lopez Welding School and since then his full time endeavor has been training individuals in the skills and practices necessary to make a living in the Welding Business. In 2007, John completed his training with the National Center for Construction Education and Research (“NCCER”) and was certified as a Master Trainer. At the start of 2012, John attended the National Welding Inspection School in Burton, Texas, where he received his certification as a Certified Pipeline Welding Inspector (CPWI). This credential was recently renewed through 2018.

FACULTY BIOGRAPHIES (continued)

Tyler Placencio (*on sabbatical*) - Instructor / NCCER Craft Instructor

Tyler is currently working at Robert Healey Construction as a rig welder. In addition to sharpening his welding skills he is experiencing full immersion with a post oil boom contractor operating at current industry standards under the current California regulatory structure.

Tyler enrolled in the General Welding program here at John Lopez Welding School directly out of high school. He successfully completed the program earning both his plate and pipe welding certifications along the way. Tyler went to work directly from school for Newberry Technical Services (“NTS”), a local oil field contractor. Since then he has worked for Ken Small Industrial (“KSI”), starting as a welder’s helper and working his way up to single-hand welder. This was followed by various positions with several contractors in Texas.

Between welding jobs, Tyler spent some time in restaurant management. In that capacity he was able to refine his people skills while learning how to train and motivate his staff. This coupled with his welding knowledge and experience made him an excellent candidate for a position here. After a year or so as an assistant instructor, Tyler completed the NCCER Instructor Certified Training Program (“ICTP”) in January of 2014 and is now a full-fledged member of our faculty.

STUDENT'S RIGHTS

Students have a right to reasonable notice of the general content of the course, what will be required of them, and the criteria upon which their performance will be evaluated.

Students have a right to Freedom of Expression. Students have a right to examine and communicate ideas by any lawful means. Students will not be subject to academic or behavioral sanctions because of their constitutionally protected exercise of freedom of association, assembly, expression and the press.

Students have a right to be treated with courtesy and respect.

Students have a right to adequate learning materials and resources, including:

- Materials necessary to support the instructional program at each level;
- Individual texts, workbooks and other instructional materials for use in and out of school;
- Books that can be borrowed from the school library and elsewhere that the student may use individually;
- Necessary equipment for rigorous welding and safety instruction;
- Resources for teachers to tailor and creatively adapt curriculum to the interests and needs of individual students;
- Students have the right of access to school facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect the regulations and to comply with the spirit and intent of the rules governing facility use;
- Suitable chairs, tables, personal protective equipment (PPE), tools, materials, and other classroom equipment.

Students have a right to a suitable learning environment and school classrooms, buildings, and facilities that enable learning and health, including:

- Clean, uncrowded, well-lighted classrooms and other instructional spaces with adequate ventilation and necessary heating and air conditioning, reasonably maintained and free of vermin, mold and other health hazards;
- Adequate laboratory facilities for students to complete rigorous work;
- Bathrooms and sanitary facilities that are unlocked, accessible, well-stocked and maintained in decent, safe, and sanitary condition;
- Adequate lunch periods.

Students have a right to high quality instructors, including:

- Instructors adequately trained to teach the subject;
- Instructors who have a caring attitude towards students;
- Instructors who receive ongoing development and training;
- Instructors who have extensive experience in the subject;

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- Instructors who have sufficient time to devote to each student’s development — hence access to classrooms with a reasonable cap on class size.

Students have a right to a safe and supportive school environment, including:

- Protection from harassment or abuse of any kind, from any person, including those persons designated to provide school security;
- Freedom from discrimination and sexual harassment. Students have a right to be free from illegal discrimination and sexual harassment. School policy prohibits discrimination, harassment or prejudicial treatment of a student because of his/her race, color, religion, national origin, sex, sexual orientation, gender identity / expression, age, or status as an individual with a disability, or as a protected veteran;
- A fair and nondiscriminatory disciplinary system.

