COURSE CATALOG 2019

Skill Training
Technical Training
Specialized Training
Online Education
Certification and Qualification
Training at Your Facility

Hobart Institute of Welding Technology®,
400 Trade Square East, Troy, Ohio 45373 USA
**North of Troy**
- Toledo 128 miles
- Lima 52 miles
- Piqua 7.9 miles

**Piqua**
- Miami Valley Centre Mall
- Comfort Inn 937-778-8100
- Hampton Inn 937-339-7801
- Holiday Inn Express 937-332-1700
- Fairfield Inn 937-332-1446
- Residence Inn 440-9003
- Comfort Suites 937-339-2525
- Walmart, Kohls, Food
- Troy Town Dr.
- Troy Area Chamber of Commerce
- Miami County Visitors Bureau www.homegrowngreat.com

**South of Troy**
- Dayton Intl. Airport 15 miles
- Dayton 20 miles
- Cincinnati 74 miles

**Troy**
- Hobart Brothers Customer Service
- Hobart Filler Metals Operation, Troy
- Hobart Human Resources
- Hobart Stick Electrode
- Hobart Solid Wire

**LIVING IN TROY, OHIO**
- Hobart Arena http://www.hobartarena.com
- Miami County Fair http://www.miamicountyohiofair.com
- Southern Ohio Forge and Anvil Association http://sofablacksmiths.org/

**Map & Directions**
Visit www.welding.org, click About Hobart Institute, then Hotels & Motels
Visit www.welding.org, click About Hobart Institute, then Housing
City of Troy http://www.troyohio.gov/
**LIVING IN TROY, OHIO**

**Motels**  Visit www.welding.org, click About Hobart Institute, then Hotels & Motels

**Map & Directions**  https://www.welding.org/about-hobart/explore-campus/maps-directions/

**Housing available for Hobart Institute of Welding Technology Students**  Visit www.welding.org, click About Hobart Institute, then Housing

**City of Troy**  http://www.troyohio.gov/

**Troy Area Chamber of Commerce**  http://www.troyohioclamber.com/

**Miami County Visitors Bureau**  www.homegrowngreat.com

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http://sofablacksmiths.org/

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This catalog is presented as general information only. Failure to read this publication does not excuse the student from the requirements and regulations described herein. The Hobart Institute of Welding Technology reserves the right to alter or amend any item contained herein without notice. Effective January 1, 2019. Revised as of 04/16/19.

OUR MISSION

The Hobart Institute of Welding Technology is a nonprofit institution dedicated to welding training and education excellence. The Institute educates and trains individuals in the use and application of welding technologies, develops and disseminates welding training and educational materials, and conducts certification research and qualifications for the welding industry.

Based in North America, the Institute continues to enhance its reputation worldwide through affiliations with leading international training organizations, assuring continued growth and self-sufficiency. The long-range mission of the Institute is to be the premier welding training institute worldwide.

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Hobart Institute of Welding Technology
400 Trade Square East • Troy, Ohio 45373 U.S.A.
Phone: (800) 332-9448 or (937) 332-9500 • Fax: (937) 332-9550
http://www.welding.org    hiwt@welding.org

State Board of Career Colleges and Schools Registration No. 70-12-0064HT
Accrediting Commission of Career Schools and Colleges No. 000403
Hobart Institute of Welding Technology

Our History
The welding school was started in 1930 as a department of the Hobart Brothers Company. At that time, 4 welding booths were placed in a corner of the Hobart factory and used for training. In May 1940, the school was granted a charter by the State of Ohio as a 501(c)3 nonprofit corporation governed by a board of directors and became known as the Hobart Trade School.

As welding became more popular, the demand for trained welders increased and larger school facilities were required. In 1940, a new all-welded steel building was designed and built to house the welding school operation. Hobart trained thousands of welders for World War II production in 1942-45.

The success of the welding training programs and the acceleration and growth of welding justified the construction of larger training facilities. In 1958, the present Hobart Technical Center, which houses the school, was completed.

Ohio State Board of Career Colleges and Schools approval was received in 1970. In December of that year, the name was changed to Hobart School of Welding Technology. In 1972 The National Association of Trade & Technical Schools granted accreditation to the school.

The demand for trained welders continued to increase and larger facilities were required. Remodeling and a 50,000 sq. ft. expansion took place in 1978. In September of 1991, the name was changed to Hobart Institute of Welding Technology.

Renovations in 2005 brought the Hobart Institute of Welding Technology into the 21st century with enhanced technology. The addition of the Hobart Gallery of Welding History in 2010 provides students and visitors an opportunity to explore the foundation that sets the stage for the present. In 2013, an expansion of 6360 sq. ft. to the existing facility brought 52 additional arc welding booths, universally equipped for all processes for high-scheduling flexibility. Again in 2016, renovations included a 16,309 sq. ft. “Next Generation Welder Learning Facility” training complex added to the campus to enhance the welder learning experience for skill and technical training, featuring state-of-the-art capabilities for welder education, welding procedures, welder qualification testing, certification services and specialized training. Renovations to the main facility in 2017 brought an additional 70 arc welding booths and renovated classrooms.

Over 100,000 people have successfully completed Hobart Institute of Welding Technology courses. We have trained students, both male and female, from all over the world ranging from the individual student directly out of high school to employees of Fortune 500 companies.

Our Philosophy
Hobart Institute of Welding Technology is committed to helping individuals develop marketable welding skills through quality training at minimum cost. We are also committed to making industry more competitive by conducting training to solve welding related problems.

Hobart Institute of Welding Technology strives to develop new and better welding training methods and training materials and make welding training available to all.

The Hobart Institute of Welding Technology does not discriminate on the basis of disability, race, color, religion, sex, national origin or age.

Accreditations and Approvals
The Hobart Institute of Welding Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC No. 000403). The ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Hobart Institute of Welding Technology is recognized as meeting or exceeding educational standards prescribed by the Ohio State Board of Career Colleges and Schools. Our Ohio State Board of Career Colleges and Schools number is 70-12-0064HT.

Hobart Institute of Welding Technology is accredited by the American Welding Society (QC4) to perform qualification of welders in accordance with the AWS® QC7 certificate program.

Employer Identification Number
The Hobart Institute of Welding Technology Federal Employer Identification Number is 31-6032186. Hobart Institute of Welding Technology is a 501(c)3 nonprofit tax-exempt organization.
TYPES OF TRAINING

The Hobart Institute of Welding Technology can arrange the following types of training:

Welding Skill Training designed to teach actual welding techniques and manipulative skills in all major arc welding processes. Call 937-332-9500 ext 9601.

Technical Training designed to teach the theory of welding and related subjects through short courses for technical and management personnel. Call 937-332-9500 ext 9603.

Customized Field Training designed to solve specific performance problems at any location worldwide. Call 937-332-9500 ext 9502.

Specialized Training designed to train personnel for specialized welding needs. Training is conducted at the Institute by special arrangement. Call 937-332-9500 ext 9502.

Online Education available from your computer at your own pace. www.welding.org.

Certification The Hobart Institute of Welding Technology qualifies operators and procedures to the following codes: AWS®, ASME, API and MIL Specs. Call 937-332-9500 ext 9603.

CREDITS AND AFFILIATIONS

Continuing Education Units
The Continuing Education Unit (CEU) is a nationally recognized standard unit of measurement awarded by the Armed Forces and by many colleges, schools, companies and other institutions for participation in qualified continuing education programs.

Under the CEU system, one unit is awarded for every ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. CEUs are a means of documenting continuing education courses. They may be used for the attainment of goals associated with personal and professional development.

Society of Manufacturing Engineers’ Credits
The Society of Manufacturing Engineers’ National Certification Committee grants professional credits for skill training courses that may count toward manufacturing engineer re-certification. Please see http://www.sme.org for details.

COLLEGE AFFILIATION

Edison State Community College in Piqua, OH agrees to accept selected courses in transfer toward an Associate of Technical Students (ATS) Degree in Welding Technology, with a maximum of 30 semester credit hours.

INSTRUCTOR STAFF

The Hobart Institute of Welding Technology features a full-time staff of 30 instructors with over 270 years of combined, practical teaching experience, with backgrounds in industry, construction welding and the military. Instructors are qualified in all the welding processes they teach and are dedicated full-time to teaching welding and welding-related activities to insure that they spend maximum time working with students.
TRAINING MATERIALS
The Hobart Institute of Welding Technology develops and produces complete video and DVD-based training programs – including workbooks, instructor's guides, technical guides and tests – on the major welding processes. We also offer a wide selection of textbooks and other welding-related training materials. For a Training Materials catalog, call 937-332-9500 ext 9608.

CLASS SIZE
Skill courses within the accredited programs average approximately 18 students per instructor. Skill classes exceeding the ratio of 18:1 may be assigned an additional instructor depending on the duration of the class, total number of students, and the course outline.

Lecture based courses within the accredited programs that do not require individual booth space will not exceed 48 students per instructor. Any lecture based course utilizing the welding labs for a portion of the training will have additional instructors assigned as necessary.

FACILITIES
The Institute is housed in two facilities on our 12 acre campus. The Main Campus is a 156,000 sq. ft. facility featuring 282 arc welding booths for hands-on training; and 14 air conditioned, A/V equipped classrooms.

Welding booths are metal on three sides with flameproof curtains and state-of-the-art ventilation to exhaust smoke and fumes. Booths are equipped with the latest welding power sources (inverters, DC rectifiers, and AC/DC combination units.) Each booth is fully equipped with a custom-designed welding table for all-position welding, positioner and fixture. The oxyacetylene area has 27 welding stations and 6 flame-cutting stations.

The North Campus is a 16,309 sq. ft. facility featuring 24 arc welding booths for hands-on training; 4 air conditioned, A/V equipped classrooms; and labs for demonstrations and certification services.

Student Parking: Parking is available on campus. Students are encouraged to utilize the parking facilities. Entrance/exits are located on North Street and Trade Square East. The entrance/exit on Trade Square East is gated and is open between the hours of 7:30 a.m. and 4:00 p.m. Firearms of any kind are not permitted on school grounds. Students who have concealed carry license and carry in their vehicles must park on street parking.

Safety & Health Note: Tobacco or electronic cigarettes use are not permitted inside the Institute. There are areas outside the facility designated for tobacco users. Complete safety and health information is provided during student orientation.

STUDENT RESOURCE CENTER
The Student Resource Center merges the Employment Assistance Center and Welding Resource Library into a facility that includes amenities designed to better serve students and prospective employers. PCs are available for student use, and seating for up to 24 students.
Prepare yourself for a professional welding career with one of these WELDING PROGRAMS

The Combination Structural & Pipe Welding Program and Structural Welding Program fall within the ACCSC institutional accreditation.

**PROGRAM 1: COMBINATION STRUCTURAL & PIPE WELDING PROGRAM**

38 WEEKS  1330 CLOCK HOURS  133.0 CEU  TUITION $17,750.00  BOOK FEES $520.00

This sequence of courses is recommended for the student interested in the major welding processes for all position welding skills on plate and pipe, safety and technical information. The program includes the opportunity to test for five AWS® QC7 National Welder Certifications during the hours of the applicable course after all other course requirements have been met; AWS® D1.1 Shielded Metal Arc Pipe 6G, AWS® D1.1 Structural Flux Cored, AWS® D1.1 Gas Tungsten Arc Pipe, AWS® D17.1 Gas Tungsten Arc Titanium, and AWS® D1.1 Gas Metal Arc (pulsed spray transfer.) Successful completion of this program gives the student the necessary welding skills required for entry level employment as a Combination Welder.

<table>
<thead>
<tr>
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<th>Duration</th>
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<td>Welding Technology &amp; Blueprint Reading</td>
<td>2 weeks</td>
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</tr>
<tr>
<td>WTB028</td>
<td>Advanced Blueprint Reading</td>
<td>2 weeks</td>
<td>70 clock hours</td>
</tr>
<tr>
<td>OAW001</td>
<td>Oxyacetylene Welding, Cutting &amp; Brazing</td>
<td>2 weeks</td>
<td>70 clock hours</td>
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<tr>
<td>SMA002</td>
<td>Shielded Metal Arc Welding Basic</td>
<td>4 weeks</td>
<td>140 clock hours</td>
</tr>
<tr>
<td>SMA003</td>
<td>Shielded Metal Arc Welding Structural Advanced</td>
<td>4 weeks</td>
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</tr>
<tr>
<td>SMA006</td>
<td>Shielded Metal Arc Welding 6&quot; Pipe 2G &amp; 5G Uphill</td>
<td>4 weeks</td>
<td>140 clock hours</td>
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<tr>
<td>SMA106</td>
<td>Shielded Metal Arc Welding 6&quot; Pipe 2G &amp; 5G Uphill</td>
<td>2 weeks</td>
<td>70 clock hours</td>
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<tr>
<td>SMA107</td>
<td>Shielded Metal Arc Welding 2&quot; Pipe 6G Uphill</td>
<td>2 weeks</td>
<td>70 clock hours</td>
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<tr>
<td>GTA008</td>
<td>Gas Tungsten Arc Welding Basic</td>
<td>2 weeks</td>
<td>70 clock hours</td>
</tr>
<tr>
<td>GTA109</td>
<td>Gas Tungsten Arc Welding Stainless &amp; Titanium</td>
<td>1 week</td>
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<td>Gas Metal Arc Welding Advanced</td>
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<td>GMA013</td>
<td>Gas Metal Arc Welding Pipe</td>
<td>1 week</td>
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<td>FCA015</td>
<td>Flux Cored Arc Welding</td>
<td>2 weeks</td>
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</tr>
<tr>
<td>WEL530</td>
<td>Weldability of Metals, Ferrous &amp; Nonferrous</td>
<td>1 week</td>
<td>35 clock hours</td>
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For more information about graduation rates, the median debt of students who completed the program and other important information, please visit our website at: [http://www.welding.org/Gedt/CPW/48.0508-Gedt.html](http://www.welding.org/Gedt/CPW/48.0508-Gedt.html)

**PROGRAM 2: STRUCTURAL WELDING PROGRAM**

23 WEEKS  805 CLOCK HOURS  80.5 CEU  TUITION $10,750.00  BOOK FEES $430.00

This sequence of courses is recommended for the student interested in the major welding processes for all position welding skills on plate, safety and technical information. The program includes the opportunity to test for four AWS® QC7 National Welder Certifications during the hours of the applicable course after all other course requirements have been met; AWS® D1.1 Structural Shielded Metal Arc, AWS® D1.1 Structural Flux Cored, AWS® D17.1 Gas Tungsten Arc Titanium, and AWS® D1.1 Gas Metal Arc (pulsed spray transfer.) Successful completion of this program gives the student the necessary welding skills required for entry level fabrication work, construction work, job shops and other entry level related jobs.

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**Note:** The Institute reserves the right to modify the sequence of courses as needed.
WELDING SKILL TRAINING

The purpose of Welding Skill Training at the Hobart Institute of Welding Technology is to teach the welding techniques and manipulative skills required for each major welding process. Welding technique is stressed above welding theory – as the students must be able to meet the welding performance demands of industry. Consequently, a minimum amount of course time (10% to 20%) is spent on book and classroom study. The remaining time is used for supervised welding practice.

Students may take courses to develop skill in one major process – or, in order to achieve broad welding skills, may take courses as outlined in the welding programs on page 7. Only the Combination Structural & Pipe Welding and the Structural Welding programs listed on page 7 fall within the ACCSC institutional accreditation. The training offered under “Welding Skill Training” as individual courses fall out of the scope of ACCSC accreditation.

No audio or audio-visual recording of classes will be permitted.

WTB027
WELDING TECHNOLOGY & BLUEPRINT READING
2 WEEKS 70 CLOCK HOURS 7.0 CEU
TUITION $900.00 BOOK FEES $55.00

This course is important to the development of knowledge required by industry for employment of welders. Upon completion of the course, the student should have knowledge of all arc welding processes including industrial applications, arc characteristics, and advantages. The student should have the ability to read symbols and blueprints as they apply to welding.

Course objective: To develop a practical understanding of welding with regard to welding processes, and auxiliary welding equipment for the welder. Also, to develop a technical understanding of the information contained on engineering drawings and the use of the information to communicate set-up and welding instructions from the designer to the welder and fitter.

