



STUDENT HANDBOOK





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Mission Statement

We are Western Welding Academy, (WWA) a state-of-the-art welding training facility in Gillette, Wyoming. We love to teach. We want to help people become the best they can be in their welding career.

The company's focus is on training/creating the finest pipe and structural welders in the industry, with the mindset of quality over quantity. The school is set up to look and feel like an actual jobsite. Students receive almost 100% weld time. The school is operated by a small dynamic team dedicated to the student's overall success. We teach several types of welding including; pipe welding, SMAW, GTAW, GMAW, and FCAW on Carbon Steel, Stainless Steel and other exotic piping materials.

WWA trains pipe and structural welders for power plant shutdowns, refinery turnarounds, gas plant base builds, oil field piping work, papermill shutdowns, food processing plants, and various other mechanical/structural projects. WWA offers five different courses that address the needs of existing employers, people starting a welding career, and contractors who want to further their welding procedures and techniques.

One of the things that sets us apart from other welding schools is the level of commitment the WWA staff has to the success of our students. From the Academy Director to the welding instructors, each staff member of the WWA team is someone who has walked in the blue-collar shoes of the working man/woman that is trying to provide for themselves or a family. We understand the hardships associated with lack of skills, knowledge, and training. The welding instructors are used to making a living welding on the job, not somebody who has held a teaching position for years and gotten behind the times, or lost touch with the contractors and construction managers looking to hire fresh and talented workers.

One of the other things that sets WWA ahead of other welding schools is our atmosphere and company culture. WWA is set up and run like a construction site to simulate an industrial setting. 100% Personal Protective Equipment usage is required every minute of every day to get students comfortable with it until it becomes second nature for them.

We have a quality over quantity approach to everything we do. If something is worth doing, it's worth doing right. This approach also drove us to invest in top quality welding equipment.



Enrollment

Enrollment Procedures

Students who would like to attend Western Welding Academy need to complete an Enrollment Application. An Enrollment Application can be found online at www.westernweldingacademy.com or at the Academy located at 2107 N Hwy 14-16, Gillette, WY 82716. A non-refundable registration fee of \$100.00 is required before we can process a student's application.

Please keep the following in mind before completing the Enrollment Application:

- The application needs to be completed in full. Partial applications cannot be accepted.
- Please give careful attention to the date you list as your "preferred start date". The preferred date is not a guarantee that a student can be accepted for that exact date.
- WWA contacts the student with the approved start date for the course.
- Students need to plan to be at the facility on the Friday immediately prior to their start date to attend a mandatory orientation. WWA verifies the official date of orientation with the student.

Please note: Tuition must be paid in full prior to orientation.

Western Welding Academy, LLC is an equal opportunity institution. WWA complies with all local, city, county, state, and federal regulations pertaining to said school. All students are enrolled, trained, and promoted to perspective industry partners for future employment equally. WWA shall not deny enrollment to any prospective student or make any distinction or classification of students because of race, creed, color, sex, or national origin.

Orientation

All students attend a mandatory orientation with the school administrator or welding instructor and their class. Individual orientation sessions are not offered without approval from WWA's Administrator. Orientation is designed to review with students the academy's policies, training facilities, staff, and safety procedures. Date of the mandatory orientation is supplied to the student after enrollment has been accepted and confirmed by WWA.

Courses Offered

Course	Cost	Months	Weeks	Hours/Week	Hours Total
Course #1 Combo Pipe Welder SMAW-GTAW	\$15,000	5	20	50	1000
Course #2 Fabrication Pipefitter	\$5,500	1	4	50	200
Course #3 SMAW-FCAW Structural Welder	\$7,500	2	8	40	320
Course #4 Shop Fabricator GMAW Pipe	\$7,500	2	8	50	400
Course #5 Pipeline SMAW-FCAW	\$8,000	1	4	60	240
Course #6 Accelerated Combo Pipe Welder SMAW-GTAW	\$8,000	2	8	40	320

****Course #5 is ONLY available for graduates from WWA Course #1**

Course Hours

Course Days Monday-Friday

Hours 7:00am to 5:00pm

Previous Education/Training

Western Welding Academy gives no credit for previous experience, education, or coursework. Western Welding Academy cannot transfer any completed coursework time to another institution. Course completion is based solely upon logged clock hours; therefore, transferability of any clock hours is determined by the receiving institution, WWA cannot guarantee the transfer of any logged hours to another institution.