Students have the right to consistent and fair evaluations, including:

- The right to have their performance evaluated promptly, conscientiously, without prejudice or favoritism, and consistently with the criteria stated at the beginning of the course;
- Students have a right to a fair and authentic assessment that is used to measure and improve the quality of education the students receives.

Students have a right to privacy and confidentiality, including:

- The right to confidentiality of student records;
- The right of access to student records that are maintained in the school. These records are provided to the student or other individuals according to the guarantees and limitations specified by the state and the federal government. No records shall be kept that reflect political or ideological beliefs or associations;
- Students have a right to protection against unauthorized disclosures of confidential information contained in their educational records. Students have a right to examine and challenge information contained in their educational records;
- The right of privacy and confidentiality subject to reasonable school rules and regulations. Matters shared in confidence (including, but not limited to, information about a student's views, beliefs and political associations) must not be revealed by faculty members or school administrators except to persons entitled to such information by law or school policies;

Students have a right to be free from unreasonable search and seizures. Students have the right to engage in legal incidental sales of personal property in private transactions.

Students have a right to due process in any proceeding involving the possibility of substantial sanctions. This includes a right to be heard, a right to decision and review by impartial persons or bodies, and a right to adequate notice.

Students have rights and responsibilities under the law. Individual rights under the United States Constitution shall not be abridged by the school or its personnel.

STUDENT SERVICES

The student services we offer are appropriate to both the small size of our student population and the length of time that they are with us. Any student who would like to learn more about or take advantage of any of these services needs only to inquire of management or senior administration staff. The following is a listing of student services we offer.

- Accessibility – Our building and grounds are handicapped accessible.
- American Welding Society – Student membership rates are available through AWS.
- Clothing – Logo shirts and caps are available for purchase at a discount.
- Discounts on Supplies – We have affiliations with various local welding supply shops where students are entitled to discounts on equipment and supplies.
- Email – a personal jlweldingschool.com email address is available to all students that request one.
- Financial Aid – We can assist you in completing any required paperwork for any sources available. Also, we offer in house financing with approved credit.
- Industry Introduction – There are several events (open houses, seminars, demonstrations, trade shows and fairs) that occur locally throughout the year. Not all occur during each student’s enrollment period. Students are encouraged to attend all that they can.
- Lunch Facilities – there is a refrigerator, sink, microwaves and vending machines to assist with simple meal storage and preparation.
- National Center for Construction Education and Research – In addition to the required NCCER courses there is an entire collection of optional or elective classes that students may study for and complete on their own time.
- Optical Assistance – We can order prescription “cheater lenses” for welding hoods at a discount.
- Parking – adequate free parking is available for students and guests.

CONDUCT

- Proper work uniform and shoes are required.
- Horseplay or unsafe work habits are not permitted.
- Students are required to work to industry standards and are allowed to take breaks only at designated times.
- Weapons, drugs, and alcohol are prohibited. Intoxication or drug usage on school grounds is cause for immediate termination from training. Students are subject to random drug tests while at school or when applying for a job.
- Theft of school property or that of others will result in police investigation and termination from training.
- Smoking is not allowed in school buildings.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at John Lopez Welding School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificates you earn in welding is also at the complete discretion of the institution to which you may seek to transfer. If the certificates that 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 of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending John Lopez Welding School to determine if your certificates will transfer.

PLACEMENT

There are no guarantees of job placement either expressed or implied. That being said, John Lopez Welding School has been actively training and placing welders with construction and fabrication employers since its inception. Our school has established a well-regarded reputation in the community.

According to *SupplyLink* magazine...

"...there are currently half a million welders in the U.S. Most are in their mid-50s and will retire within 10 years. "We need to fill 50,000 jobs a year," says Andre. "About 25,000 people enter the field of welding, leaving a gap of 25,000." According to Andre, that's despite the fact that welders command an annual salary of \$35,000-\$80,000 per year plus overtime, based on experience and geographic location."

In order to meet these needs in Central California, John Lopez Welding School combines the goals of the student with the requirements of prospective employers to tailor each student's path of instruction. This allows us to make sure that our students acquire the marketable skills needed to obtain higher wage jobs and the greatest career potential. Daily interaction with local area employers and contractors allows our school to gauge overall demand and industry-specific training needs.

