

Annual Security Report

In accordance with the Clery Act – 34 CFR 668.46

Welder Training and Testing Institute



**729 E. Highland Street
Allentown, PA 18109
October 1st, 2023**

Management of the School will monitor the effectiveness of the policies included on an annual basis and make any necessary revisions at that time.

Purpose

Welder Training and Testing Institute is dedicated to providing a safe environment for students, faculty, staff, and visitors. Part of that dedication involves providing information through our Annual Security Report (ASR) in accordance with the requirements outlined by *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act") and the *Higher Education Opportunity Act* ("HEOA"),

Numerous federal and state laws have been adopted dealing with student and employee safety. *The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* requires that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life. The Annual Security Report (ASR) serves to inform Welder Training and Testing Institute's employees, students, prospective students, and prospective employees of the existence and enforcement of the safety and security policies.

Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the School and on public property within or immediately adjacent to the campus.

Notification of Annual Security Reporting

The crime statistics are prepared by compiling the incident reports throughout the year and crime statistics within the geographic area, if successfully obtained from the local law enforcement agency. Welder Training and Testing Institute confirms that all incidents have been reported in an accurate and timely manner, and that the School has made a good faith effort to collect relevant crime statistics from the local law enforcement agency. Since Welder Training and Testing Institute does not recognize, operate, nor sponsor any off-campus student organizations, Welder Training and Testing Institute does not monitor or record through local law enforcement agencies any crimes occurring at off-campus locations of any student organization.

Each year, a notice is posted on our student message board to all enrolled students and current employees that provide the website location to access the newly released report. Prospective students may access the report via the <http://wtti.edu> website or if preferred, a paper copy from the receptionist in the front office.

Equal Educational Opportunity

Welder Training and Testing Institute declares and affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. The School will make all decisions regarding hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex, national origin, age, disability, genetic information or other factors, which cannot lawfully be the basis for an employment decision.

Welder Training and Testing Institute reaffirms its policy of administering all of its educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, disability or other characteristics which cannot lawfully be the basis for provision of such services.

Welder Training and Testing Institute adheres to the provisions of the following federal laws, in each case as they have been amended to date: (a) the Higher Education Act of 1965, (b) Section 504 of the Rehabilitation Act of 1973 and (c) the Family Educational Rights and Privacy Act of 1974. Inquiries concerning the application of these laws and their implementing regulations may be referred to the School Director.

Applicants with disabilities should discuss individual needs with the admissions office prior to enrollment so that reasonable accommodations can be made, where appropriate.

Campus Law Enforcement

Welder Training and Testing Institute does not employ campus police or security personnel of any kind.

Though Welder Training and Testing Institute does not employ a campus police force or a private security company, administrative personnel or Campus Security Officials (CSO) are available during our normal business hours to assist you should the need arise. Designated CSO's include the School Director, Educational Director, Assistant School Director and Lead Instructor. Welder Training and Testing Institute personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at Welder Training and Testing Institute. Criminal incidents are referred to Allentown Police Department who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report crimes to campus personnel and the appropriate police agency. Welder Training and Testing Institute employees do not have the authority to arrest anyone.

Campus Security Officials

The following individuals are designated as **Campus Security Officials (CSO)** at Welder Training and Testing Institute:

School Director – Mike Wiswesser	(610) 437-9720 ext. 211
Title IX Coordinator- School Administrator – Sadie Hess	(610) 437-9720 ext. 214
Educational Director – Patrick Dorris	(610) 437-9720 ext. 210
Lead Instructor – Troy Heiser	(610) 437-9720 ext. 213

Off-campus contact numbers

Emergency	911
Police Department (non-emergency)	(610) 437-7753
Fire Department (non-emergency)	(610) 437-7765

Reporting Crimes and Other Emergencies

Welder Training and Testing Institute encourages anyone who is the victim or witness to any crime or emergency to promptly report the incident. For emergencies involving a crime in progress, a medical emergency, and/or fire, dial 911 immediately. All criminal activity and/or emergencies, including sexual assault, should be reported to the School Director and/or Campus Security Officials. Depending on the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The School Director, in coordination with Campus Security Officials, report all crimes and emergencies to the appropriate police agencies, maintain a record of such crimes, and coordinate with local police agencies in obtaining relevant crime statistics for inclusion in the Annual Security Report. All reports will be investigated.

When reporting criminal activity or suspected activity to law enforcement and to CSO's, campus members should collect the following information:

- Description of what occurred
- Where it occurred
- When it occurred
- Any weapons involved
- Details regarding the suspect's appearance
- Details regarding where the suspect was last seen
- Other pertinent information.

The campus does not officially recognize any student organizations with off-campus locations and has no policies regarding the monitoring of such organizations.

The campus does not employ pastoral counselors or professional counselors.