Course One- Combo Pipe Welder SMAW-GTAW

- Weekly schedule five 10-hour days.
- 1000 hours logged total.
- Total cost \$15,000

Course one is a 5-month training program tailored to people interested in a pipe welding career. This is our main program that shapes and builds the next generation of pipe welders. Work ethic, jobsite safety, communication skills and financial training are included, to build top notch, solid employees. This course teaches joint configuration, joint preparation, reading of welding symbols, blueprint reading, base metal preheating, weld repair, electrode care and management, and how to read a welding procedure (WPS). Students are AWS 6G certified at the end of the course providing they pass the required welding tests.

Students learn SMAW welding and GTAW welding on carbon steel, stainless steel, and other exotic materials from 2" to 20" pipe in all positions.

We teach confined space welding, welding from heights, and dual operator style welding.

Course Two- Fabrication Pipefitter

- Weekly schedule five 10-hour days
- 200 hours logged total
- Total cost \$5,500

Course two is a one-month training program tailored to contractors with employees that are needing more job training skills. All the skills needed to work in a fabrication shop setting are taught, such as; blueprint reading, pipe layout, weld planning, spool length computations, fitting take-offs, welding positioner operation, welding stress computations, flange fit-ups, spool salvage, jig design, material handling, shop layout, and fabrication efficiency training. **NO WELDING SKILLS ARE TAUGHT IN THIS COURSE.**

Course Three- SMAW-FCAW Structural Welding

- Weekly schedule five 8-hour days
- 320 hours logged total
- Total cost \$7,500

Course three is a two-month course tailored to both existing contractors and people seeking a career in a structural steel setting. We teach SMAW (stick) and FCAW (flux-core arc welding) on plate in all positions. The skills taught include joint configuration, joint preparation, reading welding symbols, blueprint reading, base metal preheating, weld repair, electrode care and management, and how to read a welding procedure (WPS). Students are AWS certified at the end of the course providing all required weld tests are passed.



Course Four- Shop Fabricator GMAW Pipe

- Weekly schedule five 10-hour days
- 400 hours logged total
- Total cost \$7,500

Course four is a two-month course tailored to both existing contractors and people seeking a career welding pipe in a fabrication shop setting. This course is an extended version of course two with welding skills included. We teach several types of wire welding including; spray arc, short arc, and dual-shield processes. We have the latest, most advanced welding equipment to train on, allowing graduates an advantage when looking for a job. Students are AWS certified at the end of the course providing all required weld tests are passed.

Course Five- Pipeline SMAW-FCAW

- Weekly schedule six 10-hour days
- 240 hours logged total
- Total cost \$8,000

Course five is a one-month training program only available to WWA students that have graduated from course one. This program is tailored to the individual that seeks employment in the pipeline industry. This program focuses on welding large diameter pipe with the latest techniques and equipment. We teach SMAW (stick) and FCAW (flux-core) on high grade steel carbon pipe from 12" to 42". We also teach; pipeline fabrication layout, branch "T" layout, weld repair procedures, low hydrogen downhill welding techniques, "hot tap" or "live gas" techniques, and sleeving procedures. As there is no universal pipeline welding certification, students are required to pass the WWA certification test in order to graduate. Due to the fact that a majority of pipeline projects work on 6-10s schedule, the schedule for course five is 6-10-hour days giving students a real-life snapshot of pipeline construction.

Course Six- Accelerated Combo Pipe Welder SMAW-GTAW

- Weekly schedule five 8-hour days.
- 320 hours logged total.
- Total cost \$8,000

Course six is a 2-month training program tailored to people interested in a pipe welding career. Course six is an accelerated version of Course one and is tailored to people that have a solid foundation of welding knowledge and are interested in a pipe welding career. Students learn SMAW and GTAW welding on carbon steel and stainless steel pipe ranging from 2" to 16" in all positions. Students are AWS 6G certified at the end of the course providing they pass the required welding tests.



Tuition and Equipment

A \$100.00 non-refundable enrollment fee is required for all prospective students and reserves their enrollment for a later date.

Tuition must be paid in full prior to orientation.