Course content: The first week of the course presents information on welding safety, welding terms and definitions, weld defects and discontinuities, welding processes, and symbols for welding according to AWS® A2.4. The second week of the course presents information on mathematics including fractions, decimals, and metric conversions. It also presents orthographic views and engineering drawing lines, the bill of materials, set-up tools, relationships of surfaces, edges and centerlines as applied to a set-up procedure, and fabrication of a weldment from a print.

Testing: To pass this course, the student must pass the welding knowledge tests and must have the ability to fabricate a weldment from a print.

WTB028
ADVANCED BLUEPRINT READING
2 WEEKS 70 CLOCK HOURS 7.0 CEU
TUITION $900.00 BOOK FEES $90.00

This course is important to enhance the student’s knowledge and abilities entering the welding industry. Upon completion of this course, the student should have knowledge of the design procedure and interpreting blueprints and shop drawings and applying this information, the use of measuring tools in layout and assembly, have a basic understanding of codes, specifications and standards and also to be aware of the responsibility of a welder in quality control.

Course objective: To develop an understanding of the blueprint design process and interpreting blueprint information for selecting materials, layout, and assembly. To familiarize students with measuring tools, common shop equipment, and interpreting information, symbols, and abbreviations for design blueprints, shop and erection drawings and to create as-built drawings for project level communication.

Course content: Week 1 presents the blueprint design process; how codes, specifications and standards are used and how to navigate through them as they relate to blueprints. Common material shapes and how to use tables for material dimensions, weight, and orientation in assemblies. Non-destructive testing and their related abbreviations and symbols are presented. General notes, plan views, architectural drawings, elevations, plan section details, plan legends and material schedules will be covered.
During week 2, applied math and training on the use of various layout tools are presented. The student will practice layout and assembly from blueprints utilizing orthographic views and a bill of materials. Training on the use of weld measuring tools and gauges and their role in quality control will be discussed. Cutting, forming and drilling equipment commonly used in the industry will be covered as will structural bolting.

**Testing:** To pass this course, the student is required to complete assigned classroom work and 11 written tests with scores averaging a passing grade.

### OAW001
**OXYACETYLENE WELDING, CUTTING & BRAZING**

**2 WEEKS  70 CLOCK HOURS  7.0 CEU**
**TUITION $900.00  BOOK FEES $35.00**

Upon completion of this course, the student should have developed the necessary skills to perform oxyacetylene welding, brazing, manual and mechanized oxyfuel cutting and complete an OSHA10 safety training.

**Course Objective:** To be able to produce quality cuts on various thicknesses of mild steel using both manual and mechanized equipment, produce quality brazed joints on copper pipe, deposit quality fillet and groove welds on carbon steel, and complete OSHA10 safety training.

**Course Content:** This course provides an understanding of oxyacetylene welding, cutting and brazing, as well as OSHA training for the construction industry. It provides training to develop the skills needed to perform manual and mechanized cutting using the oxyacetylene process on ¼” to ½” thick mild steel. Training is also provided to develop the skills necessary to produce quality welds on 11-gauge fillet welds and butt joints as well as brazing 1-inch copper piping in various positions. Related information is included on weld quality, application of fuel gases and safety.

Note: headphones are recommended for the OSHA training portion of the class.

**Testing:** To pass this course, the student is required to take two written tests and complete OSHA10 training. The student must also pass three flame cutting tests using manual and mechanized oxyacetylene cutting, as well as pass a guided bend test on a vertical up butt on 11-gauge material.

### SMA002
**SHIELDED METAL ARC WELDING BASIC**

**4 WEEKS  140 CLOCK HOURS  14.0 CEU**
**TUITION $1625.00  BOOK FEES $35.00**

Upon completion, the student should be able to perform production welding, millwright and general maintenance welding.

**Course Objective:** To be able to produce quality multipass fillet and square groove welds in all positions using E6010, E6011 and E7018 electrodes. This course also develops skills to perform in accordance with Welder, Arc (DOT 810.384-014), Production Line Welder (DOT 819.684-010), Tack Welder (DOT 810.684-010) and the arc welding portion of Combination Welder (DOT 819.384-010).

**Course Content:** This course provides the student with a thorough technical understanding of arc welding, welding safety, arc welding power sources, electrode classifications and selection. It also provides training to develop the skills necessary to make quality shielded metal arc welds in all positions on mild steel from 3/16 inch to 1/2 inch plate, single and multiple pass, using mild steel, low hydrogen, and iron powder electrodes, with DC welding current.

**Testing:** To pass this course, the student is required to take four written tests. The student also must pass the following four skill tests: visual and break tests on fillet welds in the horizontal and overhead positions (E6010), visual and guided bend tests on square groove welds in the horizontal, vertical up and overhead positions (E6011 and E7018).

### SMA003
**SHIELDED METAL ARC WELDING STRUCTURAL ADVANCED**

**4 WEEKS  140 CLOCK HOURS  14.0 CEU**
**TUITION $1625.00  BOOK FEES $35.00**

Upon completion of this course, the student should be able to perform bridge code welds and other related structural work, as well as preparation for pipe welding.

**Prerequisites:** The student must have successfully passed the Hobart Institute of Welding Technology Shielded Metal Arc Welding Basic course. If the student has not completed the above course, skill must be demonstrated by successfully completing the following tests:
Pass a visual and AWS® break test on a fillet weld in the horizontal and overhead position (E6010); pass a visual and AWS® guided bend test on a square groove weld in the vertical and horizontal positions (E6011 and E7018) – and pass a written test. Prerequisite testing charge is $100.00.

Course objective: To produce quality multi-pass groove welds with backing in all positions using E7018 electrodes on 1” mild steel in the horizontal, vertical, and overhead positions. To produce quality, multi-pass open root groove welds in all positions using E6010 and E7018 electrodes on 3/8” mild steel plates. The quality of welds is in accordance with the various recognized welding codes. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course provides training to develop skills necessary to produce quality multi-pass groove welds with backing on 1” plate in the horizontal, vertical, and overhead positions; and to produce quality open root single V-groove welds on 3/8” mild steel plate in horizontal, vertical, and overhead positions. Welding related information is also provided on hard surfacing, repair of cast iron and metal identification. In addition, welding related information is included about procedure and welder qualification on destructive and nondestructive testing methods.

Testing: To pass this course, the student is required to take four written tests. The student also must pass visual and guided bend tests on single V-groove welds with backing on 1” mild steel plates in the vertical and overhead positions. Tests are also given on single V-groove welds on 3/8” mild steel plates in the horizontal, vertical and overhead positions.

Testing: To take this course, the student is required to take three written tests. The student also must pass visual and guided bend tests on single V-groove welds with backing on 1” mild steel plates in the vertical and overhead positions. Tests are also given on single V-groove welds on 3/8” mild steel plates in the horizontal, vertical and overhead positions.
Course objective: To produce quality single V-groove welds on 6” diameter schedule 80 carbon steel pipe in the 6G position. Quality is determined through visual inspection and mechanical testing according to ASME requirements. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course provides the student with a thorough understanding of pipe welding, weld quality, uphill pipe procedures and preheating and interpass heat treatments. This course helps to develop welding skills to produce quality multipass welds on 6” diameter schedule 80 mild steel pipe in the 6G position, using E6010 and E7018 electrodes.

Testing: To pass this course, the student is required to take two written tests. The student also must pass a visual and guided bend test on a weld produced in the 6G position.

SMA007
SHIELDED METAL ARC WELDING PIPE DOWNHILL
2 WEEKS  70 CLOCK HOURS  7.0 CEU
TUITION $1025.00   BOOK FEES $15.00

Upon completion of the course, the student should have developed downhill pipe welding techniques for the service transmission piping fields.

Prerequisites: The student must have successfully passed the Hobart Institute of Welding Technology Shielded Metal Arc Welding 6” Pipe 6G Uphill. If the above course has not been completed, the following prerequisite test is required:

Pass a visual and guided bend test on a weld produced in the 6G position using E6010 and E7018 electrodes - and pass a written test. Prerequisite testing charge is $100.00.

Course objective: To produce quality open root groove welds on 6-inch schedule 80 carbon steel pipe in the 5G and 6G positions using E7010 electrodes. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course provides the student with a thorough understanding of downhill pipe welding procedures and weld quality. It provides training to develop the skills necessary to produce quality welds on open root carbon steel pipe in the 5G and 6G positions, using E7010 electrodes.

Testing: To pass this course, the student is required to take two written tests. The student also must pass a visual test on 6-inch diameter schedule 80 pipe in the 5G position, and must pass a visual guided bend and nick break test in the 6G position.

PLF026
PIPE LAYOUT FOR PIPEFITTERS & WELDERS
2 WEEKS  70 CLOCK HOURS  7.0 CEU
TUITION $1025.00   BOOK FEES $35.00

Upon completion of the course, the student should have the ability to fit and weld the piping, making the student much more competitive in the job market.

Course objective: To provide fundamentals for layout and fabrication of typical pipe connections and to use mathematics, basic equations and charts for properly fabricating and welding these connections.

Course content: This course provides the student with a basic understanding of the types of joints – with hands-on layout, fit-up, and welding of branch connections, laterals, circumferential sleeves and bull plugs.
Testing: To pass this course, the student is required to pass ten written tests. The student must also pass a 45° lateral as well as a 90° branch connection test.

GTA008
GAS TUNGSTEN ARC WELDING BASIC
2 WEEKS  70 CLOCK HOURS  7.0 CEU
TUITION $900.00 BOOK FEES $35.00

Upon completion of the course, the student should be able to perform production and maintenance welding on mild steel, stainless steel, and aluminum used in the aircraft and missile industry.

Course objective: To be able to produce quality fillet and square groove welds on thin carbon steel, stainless steel and aluminum in the flat, horizontal and vertical positions, using the gas tungsten arc welding process. This course also develops skills for Welder, Arc (DOT 810.384-014), Production Line Welder (DOT 819.684-010), Tack Welder (DOT 810.684-010) and the Arc Welding portion of Combination Welder (DOT 819.384-010).

Course content: This course provides the student with a thorough technical understanding of gas tungsten arc welding, arc characteristics and welding safety. It provides training to develop the skill necessary to make quality gas tungsten arc welds on 16 and 11 gauge mild steel, .062-inch gauge stainless steel and .125-inch aluminum, using both direct and alternating current. In addition, material is presented on the weld characteristics of carbon steel, stainless steel and aluminum. Information on pulsed current is included to prepare the student for more detailed applications of pulsed current used in gas tungsten arc welding pipe.

Testing: To pass this course, the student is required to take two written tests. The student also must pass a visual guided bend test in the flat position on mild steel, and visual tests on stainless steel and aluminum.

GTA109
GAS TUNGSTEN ARC WELDING STAINLESS & TITANIUM
1 WEEK  35 CLOCK HOURS  3.5 CEU
TUITION $700.00 BOOK FEES $15.00

Upon completion of the course, the student should have the ability to weld on thin stainless steel and titanium for use in aircraft, missiles, medical areas, and many other applications.

Prerequisites: The student must have successfully passed the Hobart Institute of Welding Technology Gas Tungsten Arc Welding Basic course. If the student has not completed the above course, skill must be demonstrated by successfully completing the following tests:

Pass a visual test of a T-joint on .062-inch stainless steel in the flat position and pass a visual and guided bend test of a square groove weld on 11 gauge carbon steel plate in the flat position using the gas tungsten arc welding process, and pass a written test. Prerequisite testing charge is $50.00.

Course objective: To familiarize the student with the manipulative technique and the characteristics of stainless steel and titanium welding. To be able to produce quality welds on thin gauge materials.

Course content: This course is designed to provide the student with an understanding of gas tungsten arc welding on thin gauge stainless steel and titanium. The student will learn to develop the skill necessary to produce quality welds on .040-inch to .062-inch stainless steel and titanium in the flat and horizontal positions. In addition, information will be presented on the weld characteristics of titanium and stainless steel.

Testing: To pass this course, the student is required to take a written test. The student is also required to pass tests on a five-plate assembly on .045-inch stainless steel (outside corner, butt joint, tee joint, and lap joints with and without filler), a visual tee joint and lap joints with and without filler on .062-inch titanium in the flat position, and submit .062-inch titanium square groove butt joints in the flat position for radiographic testing.

GTA110
GAS TUNGSTEN ARC WELDING AEROSPACE
2 WEEK  70 CLOCK HOURS  7.0 CEU
TUITION $1600.00 BOOK FEES $15.00

Upon completion of the course, the student should be able to deposit quality welds on thin gauge stainless steel using techniques utilized in the aerospace industry.
Upon completion of this course, the student should have developed skills for process, pressure and nuclear piping work – as well as for the welding of cryogenic vessels.

**Prerequisites:** The student must have successfully completed the Hobart Institute of Welding Technology Gas Tungsten Arc Welding Basic course (GTA008). If the student has not completed the above course, skill must be demonstrated by successfully completing the following test:

Pass a visual test on a .062 Stainless Steel T-joint in the horizontal (2F) position and pass a visual and guided bend test on an 11-gauge carbon steel square v-groove in the flat (1G) position using the gas tungsten arc welding process, and pass a written test. Prerequisite testing charge is $50.00.

**Course objective:** To be proficient in aerospace tube and sheet welding on thin gauge stainless steel fillet and groove welds in the flat, horizontal, vertical and 45° fixed positions using the gas tungsten arc welding process. This course also develops skills pertaining to AWS® D17.1 welder qualification and production welding.

**Course Content:** This course provides the student with a thorough technical understanding of gas tungsten arc welding pertaining to the aerospace industry. It provides training to develop the skills necessary to make quality argon purged gas tungsten arc welds on AMS 5510 stainless steel sheets down to .040 thick, AMS 5557 stainless steel tubing down to .035 thick, while using .20 and .030 filler wire material. The course will also utilize 1/16” torch components, gas lenses and back purging fixtures.

**Testing:** To pass this course, the student is required to take a written test. The student also must pass a stainless steel sheet to sheet fillet weld visual test in the 2F position and a 6G position tube to tube groove weld visual test.

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**GTA008**
**GAS TUNGSTEN ARC WELDING**
**2” PIPE**

2 WEEKS  70 CLOCK HOURS  7.0 CEU  
TUITION $950.00  BOOK FEES $15.00

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Upon completion of this course, the student should have developed skills for process, pressure and nuclear piping work – as well as for the welding of cryogenic vessels.

**Prerequisites:** The student must have successfully completed the Hobart Institute of Welding Technology Gas Tungsten Arc Welding Basic course. If the student has not completed the above course, skill must be demonstrated by successfully completing the following tests:

Pass a visual test on a T-joint on .062-inch stainless steel in the flat position and pass a visual and guided bend test of a square groove weld on 11 gauge carbon steel plate in the flat position using the gas tungsten arc welding process, and pass a written test. Prerequisite testing charge is $50.00.

**Course objective:** To be able to produce quality single V-groove welds on 2-inch schedule 80 steel pipe in all positions. Quality is determined through visual inspection and mechanical testing. This course also develops skills for Welder, Arc (DOT 810.384-014).

**Course Content:** This course provides the student with a thorough technical understanding of gas tungsten arc welding pertaining to all utility work, nuclear, and marine vessels.

**Testing:** To pass this course, the student is required to take one written test. The student also must pass visual and guided bend tests and/or radiographic testing on welds produced in the 2G and 5G positions.

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**GTA009**
**GAS TUNGSTEN ARC WELDING/SHIELDED METAL ARC WELDING**
**6” PIPE**

4 WEEKS  140 CLOCK HOURS  14.0 CEU  
TUITION $1,725.00  BOOK FEES $15.00

Upon completion of the course, the student should have developed skills for process, pressure and nuclear piping work – as well as for the welding of cryogenic vessels.

**Prerequisites:** The student must have successfully passed the Hobart Institute of Welding Technology Gas Tungsten Arc Welding Basic course and Shielded Metal Arc Welding 6” Pipe 6G Uphill course.

If the student has not completed the above courses, skill must be demonstrated by successfully completing the following tests:
Upon completion of the course, the student should be able to perform production and maintenance welding on mild steel including high volume fabrication, automotive assembly and repair.