Voluntary, Confidential Reporting

Individuals who are the victims of a crime or who have witnessed a crime and do not want to pursue action within the campus or the criminal justice system may still want to consider making a confidential report to a Campus Security Official. In such cases, the School Director can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential or protect the identity of a witness, while taking steps to ensure the future safety of the victim or witness and others. With such information, Welder Training and Testing Institute can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

Crime Prevention Measures

While Welder Training and Testing Institute is crime free, it remains in the best interest of all to abide by reasonable security precautions. As in any public place, one should always keep an eye on personal belongings.

We encourage you to be aware of your surroundings and avoid taking unnecessary risks by following these practical personal protection measures:

- Mark personal items you bring on campus; including welding equipment, textbooks, calculators, etc.
- Report lost or stolen ID/access cards to the front office.
- Lock your doors and keep valuables out of sight; leave items of high monetary value at home.
- Report all thefts, regardless of value.
- Be alert to and aware of your surroundings.
- If you do not recognize a person, or suspect suspicious activities/behavior, report to campus personnel.
- Be aware of the closest outside exit in the event of an emergency evacuation.
- Dial 9-1-1 anytime you feel unsafe or threatened.

Plan What You Will Do if Confronted by an Assailant

- Be realistic about your ability to protect yourself.
- An immediate reaction of yelling or screaming may be helpful.
- You are worth more than all the money or possessions you may have. Those items can be replaced.
- Every emergency situation is different, only you can decide what course of action is appropriate.

Lost and Found

The School does provide for a Lost and Found in the front office. If something of value is lost on School property, i.e. textbooks or other personal property, it should be reported to campus personnel. If you find something of value on the property, please bring the item(s) to the front office for safekeeping.

Welder Training and Testing Institute is not responsible for lost or stolen property.

Building Access

All campus facilities are for the use of current students and employees only. All students and employees are required to carry his/her School-issued Identification Card at all times when on campus and to produce it when requested by a School Official.

The campus has operating hours that range from 8:00 a.m. to 9:00 p.m., and all buildings are secured nightly prior to closing. Along with monitoring common areas of campus, cameras monitor access points on all buildings. Campus buildings are maintained by their respective building managers and are unlocked and locked daily by authorized personnel only. Security lighting around campus provides consistent illumination throughout the campus area.

Visitors, including prospective employees and students, vendors and others who visit Welder Training and Testing Institute facility must enter the building at the designated visitor entry door, sign a log upon entry and departure, and be issued to wear a temporary visitor badge while on the premises which must be returned when departing.

Currently enrolled students are required to enter and exit Welder Training and Testing Institute building(s) through designated student entrances using their School-issued Identification Card. Student and employees are not to allow others, including fellow students or faculty access to the facilities using another's identification card. Each student and employee should use their own assigned Identification Card to gain access.

A Receptionist oversees the lobby entrance during operating hours. No visitor or guest may tour Welder Training and Testing Institute without being accompanied by a Welder Training and Testing Institute employee. No visitor or guest may attend a class without prior permission from the Instructor or the School Director.

During non-business hours and holidays, access to the facilities is by authorized personnel only.

Emergency Preparedness

Knowing how to react during an emergency can save your life. Below are several emergency scenarios and procedures that you should follow.

FIRE AND EMERGENCY DRILLS

Welder Training and Testing Institute will on occasion conduct fire and other emergency response in order to familiarize students and employees with fire and emergency procedures. Students are expected to recognize the need for fire and emergency drills and cooperate fully.

FIRE AND EMERGENCY RESPONSE

Fires are extremely dangerous, deadly and can spread very fast. If you encounter a fire in your building or residence get out and away from the danger and follow the below procedures.

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the School Director, or call 911 if conditions require. In case of a fire and/or other emergency, students, prospective students, employees, and prospective employees must follow the directions of Welder Training and Testing Institute officials.

Fire alarm stations are located throughout each campus building and can be activated in the event of a fire. All exits are clearly marked and students, prospective students, employees, and prospective employees will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

The School Director will designate staff to obtain student roll from Instructors and identify any missing students. No one may reenter building(s) until it is declared safe by the fire department.

Procedures

- Evacuate the building at the nearest exit and call 911.
- Activate the nearest fire alarm and pull station.

- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors as you exit.
- Take the class roster and first-aid kit and any other supplies and lead students as quickly and quietly as possible out of the building to the designated assembly area.
- Confirm all students and personnel are out of the classroom, break room, bathrooms and shop, close the classroom, break room, bathroom and shop doors, and turn out the lights upon exiting.
- Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the School Director or the emergency response personnel at the scene.
- Keep students together and wait for further instructions.
- Do not, under any circumstances, reenter the building until authorized to do so by emergency personnel. Remain in safe area until the "All Clear" signal has been issued.