WWA provides a standard list of Personal Protective Equipment (PPE) items for each student. These are to be used during training and are the students to keep once they complete and graduate their selected course. Students who choose to terminate their training or are expelled from the school are required to return the PPE to WWA.

Students may purchase additional PPE at their own cost. WWA does not provide or reimburse a student for PPE they purchased as personal preference items.

Enrollment Requirements

All students must be at least 18 years of age to be considered for any of the courses offered by Western Welding Academy. WWA is not accepting any students under the age of 18.

Before the students start date; WWA *highly recommends* students have their vision tested and corrected if necessary.

Physical Requirements include:

- Standing for extended periods of time
- Good eyesight
- Bending, stooping, kneeling
- Grasping
- Ability to lift 50 lbs.
- Maneuvering into small spaces

*** WWA is a handicapped accessible training facility. ***



Standards

Attendance Policy

Attendance of 95% is required for the duration of enrollment. It is difficult to develop marketable skills without regular, consistent attendance. Employers require welders who hold prompt, regular attendance in high regard.

1. Attendance is recorded twice daily. Students are evaluated at least once a month to ensure that they are on track to graduate from the given course.
2. Excused absences include the following; serious illness of the student, and death or birth within the immediate family. All excused absences shall be made up within two weeks of the absence. All absences that were not given pre-approval require the student to fill out an Absence Report Form. This can be found on the website and needs to be completed before they return.
3. All unexcused absences are recorded in the student file and **cannot** be made up.
4. If the student's attendance drops below the 95% mark during the class, or if the student misses three consecutive days, they are subject to probation for a period not to exceed 30 days. During the given probation the student remains in school and maintains at least 95% attendance for those 30 days. If the student complies with the probation successfully, the student can then return to good standing. If the student continues to be absent during the probationary period, the student is then expelled. Any student whose attendance drops below 90% are subject to termination from the program.
5. Tardiness is a disruption to the academy and shows lack of respect to fellow students. For every two tardies, one unexcused absence is incurred. Any unapproved early dismissal is also counted as a tardy.
6. Leaves of absence are greatly discouraged, given they are disruptive to the continuity of the given training. All requests for any leave of absence can be granted, after the submission of a leave of absence form and upon approval by a school official. One leave of absence medical or personal is considered per a 12-month period. Any leave of absence cannot exceed 60 calendar days for personal reasons and 90 days for medical reasons. Any student not returning following a leave of absence is terminated on the next school day after the agreed upon return date.

Dress Code

Students are expected to dress appropriately and as they would be expected to in the welding field. Proper leather steel toe or composite boots are recommended (ASTM2413-11). Safety glasses shall be worn at all times in the shop area (Z87.1). Other personal protective gear as dictated by the instruction and training may include; face shield and ear plugs while grinding, proper shaded lenses for welding and cutting, and long pants and sleeves to protect from the arc rays.



Progress Standards

All students are expected to maintain passing grades while attending school and all grades become part of the student's permanent record. Academic success is a tremendous indicator to employers on the type of employee you are likely to be.

The percentage portion of the final grade for each course:

- 75% - Skilled Performance
- 15% - Attendance
- 10% - Written Exam
 - 90-100% A
 - 80-89% B
 - 70-79% C
 - 60-69% D
 - 59%- > F

Student Termination Policy

Western Welding Academy strives to maintain a high level of standards for student conduct, quality of education, and a safe environment for high level skilled training. At the digression of the Administrator, a student may be dismissed from the school for any serious incident or repeated instances, or intoxicated, or drugged states of behavior, possession of drugs, or alcohol on school property, creating a safety hazard to themselves or other persons at the school, disobedient or disrespectful behavior to another student, faculty member or staff, refusal to take a drug test, or any other stated or determined infraction of conduct; both on and off of WWA property.

If at any time the student is found to be in violation beyond the allowable limits within this student handbook or for violations of any rules and regulations, they are subject to termination. Violations of the Enrollment Contract is subject to student termination.

****Note-** Violations for termination include, but are not limited to; attendance policy, student conduct, dress code, progress standards, drug and alcohol policy, and random drug testing.



