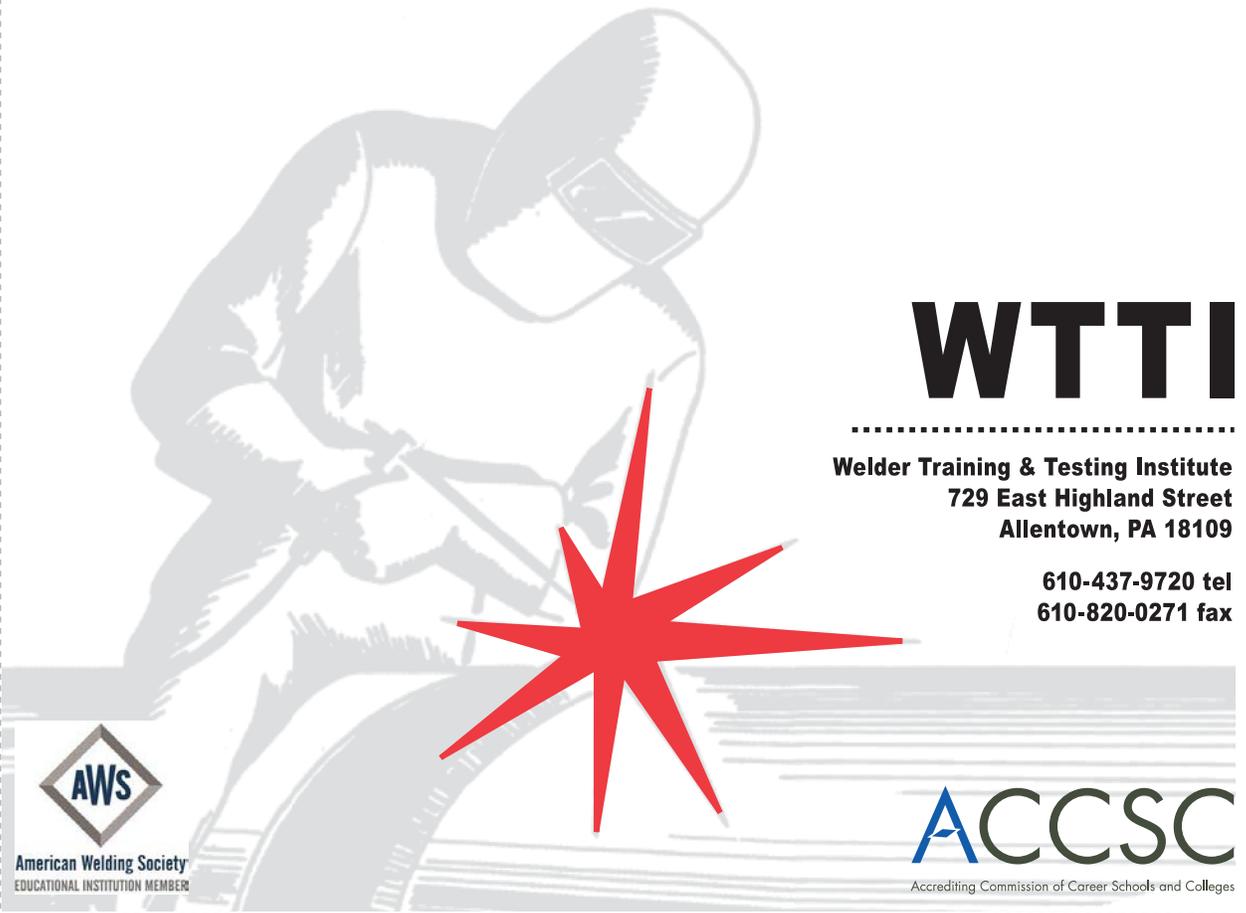


# School Catalog

Nationwide toll free: (800) 223-WTTI  
[www.Wtti.edu](http://www.Wtti.edu)



**WELDING: The Precision Metal Joining Trade of the Future**



# WTTI

Welder Training & Testing Institute  
729 East Highland Street  
Allentown, PA 18109

610-437-9720 tel  
610-820-0271 fax



American Welding Society  
EDUCATIONAL INSTITUTION MEMBER



Accrediting Commission of Career Schools and Colleges

Licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education  
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)  
American Welding Society (AWS) Educational Institution Member  
Equal Opportunity Training Facility

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Student welder at WTTI



American Welding Society  
Educational Institution Member

# ACCSC

Accrediting Commission of Career Schools and Colleges

## OUR PHILOSOPHY:

WELDER TRAINING AND TESTING INSTITUTE is a private corporation and co-educational institution of higher learning, that trains men and women for challenging careers in welding.

WTTI recognizes the fact that every student is an individual with different learning ability and potential. Every effort is made to individualize the training and maximize the skill potential of each student. Every member of the WTTI staff is committed to ensuring the success of each student. The programs/courses at the school are designed to prepare the student for employment opportunities within the career field. All of the programs/courses given at the school are selected and scheduled to contribute to that objective. Surveys of the industries which employ our graduates are conducted to determine what changes or modifications should be made in our training.

Policies of the school are determined to a large extent by the requirements of the employers who hire our graduates. These policies are administered within the framework of regulations set forth by various governmental agencies which regulate the school.

# Learn about WTTI

Over 35 years in the business of career training for welders has enabled us to establish relationships with reputable employers across the country who frequently call WTTI in search of qualified welders.

## OUR HISTORY:

Welder Training and Testing Institute (WTTI), founded in 1968 in Allentown, Pennsylvania, was originally called Breeden School of Welding. The school's original owner Ernie Breeden, a Texas born pipeline welder and engineer, was a man of vision committed to training welders for the industry that served him all his life.

During his career oil rigs were being built in the Gulf of Mexico and the North Sea. Pipelines were being laid across the country. Construction was booming and manufactures of ships, aircraft, automobiles and equipment were all striving to meet stringent quality and safety requirements. He recognized the need to train welders to fulfill these strong demands in the industry. Thus he founded the school.

In 1973, the school was renamed Welder Training and Testing Institute. At that time Mr. Breeden retired and ownership of the company shifted to a small welding and management group headed by Robert Wiswesser, who had been an instructor, assistant director and eventually director of the school under the Breeden ownership.

The name change was intended to signify an exciting shift in the business from an instructional institution to an organization with a dual mission. Now, WTTI would not only train welders, but also provide industrial services to corporations who need outside product inspection, testing, welder qualification, consulting and in-plant training seminars.

Today, WTTI has a well-established campus located in Allentown, PA. The training center, testing laboratory and management offices are conveniently located within three miles from Lehigh Valley's major expressway and the International Airport. This location was selected to better serve our customers.



*Mechanical testing lab at WTTI*



*Students attending theory lessons at WTTI*

## OUR FACILITIES:

WTTI is a welder technology school that offers students the necessary occupational training and certifications that can lead to employment in the field of welding. WTTI is accredited by the Accrediting Commission of Career Schools and College (ACCSC), listed by the U.S. Department of Education as a nationally recognized accrediting agency.

WTTI maintains a freestanding campus with a 10,000 square foot building. The school is equipped for the specialized training of welding.

There are sixty work stations available in the shop area for the training of gas welding/cutting, electric arc welding, and the semi-automatic processes. Fully equipped classrooms support in-shop training with lessons in theory. Theory is enhanced by the use of visual aids such as slides, videos and instructional handouts.

WTTI keeps updated on new technological advancements within the industry. Our staff attend AWS trade conventions and seminars, and periodically recertify skills through performance testing. This is done so that each instructor remains qualified to successfully pass these proficiencies on to our students.

In addition to our student training programs, WTTI offers industrial services to corporate clients through our Industrial Services Division. WTTI provides its clients with highly qualified staff technicians who are capable of delivering efficient, thorough, and customized services—tailored to match an organization's individual needs.

Student/teacher ratio for the shop is 15-1. Student teacher ratio for the classroom is 25-1. The maximum number of students for the shop is 56 and for the classroom is 25. Accommodations may be available for students with disabilities.

### **AWS Accredited Test Facility (ATF):**

WTTI is an AWS Accredited Test Facility (ATF) for qualifying welders in accordance with the requirements of American Welding Society (AWS) Standard for Certified Welders.

# How Can I Enroll ?

Our school operates throughout the year and enrollments will be accepted any time on a space available basis. Many incoming students have said that their visit to the school helped make their final decision to enroll. It's a great way to preview our facilities, talk with teachers and see other welders "in training."

- ✓ Step 1: **Select the program or course that interests you, and review the admissions requirements below.**
- ✓ Step 2: **Call our school at 800-223-WTTI to set up an appointment for your personal tour of our school and interview.\***
- ✓ Step 3: **Complete a student application for WTTI. The application can be printed from our website: [www.wtti.edu](http://www.wtti.edu).**
- ✓ Step 4: **Speak with our Financial Aid Office to determine your eligibility for various sources of financial assistance that are available to qualified applicants under our ACCSC accreditation.**

## ADMISSIONS REQUIREMENTS:

All applicants must be beyond the age of compulsory school attendance.