Course objective: To produce quality multiple pass fillet welds and groove welds on carbon steel plate in all positions, using short circuiting transfer. Quality is determined through visual inspection and mechanical testing. This course also develops skills for Welder, Arc (DOT 810.384-014), Production Line Welder (DOT 819.684-010), Tack Welder (DOT 810.684-010), and the arc welding portion of Combination Welder (DOT 819.384-010).

Course content: This course is designed to provide the student with a thorough technical understanding of welding safety, gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides training to develop the skill necessary to make quality gas metal arc welds in all positions on mild steel from 3/16-inch sheet to 3/8-inch plate, single and multiple pass, using short circuit transfer. This course also illustrates problems associated with welding situations and provides corrective information.

Testing: To pass this course, the student is required to take two written tests. The student also must pass visual and guided bend tests in the horizontal, vertical down, and overhead positions.

GMA 016
GAS METAL ARC WELDING ADVANCED
1 WEEK   35 CLOCK HOURS   3.5 CEU
TUITION $700.00    BOOK FEES $15.00

Upon completion of this course, the student should be able to perform structural welding related to buildings and bridges – and production welding on light, medium and heavy assemblies.

Prerequisites: The student must have successfully passed the Hobart Institute of Welding Technology Gas Metal Arc Welding Basic course. If this course has not been completed, the following prerequisite test is required:

Pass a visual and guided bend test of a square groove weld on 11 gauge carbon steel plate in the flat position, using the gas tungsten arc welding process; and pass a visual inspection on 6-inch schedule 80 mild steel pipe welded in the 2G, 5G and 6G positions with backing rings, using the shielded metal arc welding process and E7018 low hydrogen electrodes, and pass a written test. Prerequisite testing charge is $200.00.

Course objective: To develop the ability to produce quality fillet and groove welds on carbon steel and aluminum using pulse or spray transfer. This course also develops skills for Welder, Arc (DOT 810.384-014).

Course content: This course provides training on pulse transfer other than the short-circuiting, which is covered in the Gas Metal Arc Welding Basic course. The pulse transfer provides for high deposition rate for all position welding. This course also includes gas metal arc welding of aluminum.
**GMA013**  
**GAS METAL ARC WELDING PIPE**  
1 WEEK  35 CLOCK HOURS  3.5 CEU  
TUITION $700.00    BOOK FEES $15.00

Upon completion of the course, the student should be able to perform service and transmission pipeline related work.

**Prerequisites:** The student must have successfully passed the Hobart Institute of Welding Technology Gas Metal Arc Welding Basic course. If this course has not been completed, the following prerequisite test is required:

Pass a 3/8-inch plate open root guided bend test in the horizontal, vertical down, and overhead positions, and a written test. Prerequisite testing charge is $150.00.

**Course objective:** To produce quality single V-groove welds on 6-inch schedule 80 carbon steel pipe in the 2G and 5G fixed positions, using short-circuiting metal transfer. This course also develops skills for Welder, Arc (DOT 810.384-014).

**Course content:** This course provides the student with a thorough technical understanding of gas metal arc welding, preparation for welding pipe and pipe welding defects. It provides training to develop the skills necessary to produce quality groove welds on 6-inch diameter schedule 80 steel pipe in the 2G and 5G positions.

**Testing:** To pass this course, the student is required to take two written tests. The student also must pass two practical tests on pipe welded in the 2G and 5G positions. The tests include visual examination and guided bend tests.

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**WEL530**  
**WELDABILITY OF METALS, FERROUS & NONFERROUS**  
1 WEEK  35 CLOCK HOURS  3.5 CEU  
TUITION $700.00    BOOK FEES $45.00

Upon completion of the course, the student should have a better understanding of welding the different metals.

**Course objective:** This course will provide the non-metallurgist with basic knowledge of various metals and their weldability, including metal properties, heat input, preheating, postheating, and selecting filler metals.

**Course content:** This course is designed to provide training on metal properties, basic metallurgy, classification of ferrous metals, heat treatments, hard surfacing, and metals identification; along with weldability of stainless steels, tool steels, cast iron, nickel alloys, aluminum alloys, magnesium alloys and titanium alloys.

**Testing:** To pass this course, the student is required to pass two written tests.
### Equipment List

The following equipment is required for training. You may either purchase any or all of the equipment upon entering training, or you may bring it with you the first day. Safety equipment is mandatory for all classes. Listed below are items required for individual courses and covers items that meet the needs of most students. Depending on usage, replacements may be required. Please note that there may be choices — green or gold lens, lift or fixed front helmet, etc. Should you have questions, please contact the Institute at 937-332-9500, ext. 9608.

Prices are subject to change without notice. Larger sizes may be higher priced.

#### Programs 1 & 2

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#### OAW001<br>Oxyacetylene Welding, Cutting & Brazing

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#### SMA006, SMA007, SMA106 & SMA107<br>Shielded Metal Arc Welding 6” Pipe 2G and 5G Uphill, Shielded Metal Arc Welding Pipe Downhill, Shielded Metal Arc Welding 6” Pipe 6G Uphill & Shielded Metal Arc Welding 2” Pipe 6G Uphill

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#### WTB027<br>Welding Technology & Blueprint Reading

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#### SMA002 & SMA003<br>Shielded Metal Arc Welding Basic & Shielded Metal Arc Welding Structural Advanced

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<td>FCA015</td>
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<td>PLF026</td>
<td>PIPE LAYOUT FOR PIPEFITTERS &amp; WELDERS</td>
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### GTA008, GTA109 & GTA110
- **Safety Glasses**: $3.00
- **Ear Plugs**: $1.50
- **FR Sleeves**: $10.00
- **Slip Joint Pliers**: $6.50
- **Diagonal Cutting Pliers**: $15.00
- **Black Welding Jacket**: $25.00
- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
- **TIG Gloves**: $12.00
- **Cotton Liners**: $1.00
- **Small Stainless Steel Wire Brush**: $2.00
- **Carbon Steel Wire Brush**: $3.50

### GMA011
- **GMA011**
- **GAS METAL ARC WELDING BASIC**
- **Total**: $156.25
- **Welding Cap**: $6.00
- **Safety Glasses**: $3.00
- **Ear Plugs**: $1.50
- **Carbon Steel Wire Brush**: $3.50
- **Slip Joint Pliers**: $6.50
- **Half Round File w/Wooden Handle**: $20.50
- **Leather Sleeve Welding Coat**: $35.00
- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
- **Ear Muffs**: $8.00
- **Gloves, Mig**: $12.00
- **Welpers (Mig Pliers)**: $17.00

### GMA013
- **GMA013**
- **GAS METAL ARC WELDING PIPE**
- **Total**: $166.25
- **Face Shield**: $3.00
- **Head Gear**: $7.00
- **Welding Cap**: $6.00
- **Safety Glasses**: $3.00
- **Ear Plugs**: $1.50
- **Carbon Steel Wire Brush**: $3.50
- **Slip Joint Pliers**: $6.50
- **Half Round File w/Wooden Handle**: $20.50
- **Leather Sleeve Welding Coat**: $35.00
- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
- **Ear Muffs**: $8.00
- **Gloves, Mig**: $14.00
- **Welpers (Mig Pliers)**: $17.00

### GMA016
- **GMA016**
- **GAS METAL ARC WELDING ADVANCED**
- **Total**: $196.25
- **Welding Cap**: $6.00
- **Safety Glasses**: $3.00
- **Ear Plugs**: $1.50
- **Carbon Steel Wire Brush**: $3.50
- **Slip Joint Pliers**: $6.50

### FCA015
- **FCA015**
- **FLUX CORED ARC WELDING**
- **Total**: $196.75
- **Welding Cap**: $6.00
- **Safety Glasses**: $3.00
- **Ear Plugs**: $1.50
- **Carbon Steel Wire Brush**: $3.50
- **Slip Joint Pliers**: $6.50
- **Leather Sleeve Welding Coat**: $35.00
- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
- **Ear Muffs**: $8.00
- **Leather Cape & Bib**: $50.00
- **Gloves, Mig**: $14.00
- **Chipping Hammer**: $11.00
- **Welpers (Mig Pliers)**: $17.00

### PLF026
- **PLF026**
- **PIPE LAYOUT FOR PIPEFITTERS & WELDERS**
- **Total**: $179.75
- **Face Shield**: $3.00
- **Head Gear**: $7.00
- **Welding Cap**: $6.00
- **Safety Glasses**: $3.00
- **Ear Plugs**: $1.50
- **Carbon Steel Wire Brush**: $3.50
- **Slip Joint Pliers**: $6.50
- **Half Round File w/Wooden Handle**: $20.50
- **Leather Sleeve Welding Coat**: $35.00
- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
- **Leather Sleeve Welding Coat**: $35.00
- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
- **Leather Sleeve Welding Coat**: $35.00
- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
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- **Helmet**: $35.00
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- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
- **Leather Sleeve Welding Coat**: $35.00
- **Helmet**: $35.00
- **Filter Lens 4 1/2” X 5 1/4”**: $5.00
- **Cover Lens 4 1/2” X 5 1/4”**: $1.25
- **Leather Sleeve Welding Coat**: $35.00
- **Helmet**: $35.00
2019 SCHEDULE FOR WELDING SKILL TRAINING

Standard hours of attendance for day shift are 8 a.m. to 4 p.m., Monday through Friday. Standard hours of attendance for evening shift are 4 p.m. to 11:30 p.m., Monday through Friday.

All students enrolled in the Combination Structural & Pipe Welding Program and the Structural Welding Program should report at 10 a.m. on the Friday preceding the start date of your program for orientation.

Students enrolled in individual courses will attend orientation on the first day of course – day shift will report at 7:15 a.m. and evening shift will report at 3:15 p.m.

* Mon. holidays: Class begins on Tues.

Program 1

**COMBINATION STRUCTURAL & PIPE WELDING**

Tuition $17,750.00

38 weeks 133.0 ceu

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1330 clock hours

Book Fees $520.00

Program 2

**STRUCTURAL WELDING**

Tuition $10,750.00

23 weeks 80.5 ceu

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805 clock hours

Book Fees $430.00
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**Notes:**
- Some courses have multiple start dates and end dates due to varying availability.
- Tuition costs and book fees are subject to change.
### SMA007
SHIELDED METAL ARC WELDING PIPE DOWNHILL
TUITION $1025.00

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#### Book Fees
7.0 ceu $15.00

#### Times
2 weeks 70 clock hours

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### PLF026
PIPE LAYOUT FOR PIPEFITTERS & WELDERS
TUITION $1025.00

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#### Book Fees
7.0 ceu $35.00

#### Times
2 weeks 70 clock hours

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### GTA107
GAS TUNGSTEN ARC WELDING STAINLESS & TITANIUM WELDING/SHIELDED METAL ARC WELDING 6" PIPE
TUITION $1600.00

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#### Book Fees
14.0 ceu $15.00

#### Times
2 weeks 140 clock hours

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### GTA008
GAS TUNGSTEN ARC WELDING BASIC
TUITION $900.00

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#### Book Fees
7.0 ceu $35.00

#### Times
2 weeks 70 clock hours

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### GTA109
GAS TUNGSTEN ARC WELDING AEROSPACE
TUITION $1600.00

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#### Book Fees
14.0 ceu $15.00

#### Times
2 weeks 140 clock hours

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### GTA110
GAS TUNGSTEN ARC WELDING 2" PIPE
TUITION $950.00

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#### Book Fees
14.0 ceu $15.00

#### Times
2 weeks 140 clock hours

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### GMA011
GAS METAL ARC WELDING BASIC
TUITION $900.00

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#### Book Fees
7.0 ceu $35.00

#### Times
2 weeks 70 clock hours
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**GMA016**
GAS METAL ARC WELDING ADVANCED
TUITION $700.00
1 week 35 clock hours
3.5 ceu Book Fees $15.00

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**GMA013**
GAS METAL ARC WELDING PIPE
TUITION $700.00
1 week 35 clock hours
3.5 ceu Book Fees $15.00

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**FCA015**
FLUX CORED ARC WELDING
TUITION $900.00
2 weeks 70 clock hours
7.0 ceu Book Fees $35.00

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**WEL530**
WELDABILITY OF METALS, FERROUS & NONFERROUS
TUITION $700.00
1 week 35 clock hours
3.5 ceu Book Fees $45.00

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INFORMATION AND POLICIES FOR TRAINING

VISITS
Visitors are welcome anytime throughout the year. Please call 937-332-9500 or visit our website at welding.org for an appointment to see our facilities, discuss enrollment and schedule courses. All visitors must go to the main office and sign-in upon arrival. Cameras are not allowed during visits to the Institute.

ADMISSION REQUIREMENTS
1. Student must provide a copy of their HS diploma or GED if enrolling in a program.
2. Student must be at least 16 years old to participate. If student is under the age of 18 a parent or legal guardian will also need to sign the students Skill Training Agreement/Enrollment Form.
3. Student must be able to understand, read and speak English.

Physical Requirements
1. Student must be able to deal with the physical demands of the welding profession.
2. Student must have at least average use of both hands and arms.
3. Student must be able to stand for long periods of time.
4. Student must be able to kneel or crouch for extended periods of time.
5. Student must be able to lift and carry 50 lbs.
6. Student must have good eyesight, with or without corrective lenses. An eye exam is recommended before student starts the program.

Individuals with a pacemaker or defibrillator are restricted from entering the welding labs and other high voltage areas due to potential risk of electric shock and/or high frequency interfering with the pacemaker or defibrillator signal.

The Hobart Institute of Welding Technology does not discriminate on the basis of disability, race, color, religion, sex, national origin, or age regarding admission to its programs and activities

ADMISSIONS PROCESS
Prior to enrolling be sure to read the catalog in its entirety so you have a clear understanding of what to expect. Give careful consideration to the job market for welders and to your personal objectives for attending welding training. This will ensure that the program or courses you select meet your personal goals.

1. Contact Hobart Institute of Welding Technology (HIWT) if you require guidance in setting your objectives and selecting courses at 937-332-9500.
2. Apply online at www.welding.org by completing the Skill Training Agreement/Enrollment Form.
3. HIWT will acknowledge the receipt of your Skill Training Agreement/Enrollment Form by email and provide instructions to establish a Student Portal Login to pay the required registration fee.
4. Once the required registration fee payment is processed, HIWT will notify you of your start date/shift via email.

Orientation for students enrolled in the Combination Structural & Pipe Welding Program and Structural Welding Program is at 10:00 a.m. on the Friday preceding the start date of your program. Students enrolled in individual courses will attend orientation on the first day of class. Day shift will report at 7:15 a.m. and evening shift will report at 3:15 p.m.

Hours of attendance for day shift is 8:00 a.m. to 4:00 p.m.
Hours of attendance for evening shift is 4:00 p.m. to 11:30 p.m.

REGISTRATION FEES
The Hobart Institute of Welding Technology requires a $125.00 registration fee before we can process your application. If you interrupt your training for twelve months or more, you must pay another $125.00 registration fee before you can resume your training.

PROGRAM AND COURSE TUITION*
Students in the Combination Structural & Pipe Welding Program or the Structural Welding Program are only obligated under the enrollment agreement to pay for one 300 hour academic term at a time. Students are obligated for subsequent 300 hour term as each new term begins. Consequently, refunds are based on each 300 hour academic term as described below under CANCELLATION/REFUNDS POLICY. Any payment for subsequent 300 hour academic terms not attended will be refunded entirely.

*Tuition fees are subject to change without notice.
SKILL TRAINING

**Combination Structural & Pipe Welding Program** tuition is due as follows:

**Payment 1** is due by Friday four weeks prior to the scheduled start date for the 0 to 300 hour period, plus book fees.

**Payment 2** is due prior to the sixth week of training for the 301 to 600 hour period.

**Payment 3** is due prior to the fifteenth week of training for the 601 to 900 hour period.

**Payment 4** is due prior to the twenty-third week of training for the 901 to 1200 hour period.

**Payment 5** is due prior to the thirty-second week of training for the 1201 to 1330 hour period.

**Structural Welding Program** tuition is due as follows:

**Payment 1** is due by Friday four weeks prior to the scheduled start date for the 0 to 300-hour period, plus book fees.