CANCELLATIONS, WITHDRAWALS AND REFUNDS

Student’s Right to Cancel: The student has a right to cancel an enrollment agreement or withdraw from a program and obtain a refund. They may cancel an agreement by providing written notice, by mail or in person to: John Lopez Welding School, 2925 Mosasco Street, Unit B, Bakersfield, CA 93312. The notice of cancellation can take any form. If written, it must be signed and dated by the student.

Withdrawal: A withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

Refund Information: The student has a right to a full refund of all charges if he/she cancels an agreement prior to attendance at the first class session, or the seventh day after enrollment, whichever is later. After this, the registration fee and the Student Tuition Recovery Fund assessment are both non-refundable. The book and materials fee will be returned if the books and materials are unused and returned in good condition within 30 days of written notice of withdrawal. If certificate fees were charged and tests were not taken, they will be refunded. In addition, the student may withdraw from a course and receive a pro rata refund for the unused portion of the remaining charges at any time.

Refunds are calculated based on the last day of attendance as follows. First, the total refundable charges paid are divided by the program’s total number of classroom hours to establish a quotient (cost per hour). This quotient is then multiplied by the actual hours that the student had completed. The resulting amount is subtracted from the total refundable charges paid to determine the refund dollar amount.

For example, in a case where a student completed only 75 hours of a 100-hour program and had paid a refundable tuition amount of \$4,800, the refund is calculated as follows; \$4,800 divided by 100 hours equals \$48 per hour. Seventy-five clock hours of instruction were received. \$48 per hour times 75 hours equals \$3,600. This amount is subtracted from the total refundable charges ($\$4,800 - \$3,600 = \$1,200$) leaving a refund amount of \$1,200.

If the school cancels or discontinues a course of instruction or educational program, the school will make a pro rata refund of all charges for instruction not received. Refunds will be paid within 45 days of cancellation or withdrawal.

If the school receives payment from any third party financier and for some reason a refund is due, that refund will be made to the entity that provided the original payment. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund made to the third party financier. Also, if a student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. Institutional participation is mandatory. The law requires that a fee *(\$0.00 per \$1,000 of institutional charges, rounded to the nearest thousand dollars)* be paid by the student when he or she enrolls. This fee supports the STRF.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- (1) The school closed before the course of instruction was completed.
- (2) The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- (3) The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
- (4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- (5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

To be eligible for this protection the student must be a California resident and reside in California at the time the enrollment agreement is signed. Students who are temporarily residing in California for the sole purpose of pursuing an education are not considered California residents.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- (1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

(continued)

- (2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- (1) You are not a California resident, or are not enrolled in a residency program, or
- (2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

To qualify for STRF reimbursement the student must file a STRF application within one year of receiving notice from the bureau that the school is closed. If notice from the bureau is not received, the student has four years from the date of closure to file a STRF application. If a judgment is obtained the student must file a STRF application within two years of the final judgment.

It is important that the student keeps copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Such information may substantiate a claim for reimbursement from the STRF. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, PO Box 980818, West Sacramento, CA 95798, internet web site address: www.bppe.ca.gov, telephone: 916-431-6959 or fax number 916-263-1897.

RETENTION OF STUDENT RECORDS

As required by law student records will be maintained in the State of California for a period of not less than fifty years. Actual student transcripts are kept indefinitely. Hard copies of all records are physically stored in the school under lock and key. Records are also stored electronically on password-protected storage devices both at the school and at an off-site backup location. Copies are available during regular business hours to any government agency as required by law. Students or their designees, with written authorization, may also receive copies of their records upon request. Depending on the amount of copies requested there may be a nominal charge of ten cents per page. If record requests are not made in person, unless other arrangements are made, they will be sent within seven days via first-class mail.

ATTENDANCE POLICY

Due to the nature of the training offered at John Lopez Welding School, a strict attendance policy is required. Employers are very concerned about tardiness and absenteeism while in training and on the job. In order to help in developing good work habits, training is conducted under “on the job” conditions and the following rules are strictly enforced.