### Requirements for Welder Fitter are:

1. A high school diploma or its recognized equivalent.
2. Arrange for personal interview.
3. A completed WTTI application.
4. Applicants must pass an eye examination, with or without corrective lenses, to prove near vision acuity to Jaeger #2 specifications at a distance of 12 inches or greater.

### Requirements for Standard Welding, Advanced Pipe, Gas Tungsten Arc Welding, Gas Metal, and Flux-Cored Arc Welding Courses are:

1. Applicant may be required to take a Weld Evaluation Test in the shop in one or more processes to establish their skill level prior to beginning an advanced technique training program.
2. A high school diploma or its recognized equivalent.
3. Arrange for personal interview.
4. A completed WTTI application.
5. All applicants must pass an eye examination, with or without corrective lenses, to prove near vision acuity to Jaeger #2 specifications at a distance of 12 inches or greater.

## SCHOOL TOURS AND PERSONAL INTERVIEWS:

\* For students who wish to enroll, personal interviews are required, and are designed to review the general background of the applicant, objectives relative to the career choice, and the student's attitude and motivation. When all enrollment requirements have been fulfilled, and data received, the applicant will be required to read and sign a completed enrollment agreement.

## FINANCIAL AID INFORMATION:

A call or a visit to WTTI's Financial Aid Office will help determine eligibility for the various sources of financial assistance. WTTI is an eligible institution under the following student financial aid programs:

- Pell Grant Program
- Supplemental Education Opportunity Grant Program (SEOG)
- Federal Stafford Loan
- Federal Supplemental and Parent Loans (PLUS)

Financial Aid is based on an academic year of 900 hours and/or 30 weeks. All programs less than 900 hours are prorated.

A copy of the Financial Aid Consumer Booklet is available to students upon request at our Financial Aid Department.

Other sources of financial assistance:

- Approved for Veterans Educational Assistance Benefits (VA)
- Approved for training eligible participants under the Workforce Investment Act (WIA)
- Approved for training eligible participants under the Trade Act of 1974 and Pursuant Amendment of 2002 (TAA)
- Office of Vocational Rehabilitation (OVR)

## TRANSFER OF CREDITS:

Students may be granted up to 100 hours of credit for each year of training successfully completed in a welding program at a secondary or post-secondary institution. In this case, the maximum total credit possible is 300 hours. A student who is re-enrolling in WTTI may be granted credit for up to the total number of hours completed during their previous enrollment. The amount of credit hours applied to an individual's program, for both new students and re-enrollments, will be based upon a standard welding evaluation conducted by WTTI instructional staff prior to the enrollment.



*Student practicing a weld on pipe*

# Tuition & Fees



PROGRAM	REGISTRATION	INSURANCE	TUITION	*SUPPLIES (est.)
<b>Career Level Programs for the beginner with little or no experience in welding (eligible for financial aid to those who qualify):</b>				
<b>Welder Fitter</b> 900 hours	\$100	\$75	\$13,500	\$925

COURSE	REGISTRATION	INSURANCE	TUITION	*SUPPLIES (est.)
<b>Process Specific/Advanced Technique Courses (only the programs listed above fall within the school's ACCSC accreditation):</b>				
<b>Standard Welding</b> 180 hours	\$100	\$75	\$4140	as needed
<b>Advanced Welder Qualification– Pipe</b> 120 hours	\$100	\$75	\$3000	pipe coupons as needed
<b>Gas Tungsten Arc Welding– GTAW, TIG</b> 60 hours	\$100	\$75	\$1500	as needed
<b>Gas Metal Arc Welding– GMAW, MIG</b> 60 Hours	\$100	\$75	\$1500	as needed
<b>Flux Cored Arc Welding– FCAW</b> 60 Hours	\$100	\$75	\$1500	as needed

### \*Supplies

All tools, books, and equipment must be purchased by student– see estimates above. These are approximate total costs for the entire length of each program. Books are to be purchased at the school at a reasonable cost and are non-returnable. Equipment including hand tools and high quality personal protective equipment (gloves, welding jackets, helmet, etc.) can either be purchased from the school at a reasonable cost, or supplied by the student. The school reserves the right to refuse the use of any inadequate/unsafe equipment. Protective clothing and all leather work boots with a safety toe are REQUIRED for all programs/courses. We recommend boots with metatarsal guards.

***The school cannot assume responsibility for student property on or off premises at any time. Lockers are available. Locks are provided and must be used at all times. In the event that a student withdraws or is terminated from a program, that student must immediately remove their personal items from the school campus.***

### TUITION PAYMENT PLANS

If a student is not fully funded by financial aid, then a specific tuition payment plan will be set up when the student confirms his/her start date. The first payment is due the first day of class. Student obligations for payment of tuition, books or equipment purchased from the school must be met in accordance with the provisions of student's enrollment agreement. Absence from class does not relieve student of tuition liability.

### WELDER QUALIFICATION TESTING

WTTI meets all the requirements of the American Welding Society (AWS) Standard for Accredited Test Facilities (ATF) and is equipped to qualify welders in accordance with the **Standards for AWS Certified Welders Program** and WTTI's testing lab is ISO17025 accredited. All students have the option to participate in qualification testing at the conclusion of their program or course for an additional fee. For more information, see page 12 of this catalog.

### COMPARABLE PROGRAM INFORMATION

Comparable program information related to tuition and program length is also available from the ACCSC.

# Career-Level Programs

" WTTI gave me the training and the certification that I needed to qualify for jobs and survive a tough economy. And they put me in touch with the right people once I graduated."

Mark Barowski, graduate

" I graduated from the Welder Fitter Program at WTTI. They helped me contact the company that hired me. What can I say besides it was worth it... I really like my new job! "

Collette McElHeeney, graduate



Student welding plate

WTTI trains students to become professional welders ready to work upon graduation. Our career-level program, the Welder Fitter Program, are designed for incoming students who have little or no welding experience. The Welder Fitter is our primary program and the one most frequently chosen by incoming students. eligible for financial aid from various sources for those who qualify.



**Yes! Financial aid is available for those who qualify.**

## WELDER FITTER PROGRAM (900 HOURS):

**DESCRIPTION:** Welder Fitter Program consists of metal cutting utilizing the Oxyacetylene torch and employing four common welding processes, detailed below. The program concentrates on the basic techniques required to make sound welds on carbon steel plate and pipe. The shop projects include various joint designs in all positions on plate and pipe. In Shielded Metal Arc Welding, several electrode types and sizes are employed with multiprocess welding machines. Two semi-automatic processes are taught, Gas Metal and Flux Cored Arc Welding. In Gas Tungsten Arc Welding (TIG) working with a variety of other metals (carbon steel, stainless steel, and aluminum plate and carbon steel pipe). It also covers Combination Processes, where students are instructed in the additional considerations that come into play when more than one process is needed in the joining procedure. The program also includes basic instruction in both pipe fitting and structural layout. Instruction in blueprint reading includes shop math, welding symbols, and the basics required to read, understand, and follow welding blueprints. Structured theory classes cover welding safety, proper machinery set ups and adjustments, basic metallurgy, weld wire selection, and welding joint design.

**OBJECTIVES:** Welder Fitter graduates should be proficient in both manual and semi-automatic welding processes. The student should be able to pass performance tests in accordance with the American Welding Society (AWS) Structural Welding Code. The Welder Fitter graduate possesses a great deal of versatility which can be applied in the welding field, plus the specialized skills required to follow a blueprint in the fabrication shop and actually layout and fit up the materials prior to welding. The Welder Fitter is considered a specialist within the welding field and is fundamentally prepared to continue training for technician employment. The Welder Fitter graduate should be prepared to enter the field as a welder, a fitter, or welder-fitter on an entry level. Specifically, the Welder Fitter graduate should be able to meet all the objectives below:

1. Understand and follow established safety practices in the welding shop.
2. Weld and cut using a Plasma/Oxyacetylene process.
3. Weld carbon steel plate in the flat, horizontal, vertical, & overhead positions using the Shielded Metal and Gas Metal Arc Welding processes.
4. Weld carbon steel plate in the flat, horizontal, & vertical positions using Gas Tungsten and Flux Cored Arc Welding processes.
5. Weld carbon steel pipe in three positions using Shielded Metal Arc Welding process.
6. Set up and operate different types of welding machines.
7. Understand and discuss basic welding theory.
8. Understand and follow basic welding shop blueprint.
9. Determine materials needed for fabrication according to inform
10. Follow a blueprint and be able to layout all necessary materials.
11. Cut required materials, secure with fixtures, perform tack welds per shop drawings, and do the finish welding required.
12. Weld on Stainless Steel and Aluminum using the Gas Tungsten process
13. Employ more than one process in the joining procedure.