**Payment 2** is due prior to the sixth week of training for the 301 to 600 hour period.

**Payment 3** is due prior to the fifteenth week of training for the 601 to 805 hour period.

Tuition and book fees must be paid in advance by Friday four weeks prior to the start date of your first course. If payment is not received by this date, the student will not be allowed to start course.

**Individual Courses:**

Tuition and book fees are due in advance one week prior to the course start date if payment is not received by this date, the student will not be allowed to start the course.

You may pay by cash, check, money order or credit card. For companies or agencies sponsoring students, the Institute will invoice against purchase orders. Purchase orders must accompany the agreement/enrollment form. Students will be charged a fee for any checks returned due to insufficient funds.

Students in **Combination Structural & Pipe Welding Program** or **Structural Welding Program** applying for Title IV funds or other Federal/State funds are required to discuss these arrangements with the Institute’s Financial Aid Office.

**PERSONAL FINANCES & LIVING EXPENSES**

We recommend that you open a checking account with a local bank if you will be living in the area for an extended period to attend classes. This will make it easier to manage your personal finances and pay your living expenses while you are here.

If you do not wish to open an account at a local bank, we recommend that you use credit cards or travelers’ checks payable at a U.S. bank in U.S. currency rather than cash.

**CANCELLATION/REFUNDS POLICY**

**Programs:**

Hobart Institute of Welding Technology utilizes the State refund policy for our **Combination Structural & Pipe Welding** and **Structural Welding Program** organized on a clock hour basis as outlined on page 7 of this catalog. The refund policy is consistent with guidelines established for State and Federal education programs.

The school agrees to accept cancellations and make refunds according to the following policies:

(a) All monies paid by an applicant will be refunded if the applicant is rejected by the Institute.

(b) The $125 registration fee secures a place in a class. All monies paid by an applicant will be refunded if requested in writing within five (5) days of signing an enrollment agreement. If training is interrupted for twelve months or more, a second payment of the registration fee is required.

(c) Students who have not visited the Institute facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either the regularly scheduled orientation procedures or following a tour of the Institute facilities and equipment.

(d) The Institute will refund all monies paid by the applicant except for the registration fee as long as notice is given prior to commencement of any classes. Any monies due to an applicant shall be refunded within thirty (30) days from cancellation or failure to appear on or before the first day of class. Refunds due to students who make cash payments for tuition and fees shall be remitted within thirty (30) days from their last date of attendance. Title IV Grant and Title IV loan funds due to the Department of Education shall be refunded within thirty (30) days from the last date of attendance. Further information regarding any applicable third party funding agency refund or return of funds may be obtained from Hobart Institute of Welding Technology’s Financial Aid Office.

Programs (Refunds are based on a 300-hour academic term):

(a) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.

(b) A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

(c) A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

(d) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
SKILL TRAINING

Individual Courses:
A student who withdraws or is dismissed after starting an individual course/class, retaking an individual course/class, or taking a series of courses/classes will forfeit all payments of tuition for that course/class.

COURSE RESCHEDULING
Once your start date is assigned, there is a $125.00 rescheduling fee per schedule change. The fee is payable when you request a schedule change, prior to changes being made.

Exceptions:
• A one-time schedule change agreed to by the Institute Registrar and Director of Skill Education to better meet the objectives and goals of the student.
• Additional or repeat courses to enhance skill development.
• Schedule changes initiated by the Institute.

Note: A schedule change for one course may affect your starting date for other courses. If you cannot make your scheduled start date, you must notify the Institute. Failure to notify the Institute will result in a $125.00 rescheduling fee.

WORKBOOKS & MANUALS
Workbooks and manuals are to be purchased at the Institute. Books and manuals are proprietary to Hobart Institute of Welding Technology and are offered to students below competitive market rates. Book fees for the Combination Structural & Pipe Welding Program (Program 1) are $520, and for the Structural Welding Program (Program 2) are $430. Please see the course description and/or course schedule for book fees ($15-$90 each) if you are taking individual courses outside of the programs. Books received and used are not returnable. Fees for books not received and used will be refunded. Fees are subject to change without notice.

EQUIPMENT & MATERIALS
Hobart Institute of Welding Technology supplies the necessary equipment for each welding station and all practice materials and filler metals (except for special applications). You are responsible for your own protective equipment and hand tools. (see pages 16 & 17)

We include a price list for required protective equipment and supplies in this catalog. You can bring your own safety equipment and hand tools or you can purchase them at the Institute.

PREREQUISITE TESTING
If you wish to bypass our introductory courses to enter advanced training you must pass practical welding and written prerequisite tests. See individual course descriptions for tests required and cost for complete prerequisite testing for that course.

Note: Prerequisite testing is not applicable for applicants enrolling in a Program.

Prerequisite testing is scheduled during the week prior to your starting date for individual courses. All prerequisite testing must be completed prior to your start date.

Any student failing a course is not allowed to do prerequisite testing in lieu of retaking the course. Any former student returning for additional training after an absence of more than one year may be required to take prerequisite testing to determine skill level. The Institute does not give credit for previous courses completed at other institutions.

Only one attempt to pass any prerequisite test will be allowed.

GRADES
Each student is measured and graded in the following areas:

• Welding Skill – 75% of total grade: Students take welding skill tests throughout their training. Each test is prepared and tested according to American Welding Society, American Petroleum Institute, American Society of Mechanical Engineers, or Hobart Institute of Welding Technology Standard Qualification Procedures.
• Welding Knowledge – 15% of total grade: Students take written knowledge tests after each phase of training.
• Attitude – 10% of total grade: Students are evaluated on safety habits, time management, care of equipment, use of materials, attendance, promptness in completing assignments, and cooperation with instructors and other students.

High Academic Achievement will be recognized with a special Certificate of Recognition for students in the 23-week or the 38-week program who maintain a GPA of 3.5 or higher.

ACADEMIC STANDARDS
Grades are awarded on a designation of 0 to 4. Students must maintain an average of 2.0 to remain in good standing.

0 to 1.9 = unsatisfactory/failed
2.0 to 4.0 = satisfactory/pass

SATISFACTORY ACADEMIC PROGRESS (SAP)
Students unable to maintain at least a 2.0 grade point average (GPA) must repeat the course. Repeated unsatisfactory performance may result in dismissal from the program. A dismissed student may be readmitted at a later date after an evaluation by school administration. If readmitted, student must maintain adequate performance and conduct levels.

COURSE INCOMPLETE/WITHDRAWAL
A student may voluntarily, verbally or in writing withdraw from training at any time. Any unused tuition funds will be refunded according to the Hobart Institute of Welding Technology and Department of Education guidelines.
A student who starts a course and officially withdraws before the course is thirty percent complete will receive an incomplete for the course. A student who starts a course and officially withdraws after the course is thirty percent complete will receive a grade of 0 (F) for the course.

A student is required to contact the Registrar for withdrawal procedures when dropping a course or to withdrawal from the school. The effective date of any withdraw is the last date of attendance.

Financial aid eligibility will not be granted for that course when the student retakes it. Any student placed on financial aid probation for failure to meet the satisfactory progress standards established by the Institute due to mitigating circumstances may submit a written appeal describing the circumstances to the Compliance and Student Services Manager of Hobart Institute of Welding Technology. The Compliance and Student Services Manager, in conjunction with the Financial Aid Administrator, will notify the student within two weeks of acceptance or rejection of the appeal.

ACADEMIC PROBATION
Students whose cumulative grade point average GPA falls below 2.0 will be placed on academic probation. A student on academic probation will become ineligible for further aid until their cumulative grade point average returns to satisfactory. Students who are not making satisfactory academic progress will be counseled by a Financial Aid Administrator regarding their receipt of additional financial aid, including their second student loan disbursement.

The Financial Aid Office, at the end of each class, will review the progress of all students receiving Federal Student Aid for both qualitative and quantitative standards. Any student who is placed on academic probation will have their cumulative grade point average reviewed after the completion of each course until returning to a satisfactory cumulative grade point average, at which time they will be removed from academic probation.

Any student placed on academic probation for failure to meet the satisfactory progress standards established by the Institute due to mitigating circumstances may submit a written appeal describing the circumstances to the Compliance and Student Services Manager of Hobart Institute of Welding Technology. The Compliance & Student Services Manager will notify the student within two weeks regarding acceptance or rejection of the appeal. Once a student’s grade point average returns to 2.0 or better, they will be removed from academic probation.

COURSE REPEAT
Students will be allowed to reschedule a class no more than once during the period of the program. Students receiving a course grade of less than 2.0 will be required to repeat the course at the individual course tuition rate. AWS® QC7 Welder Certification is not included in the individual course rate. If a student wishes to take the certification test they may do so for an additional charge. Students failing the same course twice will be dismissed from the Institute. The Institute reserves the right to make exceptions to this policy based on a review of individual circumstances.

Courses that must be repeated will count in the calculation of hours attempted and completed hours earned if the student receives a passing grade for the repeated courses. Course incompletes and noncredit remedial courses have no effect on the satisfactory progress standards.

PROGRAM GRADUATION POLICY
To graduate from a program, the student must successfully complete all required courses, maintaining a 2.0 grade point average, meet all financial obligations, and must complete the program within a specified time frame. Completion time shall not exceed 1.5 times the normal number of weeks/clock hours specified, based on actual attendance. Maximum completion times are as follows:

Combination Structural & Pipe Welding Program
(Program 1), within 57 weeks/1995.0 clock hours

Structural Welding Program
(Program 2), within 34.5 weeks / 1207.5 clock hours

Progress will be measured each time that a student is required to reschedule a course. A student who exceeds the 1.5 times the normal number of weeks/clock hours will lose eligibility for Federal Financial Aid (Title IV).

COURSE GRADE RECORDS/CERTIFICATES/DIPLOMAS
Students receive a grade record for each course in which they participate. Each course grade is based on skill, knowledge and attitude.

Upon successful completion of the Combination Structural & Pipe Welding Program or the Structural Welding Program, the student will receive a diploma. Students successfully completing individual skill courses will receive a certificate of completion.
GRADUATION & EMPLOYMENT RATES

Combination Structural & Pipe Welding Program

Mar 16/Feb 17 - Started 422 students
11% - 46 students withdrawn/terminated
89% - 376 graduates within 150% of program length
99% - 374 graduates available for employment
0% - 1 graduate further education
91% - 341 graduates employed in the trained field
0% - 0 non-graduates employed in the field
91% - 341 graduates & non-graduates employed in the trained field

Mar 15/Feb 16 – Started 402 students
9% - 36 students withdrawn/terminated
91% - 366 graduates within 150% of program length
100% - 366 graduates available for employment
0% - 0 graduates further education
90% - 328 graduates employed in the trained field
0% - 0 non-graduates employed in the field
90% - 328 graduates & non-graduates employed in the trained field

Mar 14/Feb 15 – Started 334 students
6% - 21 students withdrawn/terminated
94% - 313 graduates within 150% of program length
99% - 310 graduates available for employment
1% - 3 graduates further education
88% - 275 graduates employed in the trained field
1% - 3 non-graduates employed in the field
89% - 278 graduates & non-graduates employed in the trained field

Structural Welding Program

Sep 16/Aug 17 - Started 57 students
16% - 9 students withdrawn/terminated
84% - 48 graduates within 150% of program length
100% - 48 graduates available for employment
0% - 0 graduates further education
94% - 45 graduates employed in the trained field
0% - 0 non-graduates employed in the field
94% - 45 graduates & non-graduates employed in the trained field

Sep 15/Aug 16 – Started 26 students
27% - 7 students withdrawn/terminated
73% - 19 graduates within 150% of program length
100% - 19 graduates available for employment
0% - 0 graduates further education
84% - 16 graduates employed in the trained field
4% - 1 non-graduates employed in the field
85% - 17 graduates & non-graduates employed in the trained field

Sep 14/Aug 15 – Started 38 students
11% - 4 students withdrawn/terminated
89% - 34 graduates within 150% of program length
100% - 34 graduates available for employment
0% - 0 graduates further education
76% - 26 graduates employed in the trained field
5% - 2 non-graduates employed in the field
78% - 28 graduates & non-graduates employed in the trained field

Rates provided are as reported on the graduation and employment charts submitted to ACCSC annually.

ATTENDANCE POLICY

All attendance and absences are recorded. Our attendance policy is being driven by industry and is expected by industry for the future employment of our students. Based on the Hobart Institute of Welding Technology and government agency standards, the objective is to have attendance and conduct at a level that will in no way cause an interruption in training. This will ensure the highest level of welding skill at the completion of training. It is the responsibility of all students, which includes the students under programs, to follow Institute guidelines and rules.

Students are required to be on time for each class; to participate in each class and laboratory session; to honor break times; and to remain at the Institute through the completion of the daily scheduled program. Students are required to be in their assigned area. Students loitering in other areas may be counted absent for the time spent away from their area. Notify your instructor if you need to be away from the area.

You are expected to notify your instructor when you can’t report at your scheduled time regardless of the reason. The only exception will be when an extreme emergency exists not permitting you to call. The number is 937-332-9500.

Absences include personal illness, illness in the family, death in the family and legal matters (including incarceration), etc. You are expected to be in attendance for all classes.

Understand that absences, being tardy, leaving early, or cutting classes will be causes for interruptions or rescheduling classes, probation, suspension, or dismissal.

Absence policy requiring you to reschedule is:
1-week course - if the absence exceeds 1/2 day (3.5 hrs), the student must reschedule the class
2-week course - if the absence exceeds 1 day (7 hrs), the student must reschedule the class
4-week course - if the absence exceeds 2 days (14 hrs), the student must reschedule the class.

All absences are recorded in 15 minute increments. Once you have missed more than 10% of a course, you will not be permitted to finish the hours in that course. You will need to reschedule and repeat the entire course at individual course tuition rate.

If a student, at any time during the program is absent for three consecutive days without notifying the Institute, based on a staff evaluation the student will be dismissed.
LEAVE OF ABSENCE (LOA) POLICY

A Leave of Absence may be granted for unforeseeable circumstances such as but not limited to the following reasons: military obligations, jury duty, accidents, death in the family, etc. All LOA requests must be submitted in writing prior to taking the LOA and must be approved by the Director of Compliance & Student Services and/or the Director of Skill Education.

Students taking an emergency LOA, without prior written request and approval, must notify the school and then submit the request form via fax, email, U.S. mail or in person. Multiple leaves may be granted during a twelve month period; however, the total of all LOA’s may not exceed 180 days. In addition, VA eligible students may not be eligible to receive VA benefits while on an approved LOA; please see a Financial Aid Administrator for more information on this policy. A student who does not notify Hobart Institute of Welding Technology or does not return from the approved LOA will be dismissed from the Institute.

HOLIDAY SCHEDULE & POLICY

Hobart Institute of Welding Technology observed holidays that fall during a course will be made up during the course. If a holiday falls within a course, the instructor will inform the students on the first day of the course which days the make-up hours will be offered.

Days that Hobart Institute will be closed for students in 2019:

- New Year’s: 01/01/19 - 1 day
- Memorial Day: *05/28/19 - 1 day
- Independence Day: 07/04/19 - 1 day
- Labor Day: *09/02/19 - 1 day
- Thanksgiving Break: 11/19/19 – 11/25/19 - 5 days
- Christmas Break: 12/23/19 – 01/03/20 - 10 days

* Monday Holiday - class will begin on Tuesday.

MAKE-UP POLICY

Students may not miss more than 10% of the total clock hours of any course.

In the event of the school closing for any reason, (i.e. holidays, weather, power outage, etc.) students must be given the opportunity to make up those scheduled hours.

Make-up hours for day shift will be before class from 7:00 a.m. to 8:00 a.m. Make-up hours for evening shift will be during the two fifteen minute breaks and after class from 11:30 p.m. until 12:00 a.m.

If a student opts to not make-up the hours missed for a school closure that occurred within their scheduled course, the hours missed will be counted as an absence.

RULES & REGULATIONS

All rules and regulations at the Institute are subject to review by the President or the Director of Skill Education based on conditions and circumstances.

DISCIPLINARY ACTION PROCEDURES

Hobart Institute of Welding Technology reserves the right to place on probation, suspend or dismiss any student based on unsatisfactory performance, absence, or failure to comply with published policies and/or the Student Code of Conduct. All students will receive a Student Orientation Manual that states the policies and the Student Code of Conduct at orientation.