Fires result in serious injuries, deaths and property loss; Employee and students must take precautions at all times to prevent a tragedy due to fire and smoke. Fire alarms, fire equipment, and fire drill procedures protect lives and property. Whenever a fire alarm sounds, the building is to be evacuated immediately. All employees and students should know the exit routes from their offices and classrooms.

Fire Safety

Please be familiar with the following fire evacuation procedures:

- Know at least two ways out of the building from your booth, classroom, break room or office.
- If you discover a fire or smell smoke, sound the building fire alarm. Know the location of the alarm pull stations and how they operate.
- When the fire alarm sounds leave at once. Close all doors behind you. Proceed to the primary fire exit nearest to your location. Upon leaving the building, do not reenter until you are told you can do so by the School Director or fire personnel.
- Feel the door that leads from your room. If it is hot or smoke seeping in, do not open it. If you become trapped and cannot reach the fire exit, keep the door closed and seal off any cracks. If you have a cell phone, use it to call the Police and Fire by dialing 911. If you do not have a phone, go to a window and signal for help.
- Do Not Jump. The Fire Department will be in the building within minutes to assist you.
- If the door feels cool, open it cautiously. Be prepared to slam it shut if the hall is full of smoke or if you feel heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit and move away from the building.
- If caught in smoke or heat, stay low where the air is better, take short breaths, (through your nose) until you reach the fire exit.
- Know the numbers of doors from your room to the fire exit. If caught in heavy smoke, you can feel your way along the hall counting the number of doors to the exit as you go. This will prevent you from passing the fire exit.
- When the fire department personnel have arrived, employees and students are expected to comply with any directions from the fire department and maintain a clear area to allow them to complete their work. The fire department will give building occupants permission to return to the building when it is safe to do so; returning prior to this time is prohibited.
- Important, be sure fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should a fire occur. If you observe these doors propped or tied open, please close them.

Fire and Safety Violations

Strict disciplinary action will be taken for the following violations:

- Tampering with fire extinguishers, smoke detectors and other safety equipment
- Causing a false fire alarm
- Arson (setting any kind of material on fire)
- Smoking in a campus building or in any designated non-smoking areas
- Failing to follow fire safety regulations
- Failing to follow evacuation procedures

EVACUATION

An evacuation is implemented under conditions when it is no longer safe for students, faculty, and staff to remain in a building or a specific area in the building. This requires occupants to move out and away from a building to a designated building area of refuge or out and away from a specific area within a building. Mostly commonly used when there is a suspected fire or hazardous material spill in building. Preparation for building evacuation before an evacuation is necessary and requires becoming familiar with the location of all fire alarms, fire extinguishers, and emergency exits at the location.

Procedures

- Evacuate the building at the nearest exit and call 911.
- Notify occupants and help those needing assistance in the immediate area or as directed by the School Director.
- Use a secondary route if the primary route is blocked or hazardous.
- Help those needing special assistance.
- Do not lock classroom, break room, and shop doors when leaving, close doors and turn off lights.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit, and other emergency supplies with you. Check the bathrooms, hallways, and common areas for visitors, staff, or students while exiting.
- Go to designated evacuation assembly area (minimum of 50 feet from building is required in fire evacuation and 300 feet from building for bomb threat, chemical spill inside building, or other directed evacuations).
- When outside the building, check for injuries.
- Account for all students. Immediately report any missing or injured students to the School Director or the emergency response personnel at the scene.
- Do not, under any circumstances, reenter the building until authorized to do so by emergency personnel or the School Director. Wait for additional instructions.

Upon request, Welder Training and Testing Institute staff in the Administration Department can provide a map of the campus facilities and identify emergency exits.

Active Shooter

An active shooter is an event in which one or more persons commit harm to multiple victims, in a short period of time, through the use of firearms.

Procedures

- If possible, exit the building immediately and call 911.
- If you cannot exit: Clear the hallway immediately; remain behind closed doors in a locked or barricaded room; stay away from all windows; remain calm and quietly call the Police at 911.

- **DO NOT:** Leave or unlock the door to “see what is happening.”
- **DO NOT:** Attempt to confront or apprehend the shooter, unless this is a last resort.
- **DO NOT:** Assume someone else has called the police, YOU make the call.
- Evacuate the room only when emergency personnel have arrived and given the “all clear.”

Lockout

A Lock Out prohibits unauthorized personnel into a building. All exterior doors are locked and the main entrance is monitored by Welder Training and Testing Institute’s SCO’s. This procedure allows the occupants of a building to continue as normal, but curtails outside activity. A Lock Out is most commonly used when an incident is occurring outside the building.

Procedures

- Lock all exterior doors and stay inside.
- Prevent entry into building.
- Continue with daily activity inside.
- Be aware and immediately report any suspicious activity to 911.
- Do not, under any circumstances, enter the building until authorized to do so by emergency personnel.

Lock Down

A Lock Down is a procedure used when there is an immediate threat to the building occupants. In the event of a Lock Down, students, faculty, and staff would be instructed to secure themselves in the room they are in and not to leave until the situation has been curtailed. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove any innocent bystanders from immediate danger to an area of safe refuge.