## COURSES OF STUDY:

Plasma/Oxyacetylene Cutting.....	60 hours
Shielded Metal Arc Welding Flat Position.....	90 hours
Shielded Metal Arc Welding Horizontal Position.....	60 hours
Shielded Metal Arc Welding Vertical Position.....	90 hours
Shielded Metal Arc Welding Overhead Position.....	60 hours
Gas Metal Arc Welding (MIG).....	60 hours
Flux Cored Arc Welding (Self-Shielded/ Gas Shielded).....	30 hours
Pipe Welding All Positions (SMAW).....	60 hours
Gas Tungsten Arc Welding (TIG).....	90 hours
Theory.....	75 hours
Blueprint Reading.....	35 hours
Combination Processes.....	30 hours
Layout/Fitting & Student Project.....	100 hours
Preparation for Qualification Testing.....	60 hours
(Qualification Testing at additional charge)	

**TOTAL = 900 hours**

# Meet Our Instructors

## Patrick Dorris - Education Director

American Welding Society Certified Weld Inspector - CWI  
Certified Welding Education - CWE  
American Welding Society Certified Welder  
American Society of Mechanical Engineers Certified Welder  
American Petroleum Institute Certified Welder  
Military Standard Certified Welder  
American Society of Non-Destructive Testing level II Inspector  
Non-Destructive Testing Level III Inspector  
**Examiner Level III**

## Troy Heiser - Lead Instructor

American Welding Society Certified Weld Inspector - CWI  
Certified Welding Education - CWE  
American Welding Society Certified Welder  
American Society of Mechanical Engineers Certified Welder  
American Petroleum Institute Certified Welder  
Non-Destructive Testing Level II Inspector

## Andrew Laker - Instructor

American Welding Society Certified Weld Inspector - CWI  
Certified Welding Education - CWE  
American Welding Society Certified Welder  
American Society of Mechanical Engineers Certified Welder  
American Petroleum Institute Certified Welder  
Non-Destructive Testing Level II Inspector

## Ken Lavin - Instructor

American Welding Society Certified Weld Inspector - CWI  
Certified Welding Education - CWE  
American Welding Society Certified Welder  
American Society of Mechanical Engineers Certified Welder  
American Petroleum Institute Certified Welder  
Non-Destructive Testing Level II Inspector



*Student practicing a weld on pipe*



*Student using TIG welder*

# Process Specific/Advanced Technique Courses

The courses below are designed for individuals who are seeking to develop specialized skills in a single welding process or upgrade their current skill level in advanced techniques to qualify themselves for additional career opportunities.

Only the school's Career-Level Program is listed on page 5 fall within the school's ACCSC accreditation.

## STANDARD WELDING (180 HOURS):

*Note: Oxyacetylene cutting of required materials will be performed by student, or they may elect to supply or purchase practice materials.*

**DESCRIPTION:** This course is designed for individuals seeking to develop specialized skills in the Shielded Metal Arc Welding Process and for welders who are continuing their education to upgrade their skills and prepare themselves for advancement in the welding field.

**OBJECTIVES:** To develop or upgrade Shielded Metal Arc Welding skills in all four positions on carbon steel and prepare the graduate to enter the welding field as a stick welder on at least an entry position. Specifically, the graduate should be able to:

1. Properly prepare metal prior to welding.
2. Set up and operate a Shielded Metal Arc Welding machine.
3. Choose the proper filler wire for different job requirements.
4. Weld plate in flat, horizontal, vertical and overhead positions.

### COURSE OF STUDY:

Shielded Metal Arc Welding in:

Flat Position.....	40 hours
Horizontal Position.....	40 hours
Vertical Position.....	50 hours
Overhead Position.....	50 hours

**TOTAL = 180 hours**

## ADVANCED WELDER QUALIFICATION- PIPE (120 HOURS):

*Note: Oxyacetylene cutting of required materials will be performed by student, or they may elect to supply or purchase practice materials.*

**DESCRIPTION:** This course is designed for individuals seeking to develop specialized skills in Pipe Welding and for welders who are continuing their education to upgrade their skills and prepare themselves for advancement in the welding field.

**OBJECTIVES:** To develop or improve pipe welding skills utilizing the Shielded Metal Arc Welding process or Gas Tungsten Arc Welding process and prepare to pass a Pipe Welding Qualification Test. Enables the graduate to enter an advanced pipe welder position. Specifically, the graduate should be able to:

1. Properly prepare carbon steel pipe and plate prior to welding.
2. Weld carbon steel pipe in all positions including the 6G position using the Shielded Metal Arc Welding process.

### COURSE OF STUDY:

Pipe Padding All Positions.....	24 hours
Pipe Fillet All Positions.....	30 hours
Pipe Tee All Positions.....	24 hours
Pipe Butt All Positions.....	42 hours

**TOTAL = 120 hours**



Student welding at WTTI

## MORE SKILLS = LESS LIMITS

It's a fact: welding is used in an enormous amount of ways throughout the world. So your career in welding offers many possibilities that become greater as you continue to advance your skills through training and determination.

# Process Specific/Advanced Technique Courses (continued)

The courses below are designed for individuals who are seeking to develop specialized skills in a single welding process or upgrade their current skill level in advanced techniques to qualify themselves for additional career opportunities.

Only the school's Career-Level Programs listed on page 5 fall within the school's ACCSC accreditation.

## GAS TUNGSTEN ARC WELDING– GTAW, TIG (60 HOURS):

*Note: Students training exclusively on aluminum and/or stainless steel may be required to supply appropriate practice material.*

**DESCRIPTION:** This course is designed for individuals seeking to develop specialized skills in the Gas Tungsten Arc Welding Process on materials of varying thickness and for welders who are continuing their education to upgrade their skills and prepare themselves for advancement in the welding field.

**OBJECTIVES:** To develop or upgrade Gas Tungsten Arc Welding skills and prepare the graduate to enter the welding field as a TIG welder on at least an entry level position. Specifically, the graduate should be able to:

1. Properly prepare metal prior to welding.
2. Set up and operate a Gas Tungsten Arc Welding machine.
3. Choose the proper filler wire for different job requirements.
4. Weld plate in flat, horizontal, vertical, and overhead positions.

### COURSE OF STUDY:

Carbon Steel/Stainless Steel/Aluminum Rod:	
Flat Position.....	18 hours
Horizontal Position.....	12 hours
Vertical Position.....	24 hours
Overhead Position.....	6 hours
<b>TOTAL = 60 hours</b>	

## GAS METAL ARC WELDING– GMAW, MIG (60 HOURS):

*Note: Oxyacetylene cutting of required materials will be performed by student, or they may elect to supply or purchase practice materials.*

**DESCRIPTION:** This course is designed for individuals seeking to develop specialized skills in the Gas Metal Arc Welding Process on materials of varying thickness and for welders who are continuing their education to upgrade their skills and prepare themselves for advancement in the welding field.

**OBJECTIVES:** To develop or upgrade Gas Metal Arc Welding skills and prepare the graduate to enter the welding field as a MIG welder on at least an entry level position. Specifically, the graduate should be able to:

1. Properly prepare metal prior to welding.
2. Set up and operate a Gas Metal Arc Welding machine.
3. Choose the proper filler wire for different job requirements.
4. Weld plate in flat, horizontal, vertical, and overhead positions.

### COURSE OF STUDY:

Short Circuit/Globular/Spray Transfer Modes:	
Flat Position.....	18 hours
Horizontal Position.....	12 hours
Vertical Position.....	24 hours
Overhead Position.....	6 hours
<b>TOTAL = 60 hours</b>	

## FLUX CORED ARC WELDING– FCAW (60 HOURS):

*Note: Oxyacetylene cutting of required materials will be performed by student, or they may elect to supply or purchase practice materials.*

**DESCRIPTION:** This course is designed for individuals seeking to develop specialized skills in the Flux Cored Arc Welding Process on materials of varying thickness and for welders who are continuing their education to upgrade their skills and prepare themselves for advancement in the welding field.

**OBJECTIVES:** To develop or upgrade Flux Cored Arc Welding skills and prepare the graduate to enter the welding field as a production flux cored arc welder on at least an entry level position. Specifically, the graduate should be able to:

1. Properly prepare metal prior to welding.
2. Set up and operate a Flux Cored Arc Welding machine.
3. Choose the proper filler wire for different job requirements.
4. Weld plate in flat, horizontal, vertical, and overhead positions.

### COURSE OF STUDY:

Self-shielded/Gas-shielded:	
Flat Position.....	18 hours
Horizontal Position.....	12 hours
Vertical Position.....	24 hours
Overhead Position.....	6 hours
<b>TOTAL = 60 hours</b>	

# Areas of Instruction

**Oxyacetylene Cutting** is performed with a cutting torch. Oxygen and acetylene gases are mixed within the torch to produce a cutting flame. Oxyacetylene cutting is a skill that is required in most all welding jobs to one degree or another. Metal must be properly cut and prepared prior to actual welding.

**Plasma Arc Cutting (PAC)** is an arc cutting process that uses a constricted arc and removes the molten metal with a high velocity jet of ionized gas issuing from the constricting orifice. PAC is a skill required in today's precision metal joining jobs.

**Air Carbon-Arc Gouging (CAC-A)** is a thermal gouging process used to remove metal physically, not chemically. Gouging or cutting occurs when the intense heat of the arc between the carbon electrode and the workpiece melts part of the workpiece. Meanwhile, air passes through the arc quickly enough to blow the molten material away.