To maintain discipline the staff at Hobart Institute of Welding Technology will conduct the Institute in the best interest of each student.

The following action will be taken if policies and/or the Student Code of Conduct are violated:

First Violation – Verbal Discussion: A first violation will result in a discussion with the instructor regarding the violation that occurred to assist with any possible misunderstanding, to review the rules and to identify the consequences if there is any further violations. Demerits will be recorded on the grade sheet, and the conversation will be recorded in the notes section of the grade sheet.

Second Violation – Probation: A second violation will result in probation and written record of the violation. Student will meet with two HIWT Administrative personnel to discuss the severity of the second violation. The probation will remain in effect until the student completes the program and the written record will become a permanent part of the student’s file.

Third Violation – Suspension: A third violation will result in a one-month suspension from the program. Based on course availability the student may not be able to resume the program until the course is offered which may be more than one month. If suspension occurs during a class, all remaining class time and certification attempts will be forfeited. A student returning from suspension will be financially responsible for the course at the individual course tuition rate.

Any additional infractions following the return from suspension will result in immediate dismissal from the program.

Note: AWS® QC7 Welder Certifications are not included in the individual course rates, if a student wishes to take the certification it can be taken for an additional charge.

All rules and regulations at the Institute are subject to review by the Director of Skill Education and the Compliance & Student Services Manager based on the conditions and circumstances.
All students are expected to conduct themselves in a manner appropriate to a professional work environment. Considering the severity of the violation, immediate dismissal of the student may be necessary.

COPYRIGHT & PEER-TO-PEER SHARING POLICY

In compliance with the Higher Education Opportunity Act, Hobart Institute of Welding Technology has implemented policies to deter copyright violations and unauthorized Peer-to-Peer (P2P) file sharing. This policy includes sanctions and disciplinary actions for violation of federal copyright laws and P2P file-sharing violations. Each student receives a complete copy of this policy during orientation.

PROBATION/SUSPENSION/DISMISSAL

The Institute reserves the right to place on probation, suspend, or dismiss any student based on unsatisfactory performance, absence, or failure to comply with published rules. Any student involved in a fight or expressing violence is subject to immediate dismissal.

Note: Any student with an open container of alcohol, drugs or weapons on Institute grounds or appears to be under the influence of drugs or alcohol is subject to immediate dismissal. The use, sale, or possession of drugs or firearms will result in immediate dismissal and notification of the proper authorities. Hobart Institute of Welding Technology has a no firearms policy; no person shall possess, have under their possession or control, convey or attempt to convey, a deadly weapon or dangerous ordnance onto Hobart Institute of Welding Technology premises.

READMISSION

A student who voluntarily withdraws may be readmitted by submitting a new Skill Training Agreement/Enrollment Form. A student who has been dismissed by the Institute may request readmission in writing, after a 6 month period of time. Readmission may be granted at the discretion of the Institute based upon a review of individual circumstances.

SKILL TRAINING CLASS HOURS

The skill training classes operate on a 35-hour week, Monday through Friday. Hours of attendance for day shift are 8:00 a.m. to 4:00 p.m. with one hour for lunch and two fifteen-minute breaks. Hours of attendance for evening shift are 4:00 p.m. to 11:30 p.m. with a half-hour for lunch and two fifteen-minute breaks. Each class or laboratory period is a minimum of 50 minutes in length (equaling a clock hour). Scheduled breaks do not exceed 2.5 hours per 35 clock hours of training.

The Institute is in session 49 weeks each year. Holidays observed are New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

BOOTH RENTAL

Any student who has successfully completed a course may return and rent booth space to practice their skills in the area of study. Students are required to provide their own Personal Protective Equipment. Standard welding materials are provided. The charge for this service is $30.00 per hour, minimum of 3 hours, paid in advance with no refunds. Contact the Institute to pre-schedule your time.

Note: Booth rental does not include any instructor time; it is for practice only.

STUDENT COMPLAINT/GRIEVANCE PROCEDURES

In the event a student has concerns or complaints against the Institute, the steps for filing the complaint and resolving the problem would be as follows:

1. Discuss the matter with his/her class Instructor
2. Discuss with the Advisor/Safety & Security Representative and Compliance & Student Services Manager
3. Discuss with the Director of Skill Education
4. Should it become necessary, the individual may contact:
   Executive Director at the Ohio State Board of Career Colleges and Schools
   30 East Broad Street, 24th Floor, Suite 2481
   Columbus, Ohio 43215
   Phone (877) 275-4219

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling complaints. If the 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. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Phone (703) 247-4212
http://www.accsc.org

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting Student Services.
SKILL TRAINING

COMPARABLE TUITION & PROGRAM INFORMATION

Students may receive comparable program information related to tuition, fees, and program length by contacting:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Phone: (703) 274-4212.
http://www.accsc.org

EMPLOYMENT ASSISTANCE

Hobart Institute of Welding Technology offers employment assistance to the graduates of our Combination Structural & Pipe Welding Program and Structural Welding Program. Hobart Institute of Welding Technology has a Student Resource Center for students to utilize. This Center has computers with Internet access for job searches and a fax/print/phone to utilize for faxing resumes and calling potential employers. Due to on-the-job performance of past students, Hobart Institute of Welding Technology continually receives requests for trained welders. The Institute also maintains close contact with potential employers. These job leads are posted at the school and on Hobart Institute of Welding Technology’s website (www.welding.org).

The Hobart Institute of Welding Technology does not guarantee employment. However, we do assist students in finding work by passing along job leads and providing the Student Resource Center.

HOUSING & MEALS

Students are responsible for securing their own housing and meals. A housing list comprised of accommodations by area landlords is available on our website. Hobart Institute of Welding Technology is not responsible for any housing-related issues.

The student lunch hour is 11:30 a.m. - 12:30 p.m. On occasion Hobart Institute operates an evening shift with a half-hour for lunch from 7:30 p.m. - 8:00 p.m.

The Institute does not have food service, but we do offer vending machines for sandwiches, snacks, and beverages. Students may bring their own food or there are several restaurants near the Institute.

Contact the Institute at 937-332-9500 or view our website at www.welding.org for information about housing, hotels, campsites and available accommodations.

CAMPUS SECURITY POLICIES AND PROCEDURES

The following information is provided and updated annually as directed by the U.S. Department of Education.

Reporting of Criminal Incidences. The Institute strives to provide a safe and secure environment for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence.

All students should report any knowledge of a criminal or suspicious nature to their Instructor. The Institute will take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

Security Program. All students are informed of security procedures during orientation. All staff members are briefed on security procedures upon hiring. Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the security procedures and reporting any incidents when they occur to a safety/security team member.

Policy Regarding Illegal Substances. The Institute strictly forbids the possession, use or sale of any alcoholic beverages and/or any drugs on all Institute property. Students and staff members should report any knowledge of such activities to the appropriate school personnel mentioned above in the “Reporting of Criminal Incidence”.

Any infraction is cause for immediate suspension and possible termination. When appropriate, such infraction will also be reported to the local authorities. Specific details of the institution drug policy are outlined in the drug free policy distributed annually.

Domestic Violence Policy. Reports regarding domestic violence should be directed to the Troy Police Department.

Missing Person Policy. Reports regarding a student who is believed to be missing should be directed to the Troy Police Department.

Current Crime Statistics. A list of all criminal incidences reported during the prior three-year period can be viewed on the U.S. Department of Education website at: https://ope.ed.gov/campussafety/. Paper copies of this report can be downloaded from our website at www.welding.org or obtained from the office.

HEALTH AWARENESS

Individuals with a pacemaker or defibrillator are restricted from entering the welding labs and other high voltage areas due to potential risk of electric shock and/or high frequency interfering with the pacemaker or defibrillator signal.

Students are responsible for their own medical care and insurance expenses. Students are not covered by Hobart Institute of Welding Technology insurance or industrial compensation.

Vaccinations are not required as a condition of enrollment at Hobart Institute of Welding Technology. However, we encouraged all students to be vaccinated.
ACADEMIC ADJUSTMENTS

Academic Adjustments are modifications in how students participate in classes or activities. These modifications allow students to meet standards of the program, but do not change them. Academic Adjustments give students equal access to educational opportunities. For example: A student who requests an academic adjustment and provides the proper documentation may be allotted additional time in completing written test and assignments.

If needed, students are encouraged to request an Academic Adjustment prior to the start of their program to allow sufficient time for an evaluation to be completed to eliminate or minimize a possible disruption in their scheduled start date. The following is a breakdown of the procedure that is necessary to make an informed decision on request.

1. Student notifies the Registrar that they are requesting an Academic Adjustment.
2. Student provides diagnosis from a physician describing how the disability affects the student and what limitations it causes.
3. Student provides a recommendation from a physician describing what adjustment(s) could be made to aid the student in completing the program.
4. The Compliance & Student Services Manager will access the information and compare to our HIWT safety guidelines.
5. HIWT will notify the student in writing with a decision or request additional information about the proposed Academic Adjustment.
6. If an Academic Adjustment is granted, it will be documented and acknowledged by student and HIWT prior to the start of class.
7. If an Academic Adjustment is granted, the Compliance & Student Services Manager will inform the necessary HIWT staff of the adjustment and work with the staff to implement the adjustment. Confidentiality will be maintained at all times.

Safety is a top priority at HIWT so careful consideration is necessary for our students and staff. Any adjustment that would create an unsafe environment will not be permitted. The cost of obtaining a diagnosis and recommendation from a physician is the student’s responsibility.

TOBACCO-FREE POLICY

Hobart Institute is committed to providing a safe and healthy environment for all students and visitors at our campus.

Ohio Issue 5 was passed on November 6, 2006, creating Ohio’s indoor smoking ban under a chapter of the Ohio Revised Code (ORC) effective December 7, 2006. This law required “public places” and “places of employment” prohibit smoking as of that date.

In compliance with this law, smoking and tobacco use of any kind (including smokeless products) is prohibited inside Hobart Institute of Welding Technology or within 25 feet of its facilities. A designated outdoor smoking area is located on the East side of the Main Campus Building.

DRUG AND ALCOHOL FREE CAMPUS

Hobart Institute of Welding Technology promotes the health, safety and effectiveness of our students. In doing so, we expect students to report to school mentally and physically prepared to learn. This requires students to abstain from using substances that could alter their performance prior to or during scheduled classes.

In addition, students will not distribute, sell, manufacture, purchase, possess or use alcohol or unauthorized controlled substance on school premises. Controlled substances include, but are not limited to narcotics, depressants, amphetamines, hallucinogens and marijuana.

A violation may result in disciplinary action up to and including dismissal. Local law enforcement will be immediately notified for any incident involving a student under the age of 21 or pertaining to the involvement of controlled substance.

HIWT actively promotes a drug and alcohol free campus and encourages frequent visits from local law enforcement to the campus. Law enforcement with K9’s will routinely visit the campus unannounced to detect the presence of illegal drugs. Please notify your instructor or shift supervisor if you are aware of any drug or alcohol use. Students are encouraged to seek assistance to resolve substance abuse problems before it effects your learning environment.

DRESS CODE POLICY

Our goal is to ensure the safety and professional appearance of all students attending HIWT. The following Dress Code is required at all times during courses that utilize the welding labs.

- All shirts must have sleeves and be free of tears or holes. Tank tops, cut offs or other altered shirts that show unnecessary exposure of skin will be not permitted.
- Pants must be free of any modifications, holes or tears. Denim jeans are recommended; no sweat pants, wind pants, or shorts will be permitted.
- Helmets, welding attire and clothing may not display obscene language, graphics or pictures.
- Safety leather work shoes/boots are required. Safety shoes with steel toes are recommended. Cloth, leather sports shoes (including steel-toed tennis or sport shoes), flip flops and other open toed shoes are not permitted.
PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment (PPE) Program is an OSHA requirement. PPE is equipment worn to minimize exposure to hazards that can cause injuries and illness. All students, visitors, and personnel are required to wear the appropriate personal protective equipment when in the welding lab and grinding areas.

The following is required for all welding and grinding areas:

- Safety Glasses with side shields – If you wear prescription eye glasses, they must have side shields. You may also wear safety goggles or protective glasses over your prescription glasses.
- Welding Jacket, cape and bib, or long sleeve shirt with Flame Retardant (FR) Logo – No t-shirts or other untreated cotton clothing will be permitted without a full layer of flame retardant protection.
- Gloves are required at all times when welding and handling base metal. Gloves that are torn, wet or saturated with oil must be replaced.
- Welding Helmet with appropriate lens shade.
- Cutting Goggles or Cutting Glasses with shade #5 lens. A shade 5 lens is required for all thermal welding and cutting operations used in the labs.
- Hair must be kept above shoulders to prevent any potential hazards when grinding and welding.

Additional requirements for right angle grinders usage:

- All hand held grinders must have guards in place and handles on them during operation.
- Grinding wheels must be between 3/32” and 1/4” in thickness.
- No wire wheels or cut-off wheels will be permitted.
- Ear Plugs are required when operating a handheld grinder.
- Face shield must be worn over top of safety glasses.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) is a Federal law that protects the privacy of student education records by providing students access to their educational records, an opportunity to seek to have the records amended and some control over the disclosure of information from the records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. For example:

- Schools may disclose education records to parents if the student is a dependent as defined by the IRS Code.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official’s personal knowledge or observation of the student.

Hobart Institute of Welding Technology’s Student Services Office will only give grades, attendance, and financial aid information to people that the student authorizes. Students can designate and authorize specific individuals in the My Profile/My FERPA area of their Student Portal.

For further information on FERPA you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

FINANCIAL AID

You must meet eligibility requirements in order to apply for financial aid. You must:

- Have a high school diploma or General Equivalency Degree (GED).
- Be enrolled in an eligible Hobart Institute of Welding Technology program.
- Complete the proper paperwork.
- Provide all the necessary supporting documentation.
- Maintain a 2.0 average or higher.
- Maintain less than 10% absenteeism rate to maintain eligibility.

Note: Any student convicted of selling or possessing illegal drugs while receiving federal student aid may become ineligible for aid for all or part of the school year depending on the type and number of convictions.

When all of the requested documentation has been completed and processed, the Institute will determine the amount of assistance available to the student. Need is determined by an assessment of the student’s/spouse’s/parent’s income and assets. The Expected Family Contribution is determined through the Federal Needs Analysis System. Hobart Institute of Welding Technology then utilizes the following Department of Education formula to determine loan eligibility:

Cost of Attendance – Expected Family Contribution = Need

Once the award is determined, the Financial Aid Officer will put together a financial aid “package” consisting of several programs (grant/loan).
**FEDERAL FINANCIAL AID PROGRAMS* (TITLE IV)**

The Hobart Institute of Welding Technology is eligible to participate in the Federal Direct Subsidized or Federal Direct Unsubsidized Loan Programs; and the Federal Parent Plus Loans for Undergraduate Students Program administered by the Department of Education and individual states.

A Direct Loan is a low-interest loan designed to provide students with additional funds to assist in paying for education costs not covered by other sources of financial aid. To qualify, the student must first complete a FAFSA and be enrolled in the Combination Structural & Pipe Welding program or Structural Welding program. Please refer to the Federal Direct Loan Request Worksheet for current interest rates.

Students must complete a Federal Loan Request Worksheet to state that they are going to apply for loans. The form is available to download at www.welding.org or by calling 937-332-9500. This form is to be returned to Hobart Institute of Welding Technology. Then, apply for your loans online at www.studentloans.gov. If you are unable to access a computer, contact the Financial Aid Office at 937-332-9500 ext. 9604 or e-mail financialaid@welding.org.

All loans have an origination fee taken off the top of each disbursement. The Department of Education will notify you of the repayment schedule. Loan repayment is mandatory.

**FEDERAL PELL GRANT***

Students must complete a Free Application for Federal Student Aid (FAFSA). You can apply online at www.fafsa.ed.gov. If you are unable to access a computer, contact the Financial Aid Office at 937-332-9500 ext. 9604 or email financialaid@welding.org.