- John Lopez Welding School is in session five days a week, Monday through Friday, except for the Holidays listed elsewhere in this catalog. Day session runs from 7:00 am until 3:30 pm; evenings from 4:00 pm⁽¹⁾ until 8:00 pm. You should be at your booth ready to weld at the session start time; not in the parking lot, bathroom or classroom.
- Absences will be automatically considered as excused under the following circumstances: illness, death or birth in the immediate family as well as prearranged time off that falls within our leave of absence limitations. All other absences will be considered unexcused.
- When a student returns from an absence that was not pre-approved, an Absence Report Form must be completed before returning to class.
- Tardiness is a disruption of a good learning environment and is discouraged. Tardiness without legitimate reason on more than three occasions in thirty days will be considered as one unexcused absence.
- Except in an emergency, all early dismissals must be approved prior to the start of class. Any unapproved early dismissal will be counted as a tardy.
- Interruption for Unsatisfactory Attendance: Students with three or more unexcused absences in any phase² will receive written notification of attendance probation for a period of one month. Any unexcused absences during this probationary period will result in termination and the refund policy will apply.
- Any student who misses five consecutive class sessions and has no documentation showing contact with the school during that time will be considered as withdrawn from the program.
- Before a certificate can be awarded, a minimum of 60% of schedule class hours must be attended. The student may be required to make up excessive absences outside of regular class hours.

(1) *If a student has enrolled in the evening session because of other obligations, such as work, during the day and cannot arrive by the scheduled start time of 4:00 pm, an exception to our tardiness policy can be granted. This may affect the student’s eligibility for certain types of financial assistance that require minimum hours of attendance.*

(2) *A phase is a single (core) course of less than 190 clock hours. Courses in excess of 190 hours are divided into phases that correspond to the combined core courses. (eg., General Welding consists of three phases; Plate Welding, Pipe Welding and TIG/MIG Welding.)*

GRIEVANCE PROCEDURE

INTRODUCTION - Students enrolled at John Lopez Welding School may use this Grievance Procedure to challenge decisions and/or actions taken by the school, faculty and / or staff.

Step 1: Communicate with the Faculty / Staff Member:

The student must directly communicate with the faculty / staff member involved within seven calendar days of the event that is the subject of the grievance; otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing. It should include the reason for the grievance and a specific description of the problem as the student sees it.

Step 2: Submit a Grievance Form to the School Director:

In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit the written grievance, with supporting evidence, to the School Director or designee within 14 calendar days of the communication with the faculty/staff member. Within 14 calendar days, the Director will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student.

Step 3: Appeal of Decision

The student may appeal the decision in Step 2 if there is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days, again to the School Director. The student must submit written justification for further review and provide evidence that there are grounds for the appeal. The Director will objectively investigate the new relevant evidence and grounds for appeal, consult with all involved parties and render a decision in writing. The decision will be final and not subject to appeal at the institutional level.

Step 4: Appeal of Decision to BPPE

The student may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: www.bppe.ca.gov

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting our school director, John Lopez or online at www.accsc.org.

The following is an outline of the Commission’s procedures for reviewing complaints:

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant’s permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
 - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.

STUDENT COMPLAINT PROCEDURE

(continued)

- ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
 - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
 4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
 5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
 6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
 7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.
 8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

DISCLOSURES

John Lopez Welding School is a private institution and is approved by the California Bureau for Private Postsecondary Education. “Approved” means that an institution has received authorization pursuant to the California Private Postsecondary Act of 2009 to offer to the public and to provide postsecondary educational programs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888)370-7589 or by fax (916)263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site www.bppe.ca.gov.

John Lopez Welding School does not have a pending petition in bankruptcy and is not operating as a debtor in possession. The school has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it, within the preceding five years, that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

John Lopez Welding School does not discriminate on the basis of race, ethnic background, creed, age, gender or disability.

(Revision 5/29/2017)