Procedures

- Stay in your booth, classroom, break room or office and barricade the door.
- Remain quiet.
- Do not attempt to leave the building or room.
- Wait until emergency personnel give you an “all clear.”

Bomb Threat

Bomb threats are taken very seriously by Welder Training and Testing Institute. If you receive a call from anyone making such a threat, please act immediately.

Procedures

- Remain calm.
- If the threat is received by phone, try to remember as much information about the phone call as possible.
- Call 911.
- Follow the instructions from emergency personnel.

Weapons, Ammunition, and Explosives

Welder Training and Testing’s employees, students, and volunteers, or any third party on campus property, are prohibited from carrying, maintaining, or storing weapons including but not limited to knives, swords, pellets, BB guns, paintball guns, air rifles or air pistols, rifles, shotguns, firearms, simulated firearms, ammunition, gunpowder, hunting arrows, explosives, fireworks, firecrackers, highly flammable

materials, dangerous chemicals, stun guns, tasers, martial art weapons, and the like, even if the owner has a valid permit.

Authorized Exceptions

- Active Duty sworn and certified local, state, or federal law enforcement officers who are required by their employer to be armed at all time and who carry proper identification. The firearm must be concealed at all times.
- Contractors and others on campus whose duties require possession and use of construction equipment, including but not limited to nail guns, may possess and use such equipment only in performance of their job duties through a valid contractual or legal relationship with Welder Training and Testing Institute.

Use of Unmanned Aircraft Systems (UAS/Drones)

The use of a UAS/Drone in, from, or above Welder Training and Testing Institute's buildings, and campus is strictly prohibited except under the following circumstances:

Commercial or official institutional use-

The use of commercially owned drones is permitted only for educational or research purposes. All commercial, contract, or Institute-owned UAS:

- Must comply with all federal (FAA), State of Pennsylvania and Allentown laws.
- Must not operate over areas where people assemble, or areas of construction.
- Must not photograph or video where anyone would have a reasonable expectation of privacy.
- Must obtain permission from the School Director, at least 48 hours in advance.
- Must provide the School Director a flight plan, including the date, time, location, duration, and purpose for the flight and name the UAS operator.
- Any hobby or recreational use is not permitted.

Timely Warnings / Emergency Information

In the event of an emergency, or when a serious criminal incident arises, either on or off campus, that, in the judgment of the School Director suggests an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include means such as phone, e-mail, text, School buzzer, announcements or memos read in class, postings on the student message board, social networks and posted on Welder Training and Testing Institute's website (<http://wti.com>). Anyone with information warranting a timely warning should immediately report the circumstances to the School Director.

Welder Training and Testing Institute recognizes the importance of providing information as soon as possible. Welder Training and Testing Institute will issue the timely warning alert as soon as applicable information is available, even if all information is not yet acquired. Timely warnings will be issued whenever the following criteria are met; (1) a Clery crime is committed on campus or on public property surrounding the campus; (2) the crime has been reported to a CSO or police; and (3) there is an ongoing threat to the physical safety of other members of the campus community because of this crime. If a non-Clery crime is committed and there is an ongoing threat to the campus community, the School Director may issue a time warning. Once a timely warning has been issued, updates will be provided as additional information becomes available through the aforementioned methods of communication.

The alert will include the following:

- Crime that triggered the warning
- What students and staff should do to protect themselves

- Any significant details unless providing the information would compromise law enforcement efforts
- How to contact the School with additional information

The following procedures are recommended:

- Identify students and staff that may need assistance in evacuating the premises.
- Identify the type of emergency, if possible, which will determine the evacuation process and the order of evacuation.
- Identify the location of the emergency. It is essential that students and staff avoid evacuating into the area involved in the emergency.
- Students and staff should proceed to designated meeting areas. Instructors should immediately take attendance to ensure everyone has evacuated the building and is accounted for.
- Instructors should immediately report any absence(s) of students not at the meeting point to the School Director or emergency personnel at the scene.
- Students should not be permitted to leave the meeting area without notifying their Instructor of their intention to leave the premises.
- Reentry of the facility is not permitted unless approved by the School Director after consultation with emergency personnel at the scene.

Warnings may be withheld if issuing one would compromise efforts to contain the emergency. Anyone with information warranting a timely warning should report the circumstances to the School Director by phone or in person.

Welder Training and Testing Institute may conclude upon review that a timely warning is not appropriate because the crime in question does not pose a serious or ongoing threat.

Alcohol and Drug Free Campus

Welder Training and Testing Institute has been designated “Drug Free.” Welder Training and Testing Institute states in the School catalog that alcohol and drugs will not be permitted and/or used in the School. Persons under the influence of alcohol or drugs are subject to immediate disciplinary action. All employees and students are forbidden to use, possess, transfer, or sell illegal drugs on campus premises. Regardless of one’s age, alcohol may not be possessed or consumed on Welder Training and Testing Institute property. Violators will be subject to disciplinary action, including immediate discharge for employees and expulsion for students.