Pell Grant eligibility is determined by an assessment of the student’s/spouse’s/parent’s income and assets. The result is called the Expected Family Contribution (EFC). Schools use this figure to determine the award.

**FEDERAL DIRECT SUBSIDIZED LOAN**

Eligibility is determined based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). The loan is repayable starting six months after the student ceases at least half-time study. The government pays the interest while the student attends school. A minimum of $600 per year or $50 per month must be paid back.

**FEDERAL DIRECT UNSUBSIDIZED LOAN**

The interest on this loan is the full responsibility of the borrower. If a student does not qualify for the full Federal Direct Subsidized Loan, the student may borrow the difference in a Federal Direct Unsubsidized Loan. In addition, if the student is an independent student or if a dependent student’s Federal Parent Plus Loan has been denied, the student may borrow additional funds. There are limits on amounts that can be borrowed dependent on the students situation. Check with the Financial Aid Office for more information.

**FEDERAL DIRECT PARENT PLUS LOAN**

The Federal Direct Parent Plus Loan is a federally sponsored education loan that offers a low fixed interest rate. Parents may qualify for up to the Cost of Attendance, less any other aid. The loan is repayable starting within 30-60 days after the second disbursement. A minimum of $600 per year or $50 per month must be paid back. Parents may borrow in lieu of their Estimated Family Contribution (EFC), but total financial aid may not exceed the student’s Cost of Attendance.

If the parents application is denied, your student may be eligible to borrow an additional Federal Direct Unsubsidized Loan as a result of the denial.

**Note:** You can apply for loans online at www.studentloans.gov. If you are unable to access a computer, contact the Financial Aid Office at 937-332-9500 ext. 9604 or email financialaid@welding.org.

After a determination of programs for which you are eligible, the following forms will require your signature:
1. If selected for verification - the verification worksheets.
2. For loans - the entrance and exit interview forms and master promissory note (MPN) will all be electronically signed with your FSA ID.

*If the amount of a grant and/or loan exceeds the cost of training, Hobart Institute of Welding Technology refunds the overage to the appropriate person or agency as required by law.

**ALTERNATIVE STUDENT LOAN**

For students who do not qualify for Federal Financial Aid programs or have financial need in excess of Federal Financial Aid (Title IV) funds, you may be eligible for an alternative loan. Check with your local bank or online at www.welding.org.

**TRADE ADJUSTMENT ACT (TAA), WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) AND NORTH AMERICA FEDERAL TRADE ACT (NAFTA)**

These funds are available for dislocated workers who are eligible. Contact your local Unemployment Office for more information.

**VETERANS TRAINING**

Hobart Institute of Welding Technology is approved by the Ohio State Approving Agency for Veterans Training (the G.I. Bill® educational training for non-disabled or vocational rehabilitation for disabled veterans). Contact the Hobart Institute Financial Aid Office at 937-332-9500 ext 9604 or e-mail financialaid@welding.org.
“In accordance of Veterans Benefits and Transition Act of 2018, Section 103 Hobart Institute of Welding Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or require that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. This policy is limited to tuition funds paid by the US Department of Veterans Affairs.”

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill Hobart Institute of Welding Technology was voted Military Friendly for 2018.

BUREAU OF VOCATIONAL REHABILITATION (BVR)
BVR is also called the Division of Vocational Rehabilitation (DVR). The Institute operates under contracts with most states.

SCHOLARSHIPS
Hobart Institute of Welding Technology awards several scholarships through The Troy Foundation. Three of these scholarships are for the Structural Welding Program. These scholarships can be applied toward the structural welding classes within the Combination Structural & Pipe Welding Program. These scholarships are the Robert Bercaw Scholarship, the Howard B. Cary Scholarship and the Raymond C. Dunlavy Scholarship. In addition, Hobart Institute of Welding Technology also awards Scholarships in the amount of $5,000 through The Troy Foundation. Additional scholarships for attendance at Hobart Institute of Welding Technology are available through The Troy Foundation www.thetroyfoundation.org. The application forms for all scholarships for Hobart Institute of Welding Technology students through The Troy Foundation may be downloaded from our website at www.welding.org or call Hobart Institute of Welding Technology at 937-332-9500.

COST OF ATTENDANCE
Before applying for financial aid, students should assess all of the costs of attending this institution. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among student’s life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs are available online at www.welding.org or by calling the Financial Aid Office at 937-332-9500 ext 9604.

FUNDS DISBURSEMENT
All financial aid funds are disbursed by the Business Office and students are given receipts for all monies applied to their tuition account. Normally, one-half of each financial aid award is disbursed after 30 days of the student’s training and the second half after successful completion of half the program. Refunds will be distributed after each disbursement and only if a credit balance exists after all fees and tuition have been paid on account until the next distribution.

Any funds that are reimbursed to the student or parent for living expenses will be disbursed on Friday of each week after 12:30 p.m. Any funds posted after checks are run for the week will be disbursed the following week. The student must maintain satisfactory progress and be currently attending in order to receive the second disbursement.

ELECTRONIC FUNDS TRANSFER (EFT)
All Pell Grant monies and most Federal loans are disbursed by EFT. For loan disbursements received in check form the following procedure will be used.

1. The Institute will receive a check payable to the student or parent and the Institute. Both parties must endorse the check.
2. The check will be applied to the student’s account and any excess will be distributed in check form to the appropriate party.

Any student who has terminated his/her training without notifying the school and has an outstanding tuition amount due, and, if applicable, has failed to endorse their financial aid check for the amount owed the school, will be sent a letter explaining the outstanding tuition charges owed and the amount credited to their account from the financial aid program they received. Only the amount owed the school will be disbursed and applied to their outstanding balance.

SATISFACTORY ACADEMIC PROGRESS (SAP)
The Financial Aid Administrator will monitor on a regular basis the progress of all students receiving Federal Loans. All Instructors are told to inform the Financial Aid Office of any student experiencing academic or attendance problems. Students who are not making satisfactory academic progress will be called into the Financial Aid Office and counseled relative to their receipt of additional financial aid, including their second student loan disbursement. (Refer to Academic Probation on page 25).
RETURN OF TITLE IV FUNDS POLICY

Hobart Institute is required to determine the earned and unearned portion of Title IV aid when a student ceases enrollment prior to the planned completion date. Unearned Title IV funds that are the responsibility of the Institute must be returned to the Title IV programs no later than 30 days after the date of determination that the student withdrew. Hobart Institute of Welding Technology calculates this date as the last date of attendance, with the exception of students not returning from approved leave of absence. Federal law specifies how a school must determine the amount of Federal Financial aid (Pell, Federal Direct Subsidized, Unsubsidized & Parent Plus Loans) that a student earns if they withdraw prior to completing 60% of a payment period.

Percent earned = number of hours completed up to the withdrawal date divided by the total hours in the payment period.

Percent unearned = 100% minus percent earned.

Institutional Refund Procedure

When a student receives Federal financial aid in excess of aid earned - **The school returns the lesser of:**

Institutional charges multiplied by the unearned percentage or Title IV Federal financial aid disbursed multiplied by the unearned percentage.

The student returns: Any remaining unearned aid not covered by the school. Any loan funds are repaid in accordance with the terms of the promissory note. (Scheduled payments to the holder of the loan over a period of time.)

Note: Students withdrawing from school should be aware that the school may be obligated to return Federal financial aid funds back to the U.S. Department of Education if the student does not complete 60% of the program. If funds are returned, the student is notified that this may result in the student owing outstanding tuition or fees to the school in addition to owing funds back to the U.S. Department of Education. Any grant amount the student has to return is a Federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID

As a recipient of Federal student aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals and how you can best achieve them.

STUDENT RIGHTS

1. You have the right to know what financial aid programs are available at your school.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on the distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
5. You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
6. You have the right to know how much of your financial need, as determined by the institution, has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know your school’s refund policy.
9. You have the right to know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the pay back procedures, the length of time you have to repay the loan, and when repayment is to begin.
10. You have the right to know how the school determines whether you are making satisfactory progress, and what happens if you are not.

STUDENT RESPONSIBILITIES

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense, which would result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for application or re-application for aid.
7. You should be aware of your school’s refund procedures.
8. All schools must provide information to prospective students about the school’s programs and performance. You should consider this information carefully before deciding to attend.
FINANCIAL AID CONFIDENTIALITY POLICY

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards. For students who apply for food stamps or other aid awards, depending on the agency involved, it may be necessary to request such release of information in writing, prior to the Financial Aid Office releasing it.

FEDERAL FINANCIAL AID (TITLE IV) DEFAULT PREVENTION

In efforts to reduce default rates, the Financial Aid Office provides loan counseling information, servicer contact information, estimated loan repayment dates and notification when a payment due date is nearing. The following will apply to all students receiving Federal Loans at this institute:

1. All students taking out a Direct Subsidized and/or Unsubsidized Loan(s) are required to complete online counseling at www.studentloans.gov. Students are required to complete counseling twice during the financial aid process. Entrance counseling is completed prior to disbursement of federal loan funds. Exit counseling is completed prior to graduating. Entrance and exit counseling are used to educate borrowers about direct loans, managing expenses, repayment obligations and borrower's rights and responsibilities.

2. Repayment of most Federal student loans begins 6-months after enrollment stops. However, PLUS loans enter repayment once the loan is fully disbursed (paid out). All Federal Direct Loans will be repaid to a loan servicer. Prior to loans coming into repayment the loan servicer contacts the student and provides them with repayment information. The loan servicer must provide to the student a loan repayment schedule, payment due date, the number and frequency of payments, and the amount of each payment. Federal financial history and loan servicer contact information is located at www.nslsds.ed.gov.

3. If loan payments are not made, you risk going into default. Defaulting on student loans has serious consequences. The financial institution that made or owns your loan, your loan guarantor, and the Federal government all can take action to recover the money you owe. If you are having trouble making payments on a loan immediately contact your loan servicer. For more information on student loans, repayment, and avoiding default contact the Financial Aid Office or go to www.studentaid.gov.

RECEIPT OF LOAN DISBURSEMENTS

Upon receipt of the student’s loan disbursement(s), the Financial Aid Administrator must determine that the student is still attending classes on a full-time basis and making satisfactory progress.

Note: The requirement for the student to be making satisfactory progress at the time of disbursement, means only that the school must go back to the last evaluation period under its satisfactory progress policy.

EXIT COUNSELING

Any student who has received a Federal Loan must complete exit counseling prior to graduating or withdrawing from school. Students will not receive their diploma and transcript unless they have completed exit counseling in full. Students will complete exit counseling online at www.studentloans.gov.
Technical training at the Hobart Institute of Welding Technology is designed to provide training for personnel involved with welding support groups. Those who need a practical working knowledge of welding - such as engineering, quality control and management personnel - will find these one and two week courses very beneficial. The courses are comprised of approximately 80% classroom lecture/discussion and 20% laboratory demonstration. These classes are not designed to teach the participants to weld. Courses are available to provide either a generalized background - or to target specific areas related to welding. No audio or audio-visual recording of classes will be permitted. Class begins at 8:00 a.m. Some technical courses have five or more hours of assigned homework. Only the Combination Structural & Pipe Welding and Structural Welding programs listed on page 7 fall within the ACCSC institutional accreditation. The training offered under “Technical Training” fall out of the scope of ACCSC accreditation.

**Course content:**
- Description and functions of common weld gages
- Temperature indicators
- Visual Inspection prior to welding
- Visual Inspection during welding
- Visual Inspection after welding
- Equipment required
- Terminology of weld defects
- General requirements for workmanship standards
- Making repair welds
- Visual inspection checklist
- Welding codes, procedures and procedure qualification

**NW515**

**WELDING FOR THE NON-WELDER**

4 DAYS  28 CLOCK HOURS  2.8 CEU

TUITION $820.00

This course gives the non-welder a solid background and overview of the welding field along with hands-on welding experience in the major welding processes. Purchasing agents, plant managers, manufacturers of welding products, distributor sales personnel, supervisors, quality assurance people, technical writers and others will gain an understanding of welding that will make you more proficient at your job that involves welding related activities.

All personal protective equipment is provided for student use. A complimentary welder cap will be provided for the student to keep.

**Course content:**
- Safety in welding and cutting
- Welding fundamentals and communication of welding information
- Weld metal properties
- Discussion and demo
- Plasma arc cutting
- Discussion and lab
- Oxyfuel cutting
- Shielded metal arc welding
- Gas metal arc welding
- Flux cored arc welding
- Gas tungsten arc welding
AWI520

ARC WELDING INSPECTION
1 WEEK  40 CLOCK HOURS   4.0 CEU
TUITION $850.00

Welding inspection personnel must have a solid background in welding defect analysis and weldment testing. This course can help provide that background. Upon completion of this course, the student should be able to assist in implementing the inspection technique or techniques that will best suit the company’s needs. This course has at least five hours of assigned homework.

Course content:
- Introduction
- Overview of welding inspection
- The welding inspector
- Welding codes, procedures and welder qualification
- Welding symbols
- The arc welding processes
- Weldment discontinuities/defects
- Visual inspection and lab project
- The nondestructive testing methods
- Liquid penetrant & magnetic particle inspection
- Ultrasonic inspection
- Nondestructive testing lab
- Radiography
- Destructive testing

LP800

LIQUID PENETRANT & MAGNETIC PARTICLE INSPECTION
1 WEEK  40 CLOCK HOURS   4.0 CEU
TUITION $850.00

Magnetic particle and liquid penetrant inspection are the most widely used processes for nondestructive testing. This course provides the student with training in theory and hands-on laboratory projects. You will attend class in our all-in-one interactive classroom/laboratory setting. The course will conclude with a written exam. Successful completion of this exam will prepare the student for Level II SNT-TC-IA in Liquid Penetrant and Magnetic Particle Testing. Note: Students may bring their own materials for test samples. This course has at least five hours of assigned homework.

Course content:
- Introduction to liquid penetrant testing
- Liquid penetrant processing
- Liquid penetrant testing methods and equipment
- Selection of liquid penetrant testing method
- Interpretation and evaluation of indications
- Liquid penetrant process control
- Test procedures and standards
- Safety, health, and disposal
- Principles of magnetic particle testing
- Effects of discontinuities on materials
- Magnetization
- Principles of demagnetization
- Equipment
- Types of discontinuities
- Flux fields
- Magnetic particles / methods of application
- Magnetization by means of electric current
- Evaluation techniques and quality control

CWS550

PREPARATION FOR AWS®-CWS® CERTIFIED WELDING SUPERVISOR EXAMINATION COURSE
4 DAYS  32 CLOCK HOURS   3.2 CEU
TUITION $950.00

This course is designed for welding supervisors, engineers, purchasing personnel, foremen, line leaders, designers and detailers, corporate welding instructors, lead welders, and personnel involved in bidding and quoting work. The American Welding Society has designated that applicants must be high school graduates or hold a state or military approved high school equivalency diploma; verify three years of practical welding experience in a fabrication, construction or welding-related industry (direct relationship with weldments fabricated to code, specification, or standard) and be directly involved in design, production, construction, inspection, or repair. Three years of relevant documented teaching experience may be substituted for one year of practical experience. This course has at least four hours of assigned homework.

For details on applying, contact the Hobart Institute of Welding Technology for an application at 937-332-9500 or www.welding.org. An additional application fee is required by AWS® for the exam – PAYABLE and MAILED TO THE AWS®.
The CWS® exam is only given at Prometric test centers using computer based testing. There are Prometric test centers located all over the United States. Visit the Prometric website to locate a test center and get familiarized with their computer based testing at www.prometric.com.

Hobart Institute of Welding Technology will supply the books and materials necessary for the course.

It is the responsibility of the participant to make application, be accepted, and scheduled by the Certification Department of the American Welding Society. The Society requires a minimum of six (6) weeks to process the applications for the test.

**Course content:**
- Welding fundamentals and processes
- Safety
- Codes
- Weld Symbols
- Welding inspection and documentation
- Personnel management and supervision
- Qualification of personnel
- Quality management and quality control
- Procedure management and testing
- Equipment and consumables
- Equipment and consumables
- Materials and prefabrication
- Examination

**CWI540**
**PREPARATION FOR AWS®(CWI®/CWE®) CERTIFIED WELDING INSPECTOR/EDUCATOR EXAMINATION COURSE**

**2 WEEKS  80 CLOCK HOURS  8.0 CEU**
**TUITION $1600.00**

The certification for both the American Welding Society Welding Inspector and the Welding Educator becomes increasingly important today. Companies and educational institutions are requiring certification of their inspectors and educators to fulfill employment qualifications. This two-week course is designed to enable students to be prepared to take the exam. Throughout the course you will be using the same tools that are used in the test kits for the hands-on portion of the exam.