Code of Conduct

WWA students are always expected to conduct themselves in a responsible manner. This includes respect for themselves, fellow students, faculty, and staff. Disrespect is not tolerated. Misconduct such as fighting, horseplay, use of illegal drugs/alcohol, or carrying weapons is not tolerated. Student Code of Conduct and regulations is signed by each student at the start of each course and is posted in the shop, classroom, and break areas. It is always be visible to the students.

1. Any possession, solicitation and/or use of drugs and alcohol is not tolerated while on WWA property. Prescription medication authorized by a physician and taken under direct orders is the only exception. WWA must be made aware of any medication that impacts safety of the fellow students and staff.
2. All students are required to dress and work per industry standards. **All PPE is always to be worn every day.**
3. Students are only allowed to take breaks during allotted times and in locations approved by WWA.
4. Smoking is not allowed inside any WWA buildings. Smoking is allowed only at specific locations approved by the WWA.
5. Cell phones are strictly prohibited during class and/or shop times. Cell phone use is allowed during approved break and lunch times.
6. Personal property is the responsibility of the student. WWA is not responsible for any missing or damaged personal property.
7. All students are subject to random drug testing. Refusal to take a urine test results in expulsion.
8. Students are required to adhere to strict safety standards. Students refusing to adhere to safety standards are subject to expulsion.
9. Students are prohibited from bringing firearms into the WWA's training facility.

NOTE- If a student is dismissed for unsatisfactory conduct and is not be allowed to return to the premises. WWA reserves the right to terminate a student for unsatisfactory conduct both on and off of the WWA Property.



School Information

Academic Calendar

New students begin the first and third Monday of every month, subject to course availability, processing of application, and attending the mandatory orientation before the class begins.

Completion date depends upon the class you are enrolled in.

Holiday Schedule

- Thanksgiving and following Friday
- December 23rd-January 3rd
- April 10th-April 14th
- Memorial Day
- July 3rd
- Labor Day

All holidays are subject to change

Course Completion Policy

Once a course has been completed satisfactorily, the students are issued one official Certificate of Completion. The course certificate includes the student's name, school name and address, course name and date of completion. The certification is authenticated by an authorized school official's name, title, signature date of issuance, and official seal.

Should students require an additional copy of their course completion certificates, they may make a request in person during regular business hours or through the mail. Students then receive a copy of the original certificate

WWA documents and maintains a copy of all Course Completion Certificates.

Employment Assistance

WWA students receive employment training. We guarantee our Course #1 Combo Pipe Welder graduates 3 employment opportunities within 90 days from date of graduation, or WWA will refund them 25% of tuition paid. The job placement guarantee ONLY applies to **Course One- Combo Pipe Welder SMAW-GTAW** graduates.



Grievance Procedure

Most problems or complaints a student may have with the school or staff can be resolved with communication. A meeting with the school staff is recommended. However, if the meeting does not resolve the situation to the student's satisfaction, they may submit a written complaint to the school Administrator. The written complaint should include; the nature of the problem, approximate dates, names of individuals involved, copies of any important information regarding the problem, evidence the grievance policy was followed prior to this point, and the student's signature.

WWA's Administrator personally respond to all grievances submitted.


Should the grievance not be resolved, the student may file a complaint with the Wyoming Department of Education at 122 W. 25th St. Suite E200, Cheyenne, WY 82002.

Withdraw and Refund Policy Procedure

- WWA must refund all money paid if the applicant is not accepted. This includes instances where a starting class is cancelled by the WWA.
- WWA must refund all money paid if the applicant cancels within three business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
- WWA may retain an established registration fee equal to 100 dollars, if the applicant cancels after the third business day after signing the contract or making the initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
- If training is terminated after the student enters classes, WWA may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	WWA may keep up to this % of the tuition cost:
One week or up to 10% whichever is less	10% **
More than one week of 10% whichever is less, but less than 25%	25% **
25% through 50%	50% **
More than 50%	100 **

Note-** If the student cancels before completing at least 50% of the course the PPE and tools provided to the student by WWA are forfeit and the student is required to return them to WWA.

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- When calculating refunds, the official date the student's termination is the last day of recorded attendance;
 - When WWA receives notice of the student's intention to discontinue the training program; or,
 - When the student is terminated for a violation of the published academy policy which provides for termination; or,
 - When a student, without notice, fails to attend class for 15 calendar days.
 - All refunds are paid within 30 calendar days of the student's official termination date.