Possession, use, manufacture, and distribution of illegal drugs are prohibited. Distribution and abuse of prescription medication are also prohibited, as well as driving under the influence of a drug that impairs driving. Welder Training and Testing Institute prohibits possession or use of drug paraphernalia.

Violators are subject to School disciplinary action, criminal prosecution, fine, and imprisonment. Alleged violations of the Institute’s alcohol and drug policies may be reported by any member of the campus community. It is also a violation under Welder Training and Testing Institute’s Drug Free School and Workplace Statement for anyone to consume or possess alcohol in any area of campus.

Students with alcohol- or drug-related problems may be referred to or seek assistance from the School Director.

Facts About Drugs

Alcohol

May provide a feeling of confidence and being in control. Those likely to be addicted may have an enzyme deficiency that allows them a high rate of consumption without drunkenness, encouraging a belief that since one doesn’t get obviously drunk, no harm is done. The tolerance is only on the surface.

Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Over time, beer, wine, and wine coolers, as well as hard alcohol, often cause dependency and may be fatal.

Marijuana

Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given while the person is 'high.' Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. The tar in marijuana smoke is a highly irritating carcinogenic. Long-term use may develop psychological dependence.

Cocaine

Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug.

Crack or free-base rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within ten seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Amphetamines and Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decrease appetite. In addition, users may perspire, experience headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

Narcotics (Including: Heroin, Methadone, Morphine, Opium, and Codeine)

Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

Depressants

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks.

When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Hallucinogens

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders (depression, anxiety, and violent behavior) also occur. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

Designer Drugs

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be hundreds of times stronger than the drugs that they are designed to imitate.

Date Rape Drugs

Also referred to as a predator drug, is any drug that is an incapacitating agent which, when administered to another person, incapacitates the person and renders them vulnerable to a drug facilitated sexual assault (DFSA), including rape. The most common types of DFSA are those in which a victim consumes a recreational drug such as alcohol administered underhandedly. The most common form of DFSA is alcohol related, with the victim in most cases consuming the alcohol voluntarily. Other date rape drugs include rohypnol, ketamine, and gamma-hydroxybutyrate (GHB).

Drug and Alcohol Hotlines

Addiction Recovery Centers Allentown	610-255-7445
Mid Atlantic Rehabilitation Services (MARS ATP)	610-419-3101
Alcohol Treatment Center 24 Hour Helpline	610-435-4450
Alcoholics Anonymous in the Lehigh Valley	610-882-0558
Lehigh County Drug & Alcohol Services	610-782-3555
Pennsylvania Department of Drug and Alcohol Program	800-662-4357
Al-Anon- World Service Office (Information Hotline)	800-344-2666
Al-Anon- World Service Office (Family Group Hotline)	757-563-1600
Center for Humanistic Change	610-443-1595
Confront-Program (Treatment Trends, Inc.)	610-433-0148
Step by Step Inc.	610-776-1224
Narcotics Anonymous	610-439-1998
New Directions Treatment Services	610-758-8011
Northeast Treatment Center (NET Centers)	610-868-0435
Sober Nation	866-666-8260
National Suicide Prevention Lifeline	800-273-8255
Poison Control Center	800-222-1222
Veterans Crisis Line	800-273-8255

Sex Crimes Prevention Act

Student Right to Know Act states that Schools must notify students on where they can obtain information in regards to sex offenders who must register with the state. This information can be obtained by logging on to the Pennsylvania State Police Website at <http://www.psp.pa.gov/Pages/default.aspx>. You can email the state police and they will send you the information you request electronically.

Information is also available at the following website locations:

US Department of Justice
<https://www.justice.gov/actioncenter/locate-prison-inmate-or-sex-offender>

Megan's Law
<https://www.pameganslaw.state.pa.us/>

VIOLENCE AGAINST WOMEN ACT

The Violence Against Women's Act (VAWA) was reauthorized on March 7, 2013 and requires institutions of higher education to 1) increase transparency about the scope of sexual violence by reporting crime statistics, 2) guarantee victims' rights, 3) standardize proceedings to investigate such reported incidents, and 4) provide educational programming.

Title IX Compliance

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal Financial Assistance. In compliance with the U.S. Department of Education statute, Title IX of the Education Amendments of 1972, Welder Training and Testing Institute, does not exclude from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, on the basis of sex.

Welder Training and Testing Institute's Title IX coordinator is responsible for the School's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the Schools' compliance with it should be directed to the Title IX coordinator, whose contact information is available below.