The Certified Welding Inspector/Certified Welding Educator Examination will be given on the tenth day of the course to accepted applicants. The test will be given in Troy, Ohio to only those people authorized by AWS®. For details regarding AWS® QC1 Standard for Qualification and Certification of Welding Inspectors or AWS® QC5 Standard for Certification of Welding Educators and to apply for the AWS® Welding Inspector/ Educator Examination, contact the Hobart Institute of Welding Technology for an application packet at 937-332-9500 or www.welding.org.

An additional application fee is required by AWS® for either exam - PAYABLE and MAILED TO THE AWS®.

IMPORTANT - The participant is responsible for bringing to the course the code book for the open book test that he/she specified on the AWS® application form and QC1 Standard along with a noiseless calculator. Hobart Institute of Welding Technology provides instruction for the AWS® D.1. and API 1104 codes only.

NOTE: Persons taking only the CWE® examination are not required to take the code portion of the exam. During that time period those students may take the Welding Certification Test to the QC3 Standard, which is required for CWE® certification.

It is the responsibility of the participant to make application, be accepted, and scheduled by the Certification Department of the American Welding Society. AWS® requires a minimum of seven (7) weeks to process the applications for the test. The maximum test time is 8 1/2 hours, including break times and one hour for lunch.

At the Hobart Institute of Welding Technology, the examination will start at 7:45 a.m. Check in begins at 7:30 a.m.

NOTE: A noiseless hand calculator is required at the beginning of this course. This course has at least ten hours of assigned homework.

This course has been updated and revised with new color enhanced graphics.

**Course content:**
- Introduction
- Duties of a welding inspector
- Welding fundamentals and communicating welding information
- Mathematics for welding inspectors
- Introduction to destructive testing
- Welding inspection equipment lab
- Welding procedures and procedures qualification
- Welding codes (AWS® D1.1 or API 1104 only)
- Welding symbols
- Shielded metal arc welding
- Oxyacetylene welding, brazing and cutting
• Gas tungsten arc welding and plasma arc welding
• Electroslag welding
• Gas metal arc welding
• Stud arc welding
• Welding safety
• Welding discontinuities/defects
• Introduction to welding metallurgy
• Visual inspection discussion with lab
• Liquid penetrant testing
• Magnetic particle testing
• Eddy current testing
• Ultrasonic testing
• Radiographic testing
• Inspection tools and gauges
• Review: Part B Book of Specifications
• Course review
• Exam

Contact Hobart Institute of Welding Technology for recommended prestudy material at 937-332-9500 ext. 9603.

RCW545
PREPARATION FOR RECERTIFICATION OF CWI®
1 WEEK 40 CLOCK HOURS  4.0 CEU TUITION $800.00

This course has been updated and revised with new color enhanced graphics. It is designed for the inspector who is required to recertify by taking the American Welding Society Part B — Practical Application Examination. The topics covered will include a review of the Book of Specifications Part B, use of the inspection kits and nondestructive testing topics. This course also covers inspection of welded samples as well as sample exam questions. The exam on Part B will be given on the last day of the course. This course has at least five hours of assigned homework.

Course content:
• Introduction
• Identification and use of the inspection kits
• Review of the Book of Specifications Part B
• Filler metal classification and specifications
• Base metal classifications and specifications
• NDT methods and their applications
• Welding discontinuities and defects
• Inspection of welded samples using the inspection kits
• Sample exam using inspection kits, welded samples and book of specifications
• Exam

CWI540-C
PREPARATION FOR AWS® CWI® CODE ENDORSEMENT
2 DAYS  16 CLOCK HOURS  1.6 CEU TUITION $500.00

This two-day course covers AWS® D1.1 or API 1104

Anyone preparing to take an American Welding Society CWI® Code Endorsement Examination or a code re-examination, or anyone wishing to obtain more knowledge about the codes, may take this course. Learn or refresh your memory on how to find and interpret code information and practice taking a written test. Hobart Institute of Welding Technology provides instruction for AWS® D1.1 and API 1104 codes only. This course has at least two hours of assigned homework.

Participants must furnish their own codebook or purchase one at the Hobart Institute of Welding Technology bookstore. Anyone taking the American Welding Society CWI® Endorsement Examination or CWI® Code Re-examination must schedule their exam through the American Welding Society.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Duration</th>
<th>Hours</th>
<th>Tuition</th>
<th>Start Dates</th>
<th>End Dates</th>
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<tbody>
<tr>
<td>VI 400</td>
<td>FUNDAMENTALS OF VISUAL INSPECTION</td>
<td>2 days</td>
<td>14</td>
<td>$600.00</td>
<td>01/03/19, 05/29/19, 09/04/19, 10/29/19</td>
<td>01/04/19, 05/30/19, 09/05/19, 10/30/19</td>
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<tr>
<td>LP800</td>
<td>LIQUID PENETRANT &amp; MAGNETIC PARTICLE INSPECTION</td>
<td>1 week</td>
<td>40</td>
<td>$850.00</td>
<td>01/28/19, 04/22/19, 08/12/19, 11/04/19</td>
<td>02/01/19, 04/26/19, 08/16/19, 11/08/19</td>
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<td>NW 515</td>
<td>WELDING FOR THE NON-WELDER</td>
<td>4 days</td>
<td>28</td>
<td>$820.00</td>
<td>02/11/19, 04/08/19, 05/20/19, 07/08/19, 08/26/19, 11/18/19</td>
<td>02/14/19, 04/11/19, 05/23/19, 07/11/19, 08/29/19, 11/21/19</td>
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<tr>
<td>RCW545</td>
<td>PREPARATION FOR RECERTIFICATION OF AWS® CWI®</td>
<td>1 week</td>
<td>40</td>
<td>$800.00</td>
<td>01/14/19, 02/04/19, 03/04/19, 04/01/19, 04/29/19, 05/20/19</td>
<td>01/18/19, 02/06/19, 03/08/19, 04/05/19, 05/03/19, 05/24/19</td>
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<tr>
<td>CWS550</td>
<td>PREPARATION FOR AWS® CERTIFIED WELDING SUPERVISOR (CWS) EXAMINATION</td>
<td>4 days</td>
<td>28</td>
<td>$950.00</td>
<td>05/20/19, 06/24/19, 07/22/19, 08/19/19, 09/16/19, 10/14/19, 11/11/19, 12/16/19</td>
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<tr>
<td>AWI520</td>
<td>ARC WELDING INSPECTION</td>
<td>1 week</td>
<td>40</td>
<td>$850.00</td>
<td>03/18/19, 05/06/19, 09/30/19, 12/02/19</td>
<td>03/22/19, 05/10/19, 10/04/19, 12/06/19</td>
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<tr>
<td>CWI® 540-C</td>
<td>PREPARATION FOR AWS® CWI® CODE ENDORSEMENT</td>
<td>2 days</td>
<td>16</td>
<td>$500.00</td>
<td>01/10/19, 01/31/19, 02/28/19, 03/28/19, 04/25/19, 05/16/19, 06/20/19, 07/18/19, 08/15/19, 09/12/19, 10/10/19, 11/07/19, 12/12/19</td>
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<tr>
<td>CWI® 540</td>
<td>PREPARATION FOR AWS® WELDING INSPECTOR/EDUCATION (CWI®/CWE®) EXAMINATION</td>
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<td>80</td>
<td>$1600.00</td>
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</tr>
</tbody>
</table>

Courses are regularly scheduled 8:00 a.m. to 4:00 p.m., Monday through Friday. You should report at 8:00 a.m. on the starting date. Please refer to your confirmation for exact starting time.

*Monday holidays - Class begins on Tuesday
### IN-PLANT TECHNICAL TRAINING COST FACTOR AT YOUR FACILITY

**EFFECTIVE JANUARY 1, 2018**

PHONE: 937-332-9500 ext 9502  FAX: 937-332-9550  E-MAIL: hiwt@welding.org

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>COURSE</th>
<th>TUITION</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>VI400</td>
<td>FUNDAMENTALS OF VISUAL INSPECTION 2 Days</td>
<td>$800 per person</td>
<td>14 Clock Hours / 1.4 CEU</td>
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<tr>
<td>NW515</td>
<td>WELDING FOR THE NONWELDER (This is part classroom &amp; part lab. Adequate welding equipment at your plant will be required.)</td>
<td>$1000 per person</td>
<td>28 Clock Hours / 2.8 CEU</td>
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<tr>
<td>AWI520</td>
<td>ARC WELDING INSPECTION 5 Days</td>
<td>$1050 per person</td>
<td>40 Clock Hours / 4.0 CEU</td>
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<tr>
<td>WEL530</td>
<td>WELDABILITY OF METALS, FERROUS &amp; NONFERROUS</td>
<td>$850 per person</td>
<td>35 Clock Hours / 3.5 CEU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$45 Book Fee/person</td>
<td></td>
</tr>
<tr>
<td>CWI*540-C</td>
<td>PREPARATION FOR AWS*-CWI* CODE ENDORSEMENT EXAMINATION API 1104 - or - AWS D1.1 - <strong>No Exam</strong></td>
<td>$700 per person</td>
<td>14 Clock Hours / 1.4 CEU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Days plus homework</td>
<td></td>
</tr>
<tr>
<td>CWS550</td>
<td>PREPARATION FOR AMERICAN WELDING SOCIETY CERTIFIED WELDING SUPERVISOR EXAMINATION COURSE - <strong>No Exam</strong></td>
<td>$1150 per person</td>
<td>32 Clock Hours / 3.2 CEU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Days plus homework</td>
<td></td>
</tr>
</tbody>
</table>

**TERMS AND CONDITIONS**

These general terms and conditions shall apply to all Hobart Institute of Welding Technology in-plant technical training services, unless waived in writing by the Hobart Institute of Welding Technology:

1. Tuition and book fees are listed above. The per-person charge is based on the person attending the course. *(Note: Prices are subject to change without notice.)*
2. **ANY TIME LESS THAN ONE DAY WILL BE CHARGED AS A FULL DAY.**
3. It is understood that Institute personnel shall be considered as working during the regular 8 hour period, regardless of lost time or interruptions due to conditions beyond Hobart Institute of Welding Technology control - such as power failure, lock-in/lockout, lack of material, or other such interruptions.
4. The standard five (5) day work week for the Hobart Institute of Welding Technology includes the travel time to and from Troy, Ohio. The Hobart Institute of Welding Technology representative would follow the most efficient travel schedule to arrive at the assignment as early as possible. This representative would leave the assignment at the latest time to arrive home Friday p.m.
5. Travel time (including to and from airport) exceeding 8-hour workday (including Saturday and Sunday) is at a rate of $60.00 / hour.
6. Transportation / Airfare and other costs during the entire trip (rental car, personal car mileage at the IRS reimbursement rate, gasoline, parking, and toll charges) are billable at actual cost rate.
7. Subsistence including lodging, meals, tips, miscellaneous: Institute policy is that receipts are not required for charges under $25.00. Invoicing will be made according to Hobart Institute of Welding Technology policy and billable at actual cost rate.
8. The above applies to the continental United States only. For information regarding fees outside the continental United States, please contact the Hobart Institute of Welding Technology.
9. A minimum of ten (10) persons per class are required for in-plant technical training.
10. DVD training programs can be used to supplement Hobart Institute of Welding Technology instructor’s efforts at your facilities. These may also be purchased to enable you to continue training your people. PowerPoint® presentations are not available for sale and are the intellectual property of Hobart Institute of Welding Technology. No copying, photography or recording of presentations is allowed.
11. Terms of payment. Payments are due within 30 days of invoice date. A service charge of 1 1/2 % per month will be assessed after that date.
12. Cancellation. A 10% cancellation fee will be charged if cancellation is made within five (5) days of the scheduled training.
13. Recording. NO AUDIO OR VISUAL RECORDING OF CLASSES WILL BE PERMITTED
14. Adequate classroom space and audio visual equipment will be the responsibility of your company.
15. Purchase orders must be received prior to any travel arrangements being made by Hobart Institute of Welding Technology. Consult Hobart Institute of Welding Technology for an official quotation.

We concur with these terms and conditions and agree to pay the charges listed.

Authorized Signature ____________________________ Date ___________
Hobart Institute of Welding Technology offers you both in-plant and specialized training to make your welding more productive and profitable.

The Hobart Institute of Welding Technology has trained over 100,000 students and has been closely associated with the welding industry since 1930. This experience has convinced us that the most productive welding training is aimed at solving specific industry needs. Hobart Institute of Welding Technology In-plant (field) Training and Specialized Training programs - using advanced skill and technical training that incorporates the latest state-of-the-art technology - are designed to meet these needs.

IN-PLANT OR FIELD TRAINING PROGRAMS involve the teaching of existing advanced skill and/or technical training courses at your location by our experienced instructors, and may run from 5 days up to as long as a year or more in length – whatever it takes to meet your requirements.

SPECIALIZED TRAINING PROGRAMS involve the designing of tailored courses to meet the specific objectives of your company - and are taught to your employees at the Hobart Institute of Welding Technology. These programs can run 5 days - or up to 6 weeks or more in length as required.

Since Field and Specialized Training programs are based on specific needs and problems, they vary considerably from one company to another. For example, the cost of downtime in utility companies is unbelievably expensive - therefore, specialized maintenance welding techniques must be emphasized. However, in a more typical industrial situation, the biggest need may be the avoidance of rework. Whatever your specific welding needs and problems may be, we can help you.

Phone Corporate Services today at 937-332-9500 ext 9502
See page 43 for Specialized Training rates and Page 44 for In-Plant Training rates.

SPECIALIZED OR IN-PLANT WELDING TRAINING for TOOL & DIE WELDING, structural and piping, designed to meet manufacturing needs

Questions often arise concerning the welding of tool steel and the importance of proper welding sequence and procedures. In response to those concerns, the Hobart Institute of Welding Technology works with corporate customers and manufacturers by tailoring training to meet specific needs. The Tool and Die Welding Course may be customized and will cover major areas including:

- Surface preparation of the weld
- Pretreatment and preheating of the metal
- Weld bead sequencing
- Techniques & recommended tools for measuring heat input
- Cooling rate quenching or indirect cooling
- Post heating or tempering the weld deposit

The duration of the course is flexible and based on the welder’s existing knowledge and skill. Hobart Institute of Welding Technology can make an assessment, identify your training needs and make a recommendation as to how many days of training an individual may need to become a better tool and die welder. The course can take place either in your facility or at our institute.

See page 43 for Specialized Training rates and Page 44 for In-Plant Training rates.

SPECIALIZED OR IN-PLANT WELDING TRAINING AND CERTIFICATION for AEROSPACE structural and piping applications

Hobart Institute of Welding Technology has been working closely with the aerospace industry to customize training modules for the classroom to meet the specific needs including purging techniques, heat input, and basic metallurgy of the “Super Alloys” used in this industry. Drawing on many years of experience, Hobart Institute of Welding Technology conducts hands-on, specialized welding and brazing training for sheet and tubing using steel or aluminum alloys, stainless steels, nickel-based alloys, cobalt and titanium. The duration of the training is
flexible and based on existing knowledge and skill. We can make an assessment, identify training needs and make a recommendation as to how many days of training an individual may need to become a good aircraft-maintenance welder. The course can take place either in your facility or at our institute.

Hobart Institute of Welding Technology also conducts welder certifications to your company specifications, AWS® QCWI or the AWS® D17.1 Specification for Fusion Welding for Aerospace Applications. We maintain all hard copy test records backed up by an electronic database. Hobart Institute of Welding Technology’s certified welding inspectors and ASNT Level III staff gives us the ability to perform the radiography and metallographic testing in our own laboratories with a very short turn around time.

See page 43 for Specialized Training rates and Page 44 for In-Plant Training rates.