*TIG welding*

**Shielded Metal Arc Welding** is commonly called "stick" or "arc" welding. It is one of the oldest and the most widely used welding processes. In Shielded Metal Arc Welding, an electric arc welding machine and welding rods are used to perform the process. There is a great variety of welding rods available which are designed to do different welding jobs. Shielded Metal Arc Welding is applied mostly to heavier metals.

**Gas Metal Arc Welding** is commonly referred to as Metallic Inert Gas Welding or "MIG" welding. In Gas Metal Arc Welding, the welder uses a welding gun. The weld wire itself is on a spool, and fed from the spool via a cable, through the MIG gun, and controlled by a trigger mechanism on the gun. Gas Metal Arc Welding is a fast, high production process. It is widely used in today's welding field and continues to grow in popularity. This process is used for both thin and thick metal.

**Flux Cored Arc Welding** is also commonly called "Innershield" or "Dualshield." This is another semi-automatic process with the weld wire stored on a spool which is fed through a welding gun and controlled by a trigger mechanism. Although an expensive process to operate, Flux Cored Arc Welding offers some significant advantages over MIG welding on certain welding job. This process is also increasing in usage every year.

**Gas Tungsten Arc Welding** is frequently referred to as "Heli-arc" Welding or "TIG" Welding. Although not used as much as Shielded Metal Arc Welding, it is still one of the fastest growing welding processes. In Gas Tungsten Arc Welding, the welder uses a TIG torch which houses a tungsten electrode. This tungsten electrode maintains an electric arc providing the heat required for fusion. The actual welding wire is added to the weld with the other hand, and so this is also a two handed process, like Oxyacetylene welding. It is a very slow, but very carefully controlled process which can meet critical welding demands. TIG is widely used in welding aluminum, stainless steel, chrome, chromium alloys and other exotic metals. The more critical the demands of the weld, the more likely the Gas Tungsten Arc Welding will be the process of choice.

**Combination Processes** is just what the name implies. There are times in construction and fabrication where it is in the interest of increased strength or efficiency to employ more than one welding process in the joining procedure. The student is taught the additional considerations that come into play when more than one process is required for a particular project.

**Welding Theory** is designed to provide the welding student with an understanding of welding principles over and beyond the mechanics of welding. It includes basic metallurgy, the operation of the various welding processes, proper weld wire selection, welding joint design, some basic electricity, machinery set up and shop math. A good grasp of these various subjects can provide the welder with a great deal of confidence when facing a new job or job assignment.

**Blueprint Reading** is being expected by more and more employers who want their welders to be able to read and understand a basic shop welding blueprint. In blueprint reading, the welding student is taught to understand the different views, and the welding symbols that are utilized in the blueprint. The student is also taught how to use the blueprint as a guide when repairing or building any welded items.

**Layout and Fitting** is for the student who chooses to extend their training and enter into an area of specialization within the welding field. A Welder Fitter goes beyond understanding and mastering basic welding skills and processes. The Welder Fitter must be able not only to read a blueprint, but also be able to look at a blueprint and determine the types and amounts of materials necessary to fabricate the product. The Layout and Fitting student is taught to layout out the material properly, measure, mark and cut all required pieces and properly fit all of the pieces together. The finished product should have minimum waste and be set up in a manner that can be effectively welded. The Fitter should have a very good understanding of basic math and geometry.

# Start Date/Graduation Date Schedule

New classes begin every Monday of the month, during every month of the year (January through December).



## FULL-TIME STUDENT:

6 hours per day / 30 hours per week

**Program**                      **Graduation date calculation**  
900 Hours:                      Start date + 35.5 weeks

**Course**  
180 Hours:                      Start date + 7.5 weeks  
120 Hours:                      Start date + 5 weeks  
60 Hours:                        Start date + 3 weeks

## PART-TIME STUDENT (3/4 time): \*\*

4.5 hours per day / 22.5 hours per week

**Program**                      **Graduation date calculation**  
900 Hours:                      Start date + 47 weeks

**Course**  
180 Hours:                      Start date + 9.5 weeks  
120 Hours:                      Start date + 6.5 weeks  
60 Hours:                        Start date + 3.5 weeks

\*\*This is a full-time schedule for Veteran's (VA) benefits.

## PART-TIME STUDENT (1/2 time):

3 hours per day / 15 hours per week

**Program**                      **Graduation date calculation**  
900 Hours:                      Start date + 71 weeks

**Course**  
180 Hours:                      Start date + 14 weeks  
120 Hours:                      Start date + 9.5 weeks  
60 Hours:                        Start date + 5 weeks

## MAXIMUM TIME FRAMES FOR PROGRAMS/COURSES:

Program/ Course	Full-Time (30 hr./wk.)	Part-Time (¾) (22 ½ hr./wk.)	Part-Time (½) (15 hr./wk.)
900 Hours:	35 ½ weeks	47 weeks	71 weeks
180 Hours:	7 ½ weeks	9 ½ weeks	14 weeks
120 Hours:	5 weeks	6 ½ weeks	9 ½ weeks
60 Hours:	3 weeks	3 ½ weeks	5 weeks

*Clock Hours= 60 Minutes of Instruction/Lab*

## FLEXIBLE SCHEDULING = GREATER OPPORTUNITY

Students with flexible scheduling options are able to finish programs even with additional responsibilities outside of school. WTTI offers student's an opportunity to find a schedule that works for them.

# Hours of Attendance and Accreditations



## HOURS OF ATTENDANCE:

### FULL-TIME:

Morning Sessions ..... 8:00 AM to 2:30 PM  
-or- 10:00 AM to 4:30 PM  
Afternoon Sessions ..... 12:30 PM to 7:00 PM  
-or- 2:30 PM to 9:00 PM

### PART-TIME:

Morning & Afternoon Sessions may be scheduled individually on a space available basis for 3 hours/day or 4.5 hours/day.

Evening Sessions ..... 6:00 PM to 9:00 PM  
-or- 4:00 PM to 9:00 PM

Flex scheduling is available for courses of 180 hours or less. Consult with school administrator for arrangements.

.... Attend class in mornings, afternoons or evenings .....

### HOLIDAY SCHOOL CLOSINGS:

WTTI operates continuously throughout the year. Holiday school closings are as follows:

Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving – 2 days  
Christmas – 2 days  
New Years Day – 2 days

## ACCREDITATIONS & APPROVALS:

Welder Training & Testing Institute (WTTI) is accredited by the Accrediting Commission of Career Schools and College (ACCSC). The ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The ACCSC is a member of the Council of Post-secondary Accreditation.

- Licensed by the Commonwealth of PA, Department of Education, State Board of Private Licensed Schools.
- Approved for the Training of Eligible Participants under the Trade Adjustment Assistance Reform Act (TAA).
- Approved for the Training of Eligibles by the Commonwealth of PA Office of Vocational Rehabilitation (OVR).
- Approved for the Training of Eligible Participants under the Workforce Investment Act (WIA).
- Approved for the Training of Veterans and Other Eligibles.
- American Welding Society (AWS) Educational Institution Member.

## COMPANIES WHERE GRADUATES HAVE BEEN EMPLOYED...

*Below is a small sample listing of local and national companies where WTTI trained welders have been employed:*

Air Products & Chemicals, Inc. (Allentown, PA)

Amtrak (Philadelphia, PA)

ATLSS Laboratory, Lehigh University (Bethlehem, PA)

B. Braun Biotech, Inc. (Allentown, PA)

Boilermakers Local 13 (Philadelphia, PA)

Boose Aluminum Foundry (Reamstown, PA)

Brandenburg Industrial Services (Bethlehem, PA)

CAF USA (Elmira Heights, NY)

Carpenter Technology (Reading, PA)

Essroc Materials, Inc. (Nazareth, PA)

General Dynamics (North Kingston, RI)

Greiner Industries (Mount Joy, PA)

Goulds Pump, Inc. (Ashland, PA)

High Steel Structures (Lancaster, PA)

HT Lyons, Inc. (Allentown, PA)

ITT Engineered Valves (Lancaster, PA)

Ironworks Local 420 (Reading, PA)

KME Kovatch Corporation (Nesquehoning, PA)

Lehigh Heavy Forge (Bethlehem, PA)

L&M Fabrication (Bath, PA)

Mack Trucks (Allentown, PA)

Morgan Corporation (Morgantown, PA)

Nestle Waters (Breinigsville, PA)

PP&L Electric (Allentown, PA)

Pennsylvania Turnpike Commission

Pipefitters and Plumbers Local 524 (Scranton, PA)

Reading Truck Body (Reading, PA)

Reynolds Metal Corporation (Downingtown, PA)

Smithahn Company (Bethlehem, PA)

SpaceX (Hawthorne, CA)

Steamfitters Local 420 (Philadelphia, PA)

Steamfitters Local 475 (Warren, NJ)

Steelco (Sinking Springs, PA)

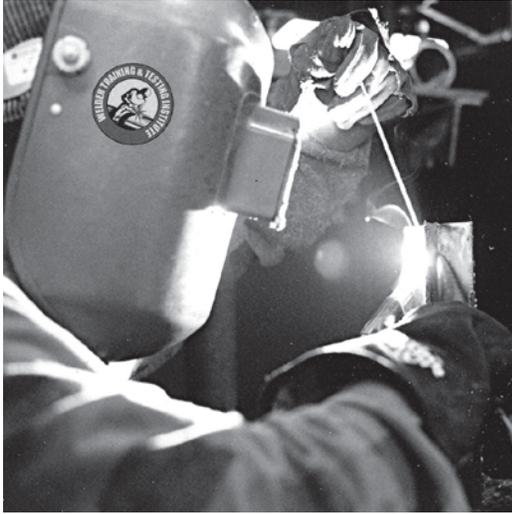
Summit Steel (Reading, PA)

The Rose Corporation (Reading, PA)

Valmont Industries (Hazleton, PA)

Victaulic Corporation (Easton, PA)

# Welder Certification — Why is it important? How do I get it?



*Student feeding filler wire*

Employers are eager to hire qualified welders because only welders with proper certification(s) can perform on many of their customer's jobs.