Sadie Hess

Title IX Coordinator

(610) 437-9720 ext. 214

Sadie@wtti.edu

When the School receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination, the Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the School will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations and other assistance as may be appropriate.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation that may lead to the burden of sanctions. The Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, the School acts to prevent its recurrence and the effects on the victim and the community are resolved. The Coordinator is also responsible to assure that training is conducted annually. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The investigation and records of the resolution conducted by the School are maintained confidentially. Information is shared internally between administrators who need to know. Privacy of the records specific to the investigation are maintained in accordance with state law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, the School maintains privacy in relation to any accommodations or protective measures afforded to a victim.

Policies and Procedures for Addressing Sexual Misconduct and Gender Discrimination

Welder Training and Testing Institute's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any School property. This Policy applies to all students, employees, and third parties conducting business with the School, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion, or other protected status. The School encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the School can respond appropriately. Welder Training and Testing Institute

will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Welder Training and Testing Institute is committed to providing a working and educational environment for all students, and staff that is free from sex discrimination, including sexual misconduct. For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse will result in either expulsion, or termination of employment.

Welder Training and Testing Institute will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, correct, and if necessary, to discipline behavior that violates this policy.

Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies.

The School Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from, /retake a class without penalty, and access academic support (e.g., tutoring). Welder Training and Testing Institute may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party is entitled to the same opportunities for a support person or advisor of their choice throughout the process. Once complete, the parties will be informed, in writing, of the outcome, including the finding, and the sanctions (if any). Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the School's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Hearing Procedures

The rationale of a hearing is to offer a forum for the complainant and the accused to present their case regarding the alleged violation of the Student Code of Conduct. The School Director serves as the Hearing Authority and will ultimately determine whether the alleged violation is proven. The School Director or designee will begin the hearing by explaining the accused's rights and will pledge that fairness will be observed throughout the hearing. Attendees of the hearing are limited to the School Director or designee, the complainant and the accused.

The complainant will be given the opportunity to state the main detail of the violation, providing evidence accompanied with statements by witnesses. After the complainant ends his/her presentation, the accused will have the opportunity to state his/her case. The School Director or designee may question both the complainant and accused.

After all evidence and testimony has been presented, the School Director will determine whether or not the allegation is necessary. If the accused is found not to be in violation, the case will be dismissed and the Code of Conduct Violation Form will be documented accordingly and the student will be provided with a copy.

If the accused is found to be in violation of the Student Code of Conduct, the School Director will dismiss the complainant and the accused, indicating that notification of the sanction will be conveyed to the student at a specified date and time in the office of the School Director.

As the Hearing Authority, the School Director or designee will consider the following when determining the sanction to be imposed:

- Statements from witnesses and evidence presented during the hearing;
- Seriousness of the violation;
- Prior disciplinary record of the student;
- Academic/Attendance record.

Upon reaching a decision, the School Director meets with the student at the set date and time to discuss the sanction and consequences of any repeat violation. The student is required to sign the Student Code of Conduct form and is provided a copy. At the same time, the student is notified of the outcome of the hearing, a copy of the updated Conduct Violation Form will be provided to the complainant. The School Director returns the hard copy of the Code of Conduct Violation Form to the student file.

Appeals

The accused and/or complainant have the right to request an appeal by notifying the School Director of his/her intent to do so within three business days after delivery of the written notification of the sanction. Appeals may be filed for the following reasons:

- Unacceptable sanction; or
- New evidence that was not available at the time of the hearing has become available and is found to be significant enough to change the outcome of the hearing.

The Appeal Board should be comprised of the School Director, Director of Education, and three other members of the administrative staff of the institution. In the event that the complainant is a member of the Appeal Board, that individual will excuse him/herself from the decision-making process. The Appeal Board meets in a closed session, within a reasonable period of time, and grants or denies the appeal by a majority vote. In the event that there is a tie, due to absence of a member of the Appeal Board, the School Director will determine the outcome. In the event that the School Director was the complainant, the Director of Education will determine the outcome. If the appeal is granted, the sanction may be changed.

The individual filing the appeal will be notified in writing, utilizing the Code of Conduct Violation Form, of the decision of the Appeal Board within a reasonable period of time. The notification will be emailed and/or sent through the U.S. Postal Service. A hard copy of the form will be placed in the student file.

Sanctions

Enrollment into the institution signifies the student's agreement to comply with the Student Code of Conduct. Failure to comply with the Code of Conduct will result in appropriate disciplinary sanctions.

Disciplinary sanctions are described below.

Verbal Warning

A verbal warning is an official conversation held between the School Director or the Director of Education, and the student, making the student aware of an occurrence of unacceptable behavior that is in violation of the Student Code of Conduct. A notation will be entered into Student Trak but documentation does not become part of the student's permanent record. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Written Reprimand

A reprimand is an official written notification of unacceptable behavior that is in violation of the Student Code of Conduct. The reprimand will be entered into Student Trak and will become a permanent document in the student's file. The student will be asked to sign the document and will be provided a

copy of the reprimand. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Disciplinary Probation

Disciplinary probation is an interim status, enforced for a designated period of time within a term prohibiting the student from being present without permission on the campus. Disciplinary probation requires completion of a Code of Conduct Violation Form by an Instructor and an approval by the School Director. Disciplinary probation may be used in those limited instances where a student is asked to leave a class for the duration of the day until an Interview is performed. The Interview should be scheduled within two business days of the incident. A copy of the form should be mailed and/or emailed to the student, indicating when he/she may return to class. The Disciplinary Probation Form becomes a permanent part of the student file and should be notated in Student Trak. The student must meet with the School Director to sign the form prior to returning to class. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Suspension

Suspension is the loss of privileges of enrollment at the institution for a designated period of time and prohibits the student from being present without permission on the property of the campus. Regardless of whether or not the student is subsequently allowed to return to School to complete the program of study, the student is responsible for payment of tuition and fees and/or repayment of Financial Aid. The student shall be notified of the suspension in writing. The student is entitled to an opportunity to appeal the suspension. The notification of suspension becomes a permanent part of the student record and must be notated in Student Trak. Any further misconduct may result in more serious disciplinary sanctions.

Expulsion

Expulsion is the permanent loss of privilege of enrollment at the institution and prohibits the student from being present without permission on the campus or on any property associated with the campus. The student will be unable to complete his/her program of study with the institution. The student is responsible for payment of tuition and fees and/or repayment of Financial Aid. The student is entitled to an opportunity to appeal the expulsion. The notification of expulsion becomes a permanent part of the student record and must be notated in Student Trak. In the event that a student appeal results in retraction of the expulsion, any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

Re-enrollment after Suspension

Students who have been suspended from the institution must petition to return to School. Students who have been suspended must contact the School Director for permission to return to the campus. The Petition is submitted to the School Director but must be unanimously approved by the Appeal Board. Re-enrollment may be granted but any repeat instance of violation of the Student Code of Conduct will be grounds for permanent dismissal from the institution.

Programs Designed to Inform Students and Employees about Campus Security Procedures

The common foundation of all awareness and prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

The Sexual Violence Education Video is designed to educate and prevent domestic violence, dating violence, and sexual assault, and stalking. The video is introduced to the students and employee on their first day during orientation. Throughout the year, ongoing awareness and prevention videos are presented to students and employees.

In addition to videos, pamphlets are available in the resource center to students and employees.

Bystander Intervention

Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are “early intervention” – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **Assess for safety.** Ensure that all parties are safe, and assess whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be with others.** If safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends who know you.
- **Care for the victim.** Ask if the victim of the unwanted sexual advance, attention, or behavior is okay. Does he or she need medical care? Does he or she want to talk to a Sexual Assault Response Coordinator (SARC) to see about reporting the matter? Ask if someone he or she trusts can help him or her get safely home.

Records Disclosure

Disciplinary proceedings conducted by Welder Training and Testing Institute are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records and generally limits access to the information contained in those records by third parties. FERPA provides for situations in which the School may, at its discretion, and sometimes must, disclose information without a Student's consent.

You may choose to grant Welder Training and Testing Institute the right to disclose records to certain individuals in accordance with FERPA by filling out and signing a consent form.

You have the right to revoke the permissions granted here at any time by submitting your written revocation to the office maintaining the consent form. Such revocation will not affect disclosures made by the School relying on your consent prior to receipt of such notice of revocation.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a corresponding investigation into the same conduct, or required to be produced through other obligatory legal process.

Additional information about FERPA can be found on Welder Training and Testing Institute's website at <http://www.wtti.edu/consumer-information>.

Resources for Counseling, Mental Health and Other Services for Victims of Sex Offenses

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact the School Director or other staff member if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis.

3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation.
4. Contact the School Director if you need assistance with School-related concerns, such as no-contact orders or other protective measures. The School Director will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The School is able to offer reasonable academic accommodations, transportation accommodations, escorts, no contact orders, counseling services access and other supports and resources as needed by a victim.

Victims of sex offenses are encouraged to utilize the following off-campus based resources for counseling, mental health, and other services. The institution does not offer any on-campus based counseling or mental health services.

Organization Website Phone Number

Crime Victims' Council of the L.V.	www.cvclv.org	610-437-6611
HIV/AIDS	www.hiv.gov	See website
Love is Respect	www.loveisrespect.org	866- 331-474
Men's Health	www.cdc.gov/features/menshealthatcdc/index.html	800- 232-4636
National Child Abuse Hotline	www.acf.hhs.gov	800-422-4453
National Domestic Violence	www.ncdsv.org	800-799-7233
National Sexual Assault	www.rainn.org	800-656-4673
Not Alone	www.changingourcampus.org/about-us/not-alone/	800-656-4673
St. Luke's- AIDS Services Center		484-526-2062
Women's Health	www.womenshealth.gov	800-994-9662

An Awareness of Hate Crimes

In response to a growing concern about hate crimes, Congress passed the Hate Crime Statistic Act of 1990. The law states that a criminal offense committed against a person or property that is motivated, in whole or part, by the offender's bias against a race, religion, ethnic/national origin, gender, disability, or sexual orientation group is a hate crime. Welder Training and Testing Institute encourages the reporting of any suspected form of bias or hate crime. Welder Training and Testing Institute's responsibility is to encourage intercultural experiences and diversity and to protect the rights of all individuals. Should you become a victim of a hate crime, notify a Campus Security Official.