Welders who receive certification(s) are valuable assets to employers.

Does WTTI offer "the test" to become certified?

Often WTTI will receive a call from an individual or a company requesting information about taking "the test" to become certified. Actually, there is no such thing as a single qualification test a welder can take to receive certification for every job.

Instead, there are many different codes and standards that regulate welding. Each one of these codes or standards dictates the parameters for depositing sound welds using a specific metal, technique and position; each usually requires a separate qualification test and its own certification. Yes, WTTI provides welder qualification testing in accordance with many of these codes and standards.

How and when can I qualify myself with a certification?

To receive certification in one of these codes or standards, a welder is required to "qualify" their work through a hands-on demonstration of his/her ability by actually performing a weld according to the specific parameters, and then submitting the weld to an Accredited Test Facility (ATF). The ATF tests the weld to determine whether it meets the requirements of that particular code or standard. If the weld passes, then the welder receives written testimony, called "certification," from the ATF to prove to an employer that he/she is "qualified" to do certain jobs. To be specific, the "certification" is the actual paperwork that states the details of the welder's qualifications. The certification is typically presented to, and signed by, an employer.

The level of skill required to pass a qualification test varies with the process. If you are presently attending our welding school, we offer you the opportunity to perform qualification testing for a certification at the end of your training program. Ask your Instructor, or the School Director, for more information.

Where do I find an Accredited Test Facility (ATF)?

Welder Training & Testing Institute (WTTI) is accredited by the American Welding Society (AWS) as a certified ATF. This means our staff and our lab operate in accordance with the AWS QC4-89, Standard for Accreditation of Test Facilities for the AWS Certified Welder Program. We offer qualification testing to individual welders and companies through our Industrial Services Division in our ISO 17025 accredited test lab.

Why is certification important?

When you receive your certification(s), you become a valuable asset to your employer.

Certification is important to employers, who must have a great deal of confidence in the welder's work since it has significant safety and financial consequences for their company.

Customer's job requirements usually indicate that work must be done according to a specification, code or procedure. Employers are responsible for having only welders with the proper certification(s) perform on those jobs, otherwise they would face greater liability if something goes wrong.

# School Policies & Student Guidelines

It is essential that each student become familiar with our school policies and follow the student guidelines set forth by the school. Welder Training & Testing Institute complies with all local, city, county, state and federal regulations.

## GRADUATION REQUIREMENTS:

Students who successfully meet all graduation requirements will be awarded a diploma, appropriate to the Program/Course completed.

Diploma Program/Certificate Courses are listed below:

**Welder Fitter Program**  
**Standard Welding**  
**Advanced Welder Qualification– Pipe**  
**Gas Metal Arc Welding (GMAW, MIG)**  
**Gas Tungsten Arc Welding (GTAW, TIG)**  
**Flux Cored Arc Welding (FCAW)**

Students eligible for graduation are required to:

1. Complete all course requirements
2. Earn a final average of C or better
3. Achieve an overall attendance record of at least 85%
4. Satisfy all financial obligations to the school

Graduation will be on the contracted ending date or at the completion of the contracted training hours, whichever comes first. Each student's schedule ending date allows for sufficient training days to complete the course requirements.

**Transfer of Credit/Clock Hours:** Welder Training & Testing Institute cannot guarantee that its clock/credit hours will transfer to another institution.

## GRADING SYSTEM:

Following review by the School Official, grade reports are issued to the student upon completion of each month's training.

A student's final grade includes test scores, project grades, skill-level progress grades, and his/her workmanship grades. The school's standard of marking is as follows:

Grade	Quality Points	% Equivalent
A = Excellent	3.67 - 4.0	90 - 100
B = Good	2.67 - 3.33	80 - 89
C = Fair	1.67 - 2.33	70 - 79
D = Poor	1.0 - 1.33	60 - 69
F = Failure	0.0	Below 60

Individual progress records are permanently maintained for each student and are open for inspection in accordance with Family Educational Rights and Privacy Act of 1974 as amended.

## ATTENDANCE REQUIREMENTS:

A student should maintain as close to 100% attendance as possible. Each course requires the student be present at least 85% of the total prescribed time in order to meet graduation requirements.

**STUDENTS SHOULD BE AWARE THAT EMPLOYERS ARE MORE RELUCTANT TO HIRE GRADUATES WHO HAVE POOR ATTENDANCE RECORDS.**

### Lateness:

Any student not physically present at the start of his/her scheduled class will be considered late. Excessive lateness will not be tolerated. After initial counseling, disciplinary action may be taken.

### Make-up Work:

A limited amount of make-up time is included when calculating each student's ending date. This make-up time is designed to allow for legitimate absences and/or unscheduled school closings. Every student will be scheduled for at least the total number of hours described on the student's enrollment agreement. The director or instructor will meet with the student on the day the student returns in order to schedule any assignments or exams that were missed.

### Termination of a Student:

Any student whose absence interferes with his/her progress or causes them to fall below minimum graduation and/or grade requirements, may be dropped from the roll. A student who is absent 5 consecutive days may be subject to automatic termination.

WTTI reserves the right to terminate any student at any time because of poor performance, excessive absences, undesirable conduct, or failure to make payment of tuition, fees and/or any other charges. A student who is terminated will be notified in writing by the school. Written notification will include the last hour and date of recorded attendance. This is the date of official termination.

Upon termination, the student must immediately remove their personal items from the school campus. The school cannot assume responsibility for student property on or off premises at any time.

Readmission under any circumstances will only be considered after a student submits such a request in writing to the school. Each case will be individually evaluated in a fair manner with the final decision determined by the School Director.

## STUDENT CONDUCT:

Our students are being prepared for a workplace environment, and for this reason they are expected to conduct themselves in a responsible manner and conform with the generally accepted standards of the Industry. Students must observe all safety rules. Repeated breaking of safety rules may result in permanent expulsion. **NO DRINKING OR DRUGS ALLOWED– Student will be immediately terminated. STEALING IS NOT TOLERATED– anyone stealing will be immediately terminated.**

# School Policies & Student Guidelines

## SATISFACTORY ACEDMIC PROGRESS POLICY:

Eligibility for title IV financial assistance requires that the student maintains satisfactory progress in accordance with the school's written "Satisfactory Academic Progress Statement" as defined below.

The following satisfactory academic progress standards apply to all students:

1. Student's cumulative grade point average (GPA) at the end of each quarter of each course must meet the **minimum requirement** as follows:
  - at completion of first quarter..... 1.0 GPA*
  - at completion of Second quarter..... 1.5 GPA*
  - at completion of third quarter..... 2.0 GPA*
  - at completion of fourth quarter..... 2.0 GPA*
2. Student's time-frame for completing the course must be within the maximum time frame for each eligible course which allows for approximately 15% absences. See maximum time frames chart on page 10.
3. Students are required to complete a minimum of 85% of the clock hours available **per month** for the course they have enrolled **according to their status** as full-time or part-time. See the maximum time frames chart on page 10.

Leave of Absence: Each student may be granted one leave of absence if approved by the School Director. A leave of absence is not considered into the number of clock hours so it does not adversely affect the 85% attendance requirements for satisfactory progress or graduation.

A leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for a leave must be made in advance in writing, or time away from the School will be considered an absence. Students **MUST** meet with the financial aid office regarding all financial aid implications.

- If unforeseen circumstances prevent the student from providing a written request within three (3) calendar days, the Institution may use its discretion to grant the student's request if the student provides the written documentation validating the unforeseen circumstances by the last day of the School's attendance policy.
- Generally, only one leave of absence may be granted to a student. However, more than one leave of absence may be granted for limited, well documented cases due to unforeseen circumstances that are listed below.
- One additional leave of absence, if it does not exceed 29 calendar days and the School determines that it is necessary due to unforeseen circumstances; this type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the School's discretion.
- Subsequent leaves of absence are granted for jury duty, military reasons or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103.3), enacted February 5, 1993. Documentation required.

- A request for a subsequent leave must be made in advance in writing, or time away from the School will be considered an absence.

Failure to return from an approved leave of absence will result in withdrawal from the School, may have an impact on Financial Aid, loan repayment, and exhaustion of the loan grace period for the total days the student was on the LOA. Students in a LOA status may not receive further financial aid disbursements until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

4. Any student who withdraws may re-enroll at a future date by a written request to the Director explaining his/her reason for re-enrollment. The request will be reviewed by the School Director, Financial Aid Officer, and the Fiscal Officer. Should the student be accepted, then he/she will be given credit for hours already completed. Due to the nature of vocational training at WTTI, the school does not offer Incompletes, repetitions, or non-credit remedial courses.
5. If the student is making unsatisfactory progress due to the fact that he/she has failed to meet any or all of the above requirements, the student will be given an Academic Warning and must submit an appeal with an academic plan to the School Review Board. A student may be terminated at any time if the Academic Review Board Committee does not believe the student will be successful in upholding the Academic Plan. If unsatisfactory progress continues for a second month and the student has not met their goals stated in their academic plan, the student will be placed on Academic Probation. If unsatisfactory attendance and/or progress continues beyond the probation period, the student will be terminated with written notification from the school.
6. While on Academic Probation, the student will not be eligible to receive any Financial Aid or Living Expense.
7. In order for a student to receive Federal Financial Aid Funds, he/she must be making satisfactory progress toward a diploma, or be on an academic plan as described above. A student that fails to make academic progress toward their diploma may be required to return funds, and should be familiar with the policies & procedures of third party agencies.



# School Policies & Student Guidelines

## GUIDELINES FOR V.A. EDUCATIONAL ASSISTANCE:

*There are specific guidelines for student veterans/eligible persons who are receiving V.A. Educational Assistance Allowance.*

### **Leave of Absence:**

Leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance in writing, or time away from the school will be considered an absence. The VA will be notified immediately when a veteran student is granted a leave of absence. Please refer to Student Handbook for LOA request.

### **Tardiness:**

Any student who is not physically present at the start of his scheduled class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Excessive tardiness may be cause for discontinuance of V.A. Educational Assistance Allowance.

### **Absence:**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student's file. Students must attend a minimum of 85% of all scheduled classes to attain satisfactory progress. A student who accumulates more than 15% absenteeism (including tardiness) is deficient and will be counseled by the School. If the problem continues for three months of enrollment, the student will be terminated of his/her VA Educational Assistance Allowance and the program in which they are enrolled.

The School is required to notify the Department of Veterans Administration when a student fails to make satisfactory progress by either poor academics or poor attendance and that benefit payments may be affected. Payment of VA benefits is made at the discretion and jurisdiction of the Department of Veteran Affairs.

### **Class cuts:**

Class cuts are not permitted and shall be recorded as absences.



### **Make-up work:**

Make-up work is permitted and encouraged for the purposes of receiving VA Educational Assistance Allowance. Students should make up those absences because they already received benefits for them.

### **Unsatisfactory Progress:**

Students who are failing will be placed on "Academic Probation" according to the school's written policy. If unsatisfactory progress continues beyond the probation period, the student's training will be immediately interrupted and all concerned parties will be notified accordingly. Students dismissed because of unsatisfactory progress may apply for reentrance; however, each case will be considered on the basis of the facts involved. If the student does not attain satisfactory progress at the end of the probation period, the V.A. will be notified of termination within 30 days.



### **Credit for Previous Education & Training:**

Appropriate credit is given for comparable previous education and training, and the training period will be shortened accordingly.

### **Refund Policy:**

In the event a veteran or eligible person fails to enter the course, withdraws, or is discontinued any time prior to completion, the amount charged to the veterans for tuition, fees and other charges for a portion of the course shall not exceed the approximate pro-rated portion of the total charges for tuition, fee and other charges that the length of the completed portion bears to its total length.

# School Policies & Student Guidelines Continued

## GUIDELINES FOR V.A. EDUCATIONAL ASSISTANCE:

Requires that the student maintain satisfactory progress in accordance with the School's written "Satisfactory Academic Progress Statement" as defined below.

The following satisfactory academic progress standards apply to all students:

1. Student's cumulative grade point average (GPA) at the end of each quarter of each course must meet the **minimum requirement** as follows:

*at completion of first quarter..... 1.0 GPA*  
*at completion of second quarter..... 1.5 GPA*  
*at completion of third quarter..... 2.0 GPA*  
*at completion of fourth quarter..... 2.0 GPA*

2. Student's time-frame for completing the course must be within the maximum time frame for each eligible course which allows for approximately 15% absences.
3. Students are required to complete a minimum of 85% of the clock hours available **per month** for the course they have enrolled **according to their status** as full-time or part-time.

Leave of Absence: Each student may be granted one leave of absence if approved by the School Director. A leave of absence is not considered into the number of clock hours so it does not adversely affect the 85% attendance requirements for satisfactory progress or graduation.

4. Any student who withdraws may re-enroll at a future date by a written request to the Director explaining his/her reason for re-enrollment. The request will be reviewed by the School Director and school Coordinator. Should the student be accepted, then he/she will be given credit for hours already completed. Due to the nature of vocational training at WTTI, the school does not offer Incompletes, repetitions, or non-credit remedial courses.
5. If the student is making unsatisfactory progress due to the fact that he/she has failed to meet any or all of the above requirements, the student will be given an Academic Warning and must submit an appeal with an academic plan to the School Review Board. A student may be terminated at any time if the Academic Review Board Committee does not believe the student will be successful in upholding the Academic Plan. If unsatisfactory progress continues for a second month and the student has not met their goals stated in their academic plan, the student will be placed on Academic Probation. If unsatisfactory attendance and/or progress continues beyond the probation period, the student will be terminated with written notification from the school.
6. In order for a student to receive VA Educational Assistance Allowance, he/she must be making satisfactory progress toward a diploma, or be on a probation period as described above. A student that fails to make academic progress toward their diploma will be terminated from the program in which they are enrolled.

## GUIDELINES FOR V.A. EDUCATIONAL ASSISTANCE:

### Title 38 United States Code Section 3679(e)

Any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the education institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "statement of Benefits" obtained for the Department of Veterans Affairs' (VA) website e-benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

Welder Training and Testing Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33.

### 1018 Isakson And Roe

1. Covered individuals shall receive a personalized shop sheet.
2. Personalized shop sheet shall be provided within 15 days after tuition and fees are determined for the academic year if there is a change.
3. Inform an enrolled individual of the availability of federal financial aid, not administered by VA that is offered by WTTI.
4. Alert individuals of federal aid, prior to packaging student loans
5. School does not participate in automatic renewal of enrollment.
6. All student shall sign an enrollment agreement, for approval.
7. Members of the Armed forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed forces
8. Will accommodate short absence for such services in the Armed Forces
9. Graduation requirements - refer to page 13
10. Any new program which is under accreditation will be approved by accrediting agency.
11. For academic, financial, disability, or any advising needed please contact Sadie Hess, by email or phone: [sadie@wtti.edu](mailto:sadie@wtti.edu) or 610-437-9720 Ext. 214

# Cancellation & Refunds

It is essential that each student become familiar with our school policies and follow the student guidelines set forth by the school. Welder Training & Testing Institute complies with all local, city, county, state and federal regulations.

## CANCELLATION AND REFUND POLICY:

### Cancellation prior to Starting Classes:

1. In the event that the applicant is not accepted by the school, all monies paid, including registration and any tuition, will be refunded to the applicant.
2. An applicant may cancel his/her enrollment at any time before the commencement of classes.
  - if an applicant cancels the enrollment within 5 calendar days after signing an enrollment agreement prior to the commencement of class, all said monies will be refunded to the applicant, including registration and any tuition monies.
  - if an applicant cancels the enrollment more than 5 calendar days after signing an enrollment agreement, only tuition money will be refunded to the applicant. The registration fee is non-refundable after 5 calendar days from the signing of the enrollment agreement. The registration is \$100 or 15% of the total cost of tuition for the course, whichever is the lesser.

### Cancellation after Starting Class:

If a student wishes to withdraw from a program of study, he/she needs to notify the school Director either by letter, phone call, or in person. A letter will be sent to the student confirming the student's volunteer withdraw from the program and informing them that they may apply to re-enroll at a future date to complete their course.

1. In the event that a student enters training and withdraws, or is terminated prior to completion, the student's liability includes: the registration fee, Insurance fee if applicable, any unpaid purchases of equipment and books, and earned tuition. The student's tuition is determined by the number of hours enrolled in school multiplied by the hourly tuition rate. The computation will be made up of, and including the last hour of actual attendance in school.
2. All refunds will be made within 30 days of official termination, which is the last date of recorded attendance.
3. If the student is terminated by the school, the student will be notified in writing by the school. The written notification will include the last day of attendance which is the date of official termination.
4. Upon withdrawal/termination a refund calculation will be performed. Welder Training & Testing Institute uses a period of enrollment for all refund calculations. If a student has completed 60% or more of the program, 100% of financial aid has been earned. If a student terminates before he reaches 60%, a refund calculation will be performed. This calculation takes the percentage of hours completed (which is calculated by taking the hours completed plus the hours missed) divided by the hours in the payment period (hours in the student's program 900). This number (percentage of hours completed) is divided by the total dollar amount of financial aid (financial aid disbursed and financial aid that could have been disbursed). If this dollar amount (financial aid that the student is eligible to receive) is less than what has been received, a refund must occur. Money is returned according to the federal guidelines explained in the next section (Title IV Programs & Third Party Agency Funds).