Campus Security Act Definitions

The following is a list of definitions of criminal offenses Schools are mandated to report on:

Criminal Offenses – *Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.*

- **Criminal Homicide** – *These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.*

- **Criminal Homicide – Murder and Non-negligent Manslaughter** – *The willful (non-negligent) killing of one human being by another.*
- **Criminal Homicide – Manslaughter by Negligence** – *The killing of another person through gross negligence.*
- **Sexual Assault (Sexual Offenses)** – *Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. The offense that meets the definition of Rape, Fondling, Incest, or Statutory Rape as used in the FBI's UCR program.*
 - **Rape** – *Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ or another person, without the consent of the victim. This offense includes the rape of both males and females.*
 - **Fondling** - *The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
 - **Incest** – *Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
 - **Statutory Rape** – *Sexual intercourse with a person who is under the statutory age of consent.*
- **Robbery** – *The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.*
- **Aggravated Assault** – *An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*
- **Burglary** – *The unlawful entry of a structure to commit a felony or a theft.*
- **Motor Vehicle Theft** – *The theft or attempted theft of a motor vehicle.*
- **Arson** – *Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.*

Hate Crimes – Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias. A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **Race** – *A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.*
- **Religion** – *A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.*
- **Sexual Orientation** – *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.*
- **Gender** - *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.*

- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Larceny Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** – To unlawfully place another person in reasonable fear of bodily harm with threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VAWA Offenses (Violence Against Women Act) – Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes).

- **Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence** - A felony or misdemeanor crime of violence committed-
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;

- *By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*
- **Stalking** – *Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-*
 - *Fear for the person's safety or the safety of others; or*
 - *Suffer substantial emotional distress-*

For purposes of this definition-

- **Course of conduct** – *Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.*
- **Reasonable person** – *A reasonable person under similar circumstances and with similar identities to the victim.*
- **Substantial emotional distress** – *Significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.*

Arrests and Referrals for Disciplinary Action for Weapons – Weapons: Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations.

- **Arrest** – For *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Referred for Disciplinary action** – *The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- **Weapons: Carrying, Possessing, Etc.** – *The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*
- **Drug Abuse Violations** – *The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale use, growing, manufacturing and making of narcotic drugs.*
- **Liquor Law Violations** – *The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.*

Unfounded Crimes – a crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

Crime Statistics

The most recent crime data that has been reported to the U.S. Department of Education for the three most recent reporting years may be found at <http://ope.ed.gov/Security/> and on our website at <http://wtti.com>.

A copy of this report is included here.

Criminal Offenses - On campus

Criminal Offense	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

Criminal Offenses – Public Property

Criminal Offense	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

2023 Hate Crimes – On Campus

Criminal Offense	2022 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

2022 Hate Crimes – On Campus

Criminal Offense	2021 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

2021 Hate Crimes – On Campus

Criminal Offense	2020 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

2023 Hate Crimes – Public Property

Criminal Offense	2022 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

2022 Hate Crimes – Public Property

Criminal Offense	2021 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

2021 Hate Crimes – Public Property

Criminal Offense	2020 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory Rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple Assault	0	0	0	0	0	0	0	0	0
m. Larceny- theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

VAWA Offenses - On campus

Crime	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

VAWA Offenses – Public Property

Crime	2020	2021	2022
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

Arrests - On campus

Crime	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

Arrests – Public Property

Crime	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

Disciplinary Actions - On campus

Crime	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

Disciplinary Actions – Public Property

Crime	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

Unfounded Crimes – On campus, Public Property

	2020	2021	2022
a. Total unfounded crimes	0	0	0

On-campus Student Housing Facilities and Non Campus- Not Applicable

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the are identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other vendor).

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non Campus Buildings or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

SECTION IX DISCLAIMER

DISCLAIMER

While every effort has been made to make this consumer handbook as accurate as possible and reflective of current interpretations, neither Welder Training and Testing Institute nor the author assumes any liability for errors or omissions. If after reading this document and Welder Training and Testing Institute's School catalog, there are any questions concerning the School, its programs, and Title IV funds, those questions may be directed to the Welder Training and Testing Institute Administration Office at 610-437-9720. Welder Training and Testing Institute will make every effort to assure an adequate answer.