Section 4 continued from previous column:

If the dollar amount is more than what has been received, the school will request funds to be withdrawn and credited to the student's account. If the return of funds causes a balance due in the student's account, the student would be required to pay the balance. Any questions regarding our refund policy can be directed to our financial aid office by calling 610-820-9551.

## TITLE IV PROGRAMS & THIRD PARTY AGENCY FUNDS:

### Institutional Policy regarding Refunds Due Title IV Programs:

If a refund is due the student because of overpayment of applicable charges, the amount of funds due the Title IV programs will be calculated according to Section 668.21 of the Financial Aid Regulations stated as follows:

1. All refund monies shall first be applied to reduce the student's Federal Education Loan awards and results in funds returned on the student's behalf being sent back to the lending institution. Refunds are applied to unsubsidized Stafford Funds first, subsidized Stafford and then plus funds.
2. Any remaining refund monies will then be applied to reduce the student's PELL award and will result in a deposit into the Federal account.
3. Any remaining refund monies will then be applied to reduce the student's SEOG award, and will result in a deposit into the Federal account.
4. Any remaining refund monies will be applied as a reduction to any other Federal program awards if applicable, and if not, then to any non-federal sources.

Title IV funds will be returned within 45 days of official termination, which is the last date of recorded attendance.

The school reserves the right to retain an administrative fee not to exceed the lesser of five percent of the institutional charge of \$100 for expenses incurred for providing administrative or educational services to a student. This fee will be used to reduce the total institutional charges a student incurred.

For information regarding refunds and return of funds policy from a third party funding agency, contact:

Title IV: Stafford Loans.....	800-233-0557
Pell Grants.....	800-433-3243
Other: WIA.....	717-705-2360
Veterans Administration.....	888-442-4551
Office of Vocational Rehabilitation....	800-442-6352

## COMPLIANCE:

WTTI complies with all local, city, county, state and federal regulations.

# Student Services

## ADMINISTRATION:

Contact WTTI Monday through Friday, 8am to 4:30pm at 610-437-9720.

Michael Wiswesser	.....	Director	.....	x211
Patrick Dorris	.....	Educational Director	.....	x210
Sadie Hess	.....	Administrator	.....	x214
Sandi Fine	.....	Financial Aid Administrator	.....	x202

## ORIENTATION:

An orientation program is held on the first day of each class and is designed to help the incoming student make a comfortable transition into school. Students meet with classmates and teachers and also tour the school. They are told what their classes will consist of, and are also given an important safety briefing. Attendance requirements, grade marking, graduation requirements, and student services are reviewed. Students are also offered lockers to provide a secure place for their books, tools, and supplies that will be necessary for their program. The Student Consumer Handbook is issued to new students during orientation.

## PLACEMENT ASSISTANCE:

**The objective of WTTI is to see its graduates working in their chosen field.** Excellent relationships have been established with many major employers, both locally and across the country. Employment assistance is offered to all graduates who want to avail themselves to this service. Prior to graduation, a conscientious effort is made to match each student's capabilities with the most appropriate jobs available. Plant visits and job interviews are arranged whenever possible.

The staff has a strong interest in seeing each student gainfully employed after graduation. The school cannot, and does not, promise or guarantee employment to any student or graduate. The final responsibility for securing employment lies with the graduate.

### WTTI's Placement Assistance Includes:

- Performing an "initial interview" during the student's first week of school to gather pertinent data for future placement.
- Visiting Theory Class and discussing industry's needs with students, including a general question and answer session.
- Assist in the preparation of resumes at the student's request.
- Interviewing each student during their last quarter of school and performing an "exit interview" to gather final data for placement after graduation.
- Furnishing names of prospective employers.
- Assist in arranging interviews for graduates.

## GAINFUL EMPLOYMENT

Students enrolled in the Welder Fitter Program may qualify for financial assistance. These programs are eligible for funding under the Higher Education Act Title IV student assistance programs, as they prepare students for gainful employment in a recognized occupation. To read the gainful employment disclosures for each program at WTTI, visit [www.wtti.edu/gainful-employment-disclosure.html](http://www.wtti.edu/gainful-employment-disclosure.html)

## SCHOOL CLOSING/DELAY

In the event of inclement weather, school may be canceled or delayed. Tune into Channel 69 WFMZ-TV Stormcenter or visit [www.wfmz.com/weather/stormcenter](http://www.wfmz.com/weather/stormcenter).

## RESOURCE CENTER:

The school maintains a computer resource lab along with current collection of texts and periodicals which aid in training and serve as reference material for the established programs.

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE:

A grievance shall be defined as a dispute or complaint arising between the student and the school. A grievance shall be processed, and disposed of, by the parties involved in the dispute agreeing to meet together.

If the grievance has not been resolved to the satisfaction of the student, then the student may select two people to represent his/her position. The student, his/her two representatives, a school representative, and the School Director shall then meet to discuss the grievance. The School Director will chair the meeting.

If the grievance has not been resolved after a thirty (30) day period, then the matter will be referred to arbitration by either party. Written notification of the initiation of an arbitration process will be required of the party who calls for arbitration and written notification will be addressed to the President of the school. The President will serve as the arbitrator and the decision by the President shall be final, conclusive, and binding upon both parties. 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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)  
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

## HOUSING ASSISTANCE:

The school does not maintain dormitories. Students are responsible for securing their own housing. Upon request, the School Administrator can provide assistance to students who are seeking accommodations, including a list of rentals that are local to the school.

## ADVISEMENT:

A student with an academic or personal problem is urged to consult the School Administrator or Instructional Staff. Friendly help is available to students at all times from personnel who are genuinely interested in the progress of each individual. The Chief Instructor and the School Director also serve in the capacity of Advisors to students.

# Student Services

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

All students shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment).

The School Coordinator oversees the educational records. Students may request a review of their records by writing to the School Coordinator or his/her designee and identifying the record(s) they wish to review. Such review will be allowed during regular school office hours under appropriate supervision and within 45 days of the date the request is received by the school. A copy of the records may be obtained for \$1.00 per page. When grades are included, the transcript charge applies.

A student may request the school to amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. However, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The student should write to the Registrar and identify the part of the record he or she wants to change and specify why it is inaccurate. The Registrar, together with other involved school personnel, will review the written request and confer with the student to make a determination. If the student is not satisfied with the result of the conference, the school will notify the student of his or her right to a formal grievance hearing. Within 45 days of the hearing, the student will be provided with a written decision, which will be considered final. Written documentation of the hearing and of the decision will be included as part of the student's permanent record.

The following are exemptions to FERPA:

- Financial records submitted by a student's parent(s);
- Grades and access to student education records to parents who certify that the student is financially dependent;
- A school official who has a legitimate educational interest and needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position, or a person or company with whom the school has contracted, such as an attorney, auditor, collection agent, employment agency, or loan management agency, or a person serving on the Board of Governors, or a student serving on an official committee or assisting another school official in performing his/her tasks;
- Confidential letters of recommendation received by the school prior to January 1, 1975. For such letters received after December 31, 1974, the Act permits students to waive their right to access if the letters are related to admissions, employment, or honors;
- School security records;
- Employment records for school employees who are not current students;

- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to persons providing the treatment;
- Authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies;
- Appropriate persons or agencies in the event of a health or safety emergency, when a release without consent is necessary under the circumstances; and
- Records requested through court order or subpoena.

The school will generally release certain student directory information without the consent of the student unless the student has specifically requested that the information not be released. The student should inform the school in writing within ten (10) days after the first date of attendance if the student does not wish to have any or all of such information released by the school. Such directory information includes some or all of the following data: student's name, address(es), telephone number, e-mail address, program, dates of attendance, photograph, degree or diploma awarded, post-graduation employers and job titles, participation in activities and recognition received, previous secondary and postsecondary educational institutions attended by the student, and date and place of birth.

The school also reserves the right to release to police agencies and/or crime victims any records or information pertinent to a crime which has occurred on campus, including the details of and disciplinary action taken against the alleged perpetrator of the crime. The student has the right to file a complaint concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Additional information on FERPA is available from the Campus Director's office.

## EOE / AFFIRMATIVE ACTION POLICY

Students are admitted, trained and referred for employment without any regard to race, color, creed, sex, disability, gender, genetic information, marital status, national origin, sexual orientation, age or religious creed.

WTTI does not discriminate in its programs or employment.

## TITLE IX COMPLIANCE:

WTTI's Title IX coordinators are responsible for overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community, as set forth in detail in WTTI's Title IX Compliance Policy. Questions regarding application and the school's compliance may be directed to the coordinators listed below. Students who wish to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in the student handbook.

Sadie Hess, Title IX Co-coordinator, 610820-9551 ext. 214,  
sadie@wtti.edu



# MORE SKILLS = LESS LIMITS

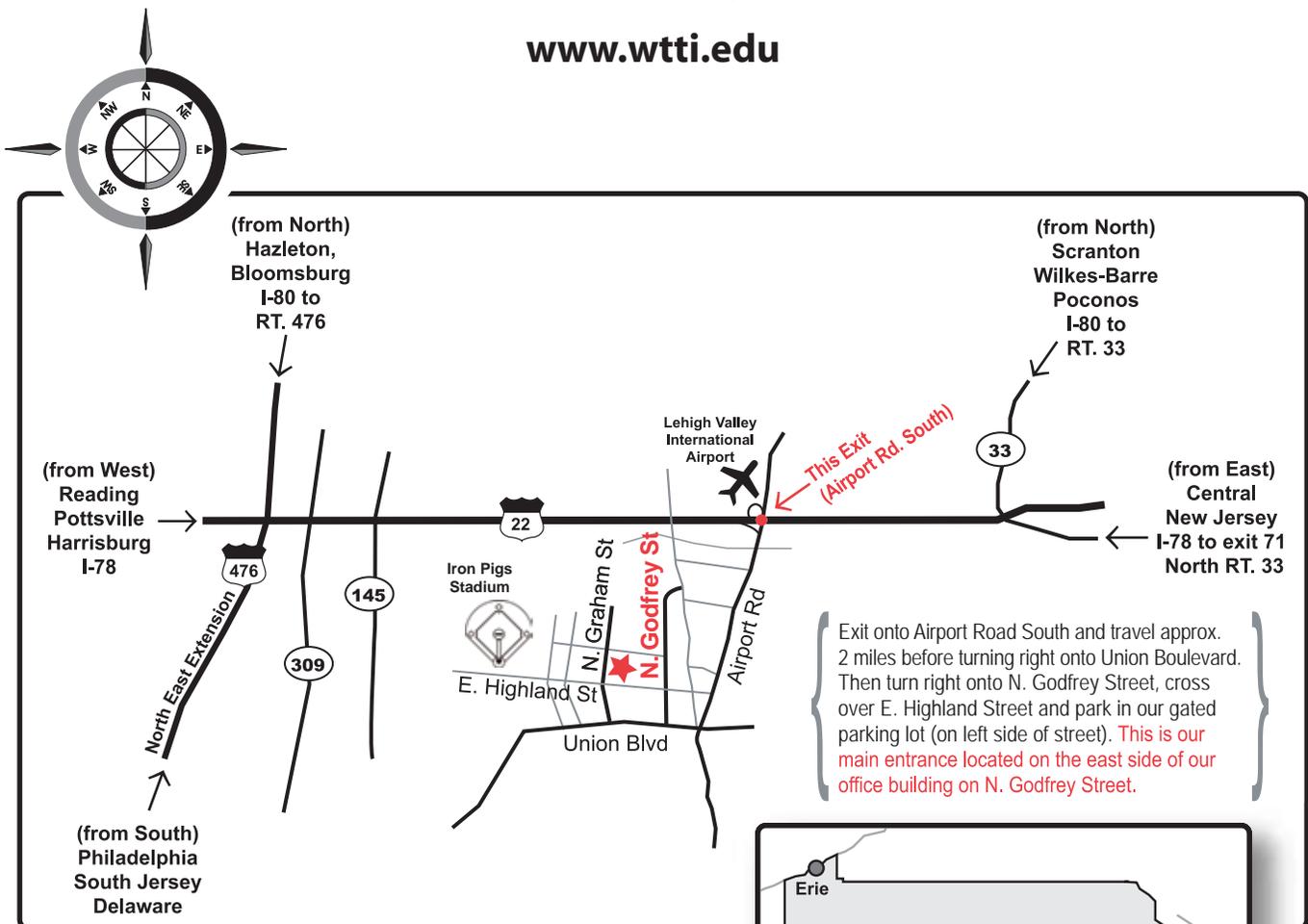
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Call us at: 800-223-WTTI

Visit our website for driving directions:

[www.wtti.edu](http://www.wtti.edu)



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# WELDER TRAINING AND TESTING INSTITUTE

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**PLEASE PRINT CLEARLY. Complete all sections I, II, III, IV and V (there are two sides to this application) then sign and date the application. A completed application DOES NOT signify acceptance by WTTI.**

**I. PERSONAL INFORMATION:**

**Full Name:** \_\_\_\_\_  
(last) (first) (middle initial)

**Permanent Address:** \_\_\_\_\_  
(street) (apt. #)  
 \_\_\_\_\_  
(city) (state) (zip code)

**Home Phone:** ( ) - \_\_\_\_\_ **Cellular Phone:** ( ) - \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**Date of Birth:** \_\_\_\_\_

**Are you a U.S. Citizen?**  Yes  No **Social Security No:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Drivers License No. (and State):** \_\_\_\_\_

**Marital Status:**  Single  Married  Divorced  Separated **Number of Dependents:** \_\_\_\_\_

(Please provide parent/guardian information if you are 23 years of age or under and unmarried.)

**Name of Parent or Guardian:** \_\_\_\_\_  
(last) (first) (middle initial)

**Permanent Address:** \_\_\_\_\_  
(street) (apt. #) (city, state) (zip code)

**Home Phone:** ( ) - \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Emergency Contact Person:** \_\_\_\_\_ **and Phone:** ( ) - \_\_\_\_\_

**Please tell of any physical condition(s) that may affect welding ability\*:** \_\_\_\_\_

**Have you ever been convicted of a felony?**  Yes  No

\* This information will remain private and will not be used to determine acceptance.

**II. GENERAL INFORMATION:**

**How did you hear about WTTI?**

<input type="checkbox"/> Employer	<input type="checkbox"/> WTTI	<input type="checkbox"/> Graduate/Student	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Family/Friend	<input type="checkbox"/> Career Fair	<input type="checkbox"/> Agency	<input type="checkbox"/> Internet
<input type="checkbox"/> School	<input type="checkbox"/> Phonebook	<input type="checkbox"/> TV	

**Do you know what course your are interested in? If so, which one?** \_\_\_\_\_

**What date do you plan to start class?** \_\_\_\_\_

**Do you plan to attend...** Full-time:  6 hrs./day Part-time:  4.5 hrs./day  3 hrs./day

**What time of day would you like to attend class?**

Morning:	Afternoon:	Evening:
<input type="checkbox"/> 8:00 am	<input type="checkbox"/> 12:30 pm	<input type="checkbox"/> 4:00 pm
<input type="checkbox"/> 10:00 am	<input type="checkbox"/> 2:30 pm	<input type="checkbox"/> 6:00 pm

**Remember to complete the reverse side!!! Flip Over**

**III. EMPLOYMENT INFORMATION:**

I am currently employed:  Full-time  Part-time  Unemployed

Name your two most recent employers:

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_  
(month/year) (month/year)

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_  
(month/year) (month/year)

**IV. EDUCATIONAL BACKGROUND:**

	Graduated?	Date Last Attended?
#1- High School: _____ Address: _____ (street) (city, state)	<input type="checkbox"/> yes <input type="checkbox"/> no	_____ (month/year)
#2- Other (GED): _____ Address: _____ (street) (city, state)	<input type="checkbox"/> yes <input type="checkbox"/> no	_____ (month/year)
#3- Trade School: _____ Address: _____ (street) (city, state)	<input type="checkbox"/> yes <input type="checkbox"/> no	_____ (month/year)
#4- College: _____ Address: _____ (street) (city, state)	<input type="checkbox"/> yes <input type="checkbox"/> no	_____ (month/year)

**V. FINANCIAL AID INFORMATION:**

Do you plan to apply for student financial aid?  yes  no

Are you a U.S. Veteran?  yes  no if yes, which branch of service? \_\_\_\_\_

When were you active duty? from: \_\_\_\_\_ to: \_\_\_\_\_  
(month/year) (month/year)

Have you ever participated in the G.I. Bill ?  yes  no

What is your V.A. Service No.? \_\_\_\_\_

Check the box if you previously applied for/or are receiving any financial aid from the following sources?

- Student Loan
- Federal Grant (Pell)
- SEOG
- PIC
- WIA
- OVR
- TAA
- VA Benefits

Applicant's Signature: \_\_\_\_\_ Date: / /

*For Official Use – please do not write below this point*

Program: \_\_\_\_\_ Registration fee paid on: \_\_\_\_\_  
Documentation of High School Diploma (or GED)– received on: \_\_\_\_\_ Class Hours: \_\_\_\_\_  
Financial Aid Transcript– sent on: \_\_\_\_\_ received on: \_\_\_\_\_ Start date: \_\_\_\_\_  
Student Accepted:  Yes  No explanation: \_\_\_\_\_