SPECIALIZED WELDING TRAINING
ALL MAJOR ARC WELDING PROCESSES COVERED

As an additional service for manufacturing, service industries, educational and governmental agencies, the Hobart Institute of Welding Technology has the facilities to develop specialized training to meet specific needs and requirements. Specialized training involves the designing of special skill courses to meet specific objectives.

Examples of specialized welding courses developed for various industries include tool steel welding, sanitation piping for the food industry, pipe and tubing for chemical plants and window/mirror pipe welding for power plants.

One or more instructors will be assigned to the special class.

This training is offered at the Hobart Institute of Welding Technology, Troy, Ohio.

RATES EFFECTIVE JANUARY 1, 2019

<table>
<thead>
<tr>
<th>No. Students</th>
<th>Per day (7 hours)</th>
<th>Per week (5 days, 35 hours)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$500.00</td>
<td>$2,500.00</td>
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<td>2</td>
<td>750.00</td>
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<td>3</td>
<td>1,000.00</td>
<td>5,000.00</td>
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<td>4</td>
<td>1,250.00</td>
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<td>5</td>
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<td>7</td>
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<tr>
<td>12</td>
<td>3,250.00</td>
<td>16,250.00</td>
</tr>
<tr>
<td>13 - 15</td>
<td>(add $275.00 per student)</td>
<td></td>
</tr>
</tbody>
</table>

For further information, please call: Corporate Services at 937-332-9500 ext 9502

IN-PLANT WELDING TRAINING AT YOUR FACILITY
ALL MAJOR ARC WELDING PROCESSES COVERED

The Hobart Institute of Welding Technology maintains a staff of instructors, technicians and training experts who are available to teach welding skill and qualification/certification courses at any location in the United States or abroad.

Field training is available to all industrial firms, contractors, utility companies, as well as all educational and governmental agencies and organizations.

Please advise us as to your requirements. Our staff will be glad to help evaluate your training needs, determine possible solutions and implement the necessary training.

As much lead time as possible is requested to plan and schedule on-site field training.

For further information, please call: Corporate Services at 937-332-9500 ext 9502. See page 44 for in-plant Training rates.

A partial list of customers where field training has been conducted:

- Alcan Aluminum
- American Electric Power Co. Inc.
- Commonwealth Edison Co.
- Du Pont Co.
- Eli Lilly Co.
- Ford Motor Co.
- General Dynamics Corp.
- General Electric Co.
- General Motors Corp.
- New York Power Authority
- Textron-Lycoming
- U.S. Navy
- USX Corporation

For further information, please call: Corporate Services at 937-332-9500 ext 9502
IN-PLANT TRAINING COST FACTOR AT YOUR FACILITY

EFFECTIVE JANUARY 1, 2019

For further information, please call:
Corporate Services at 937-332-9500 ext 9502

1. Terms and Conditions. These general terms and conditions shall apply to all Hobart Institute of Welding Technology in-plant training services, unless waived in writing by the Institute.

2. Fees are as follows: (Note: Prices are subject to change without notice.)

<table>
<thead>
<tr>
<th>Hobart Institute of Welding Technology In-plant Training / Assessment of Welders and/or Witnessing Welder Certification Cost Factor</th>
<th>Field Training</th>
<th>Assessment of Welders and/or Witnessing Welder Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time: Regular 8-hour weekday, including work time and travel time Class Enrollment: 1 student. Each additional student over enrollment of 1</td>
<td>$625.00/day</td>
<td>$590.00/day</td>
</tr>
<tr>
<td>Overtime (Time and 1/2) Working A. Weekdays more than 8 hours (Up to 12 hours) B. Saturdays up to 8 hours</td>
<td>Upon request</td>
<td>Upon request</td>
</tr>
<tr>
<td>Double Time Working A. Weekdays more than 12 hours or B. Saturdays more than 8 hours, or C. Sundays and holidays</td>
<td>Upon request</td>
<td>Upon request</td>
</tr>
<tr>
<td>Travel Time (Including to and from airport) Exceeding 8-hour workday (including Saturday and Sunday)</td>
<td>$60.00/hour</td>
<td>$60.00/hour</td>
</tr>
<tr>
<td>Transportation / Airfare Other costs involved during entire trip: rental car, personal car mileage at the IRS reimbursement rate, gasoline, parking toll charges</td>
<td>Actual costs</td>
<td>Actual costs</td>
</tr>
<tr>
<td>Subsistence: Lodging, meals, tips, miscellaneous. Institute policy is that receipts are not required for charges under $25.00. Invoicing will be made according to Hobart Institute policy.</td>
<td>Actual costs</td>
<td>Actual costs</td>
</tr>
</tbody>
</table>

ANY TIME LESS THAN ONE DAY WILL BE CHARGED AS A FULL DAY.

NOTE: It is understood that Institute personnel shall be considered as working during the regular 8 hour period, regardless of lost time or interruptions due to conditions beyond his control - such as power failure, lock-in/out, lack of material, or other such interruptions.

The standard five (5) day work week for the Hobart Institute of Welding Technology includes the travel time to and from Troy, Ohio. The Representative would follow the most efficient travel schedule to arrive at the assignment as early as possible. He would leave the assignment at the latest time to arrive home Friday p.m.

The above applies to the continental United States only. For information regarding fees outside the continental United States, please contact the Hobart Institute of Welding Technology.

Video training programs can be used to supplement our instructor’s efforts at your facilities. DVD training programs can be used to supplement Hobart Institute of Welding Technology instructor’s efforts at your facilities. These may also be purchased to enable you to continue training your people. PowerPoint® presentations are not available for sale and are the intellectual property of Hobart Institute of Welding Technology. No copying, photography or recording of presentations is allowed.

3. Terms of payment. Payments are due within 30 days of invoice date. A service charge of 1 1/2 % per month will be assessed after that date.

4. Cancellation. A 10% cancellation fee will be charged if cancellation is made within five (5) days of the scheduled training.

5. Recording. NO AUDIO OR AUDIO-VISUAL RECORDING OF CLASSES WILL BE PERMITTED.

We concur with these terms and conditions and agree to pay the charges listed.

Authorized Signature ___________________________ Date ____________

44  HOBART INSTITUTE OF WELDING TECHNOLOGY
WELDER CERTIFICATION AND QUALIFICATION

The Hobart Institute of Welding Technology has been certifying/qualifying welders and welding procedures to structural, pressure piping, production, and aerospace specifications since 1989. The Hobart Institute of Welding Technology has been accredited by the American Welding Society under QC4 to perform Qualification of Welders in accordance with AWS® QC-7 since 1990. Our staff has the expertise and experience to certify welders on all types of ferrous and nonferrous materials including Titanium, Cobalt, Inconel, and Aluminum. Our organization is staffed with AWS® Certified Welding Inspectors and SNT Level II Technicians that meet most, if not all, welding specification requirements. Our office maintains a complete and efficient computer database and filing system for easy and accurate access. For further information, contact the certification lab at 937-332-9500 ext 9502.

EFFECTIVE JANUARY 1, 2019

<table>
<thead>
<tr>
<th>PROCEDURE QUALIFICATIONS *</th>
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</thead>
<tbody>
<tr>
<td>ASME Section IX Welding Qualification $^2$</td>
<td>2 tensiles &amp; 4 bends required</td>
</tr>
<tr>
<td>AWS® B2.1 Standard for Welding Procedures $^2$</td>
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</tr>
<tr>
<td>AWS® D1.2 Structural Welding (aluminum) $^2$</td>
<td>2 tensiles &amp; 4 bends required</td>
</tr>
<tr>
<td>AWS® D1.1 Structural Welding (steel) $^2$</td>
<td>2 tensiles &amp; 4 bends required &amp; Radiographs</td>
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<tr>
<td>AWS® D1.1, AWS® D1.2, and ASME IX $^2$</td>
<td>fillet weld submitted</td>
</tr>
<tr>
<td>AWS® D17.1 $^2$</td>
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<tr>
<td>Impact testing, Hardness &amp; Ferrite</td>
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</tr>
<tr>
<td>ASME Section IX Brazing Qualifications $^2$</td>
<td>tensiles &amp; sectioning</td>
</tr>
<tr>
<td>Military standards and other specifications not listed $^2$</td>
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</tr>
<tr>
<td>On-Site Witnessing</td>
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</tr>
<tr>
<td>Prequalified Welding Procedure Specification</td>
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<tr>
<td>Welding Procedure Specification updates and/or revisions</td>
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</tr>
<tr>
<td>Welding Procedure Specification Development or Review of Job Specifications, Drawings and Contract Documents</td>
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</tr>
<tr>
<td>Welding Program Evaluation and/or Development</td>
<td></td>
</tr>
</tbody>
</table>

* Pricing is per specimen/per welding procedure submitted.

$^2$ Includes all WPS, PQR & WQR documentation (if applicable).

<table>
<thead>
<tr>
<th>PERFORMANCE QUALIFICATIONS*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AWS®, ASME IX, and AWS® D17.1 $^2$</td>
<td>(bend test) each sample submitted</td>
</tr>
<tr>
<td>AWS®, ASME IX, and AWS® D17.1 $^2$</td>
<td>Each Sample Submitted (radiograph)</td>
</tr>
<tr>
<td>AWS® D17.1, AWS®, and ASME IX $^2$</td>
<td>(etch and/or break test) each sample submitted</td>
</tr>
<tr>
<td>ASME Section IX Brazing Qualification $^2$</td>
<td>Each sample submitted</td>
</tr>
<tr>
<td>Military and other specifications not listed</td>
<td></td>
</tr>
<tr>
<td>AWS® QC-7 National Welder Certification $^2$</td>
<td></td>
</tr>
</tbody>
</table>

* Pricing is per specimen/per welding procedure submitted.

$^2$ Includes all WPS, PQR & WQR documentation (if applicable).

The prices listed above are for samples sent to Hobart Institute of Welding Technology for testing.
AWS® QC7 - NATIONAL WELDER CERTIFICATION

The American Welding Society Certified Welder program is a performance-based program with no prerequisite certifications required. The Hobart Institute of Welding Technology has been accredited by the American Welding Society under QC4 to perform Qualification of Welders in accordance with AWS® QC-7 since 1990. The AWS® Certified Welder Program was established to allow individual welders an opportunity to perform a welding skill test at an accredited testing facility and, after acceptable completion, placed on a national registry with the American Welding Society.

Your final certification provides nationally recognized credentials that you may take with you wherever you go.

To begin the process for welder certification, you should:

1. Contact the Hobart Institute of Welding Technology and obtain and read a copy of the Standard AWS® QC-7 and applicable Supplement(s) that include fit-up, assembly, and positioning.
2. Decide which welding test you would like to perform, since we have many procedures already established for GMAW, GTA, SMAW, and FCAW - on both plate and pipe.
3. Schedule a Test Date with the Certification Lab.
4. You will receive your qualification card and supply of certification maintenance forms from the AWS® Certification Dept. in four to six weeks. You must submit your certification maintenance forms every six months for your certification to remain valid.

The purpose of this standard for the AWS® Certified Welder is:

1. To determine the ability of welders to deposit sound welds in accordance with the standardized requirements.
2. To impose sufficient controls on the documentation and maintenance of certification to allow transfer between employers without requalification, where allowed by standard or contract document.

For prices and to learn more about becoming an AWS® QC-7 Certified Welder, contact Hobart Institute of Welding Technology at 937-332-9500 ext 9502.

Other services offered by the Institute Certification Lab: Charpy impacts, Chemistry testing, Etch testing, Liquid penetrant, Hardness testing, Heat treatment. Please contact the Institute for pricing.

Procedure qualification pricing is based on materials up to 1" in thickness. For materials over 1", contact the Institute for additional pricing.

NOTE: A facility usage fee of $140.00 per day will be charged for performing tests at the Hobart Institute of Welding Technology.
ONLINE COURSE

Only the Combination Structural & Pipe Welding and Structural Welding programs listed on page 7 fall within the ACCSC institutional accreditation. The training offered under “Online Education” fall out of the scope of ACCSC accreditation.

*IMPORTANT*

Hobart Institute of Welding Technology reviews each order for accuracy and to protect you and Hobart Institute of Welding Technology from fraud. After authorization and capture of your payment by Hobart Institute of Welding Technology personnel, you will be sent an email (typically within 1 business day) with access instructions for your course. Make sure to watch your incoming mail and spam folder. When you score 76% or higher, a Certificate of Completion will be issued for you to print that will contain the continuing education units earned for the online course. In addition, please add “welding.org” to your trusted/safe sender’s list.

OL-001
SYMBOLS FOR WELDING ONLINE COURSE
1.0 CEU $195.00 SELF-PACED

This online version of the Symbols for Welding course is based on the AWS® A2.4 Symbols for Welding and Nondestructive Examination Standard. This system of communication provides the vital link between the designer and the people responsible for producing and planning welding.

Within the online course you will have the opportunity to download the EW-342 Symbols for Welding Learning Packet and work on specific problems, view the Symbols for Welding videos which are broken down into topic sections and take each of the three (3) required tests. Each test may be taken two (2) times.

Your password is good for a period of one year with unlimited log-ins during that time. Completion time for the course varies with each individual. Take into consideration the time to watch the videos plus the time to work through the learning packet plus the time to take the tests. You may start and stop at any point.

Upon purchase of the course, you will receive an email of your online receipt of purchase and a separate email with account access instructions and a link to the online course.

You may add the optional paper version of the Symbols for Welding Programmed Learning Packet (EW342) containing 113 pages, which will be mailed to you. Three tests are included with each student packet.

OL-002
VISUAL INSPECTION WELDING ONLINE COURSE
1.4 CEU $195.00 SELF-PACED

This course concentrates on the single most used method of welding inspection — what we can see with the naked eye. Anyone involved with arc welding inspection, quality control, engineering or supervision should know the fundamentals of what to observe, prior to, during and after welding.

Contains 5 video segments totaling a run time of 60 minutes. During this course you will learn about common weld gauges, temperature indicators, marking repair welds, visual inspection prior to, during, and after welding, terminology of weld defects, general requirements for equipment and workmanship standards, and a visual inspection checklist.

OL-003
WELDING DISCONTINUITIES AND DEFECTS ONLINE COURSE
1.0 CEU $195.00 SELF-PACED

This course concentrates on defects and discontinuities related to welding and is intended to assist anyone involved in arc welding inspection, quality control, engineering or supervision. The objective is to be able to identify and determine the common causes of weld discontinuities and defects.

Contains 5 video segments totaling a run time of 70 minutes. Quizzes are provided to measure progress along the way with a final test to obtain a certificate of completion.

At your own pace from your computer you will view videos and will be able to take (and retake) online competency exams.
OL-004
DESTRUCTIVE TESTING METHODS ONLINE COURSE

1.0 CEU $195.00 SELF-PACED

This course concentrates on the various destructive testing methods used to evaluate welds including tensile and impact tests, guided bend tests, nick break tests, fillet weld break tests, and etch tests. It is intended for those involved in welding inspection, quality control, engineering or supervision. The objective is to be able to perform tests and determine the weld defects.

Contains 7 video segments totaling a run time of 43 minutes. Quizzes are provided to measure progress along the way with a final test to obtain a certificate of completion.

OL-005
NONDESTRUCTIVE TESTING METHODS ONLINE COURSE

1.0 CEU $195.00 SELF-PACED

This course concentrates on the various nondestructive testing methods used to evaluate welds including visual inspection, liquid penetrant testing, magnetic particle testing, ultrasonic testing, and radiographic testing. It is intended for those involved in welding inspection, quality control, engineering or supervision. The objective is to be able to evaluate welds and determine the weld defects.

Contains 6 video segments totaling a run time of 45 minutes. Quizzes are provided to measure progress along the way with a final test to obtain a certificate of completion.

At your own pace from your computer you will view videos and will be able to take (and retake) online competency exams.

OL-006
WELDING CHARACTERISTICS OF STEEL, STAINLESS STEEL, AND OTHER METALS ONLINE COURSE

1.0 CEU $195.00 SELF-PACED

This course will provide the non-metallurgist with basic knowledge of various metals and their weldability. Anyone involved with welding will benefit from the better understanding of welding the different metals. Students will learn the basic principles of metal properties, heat input, preheating, postheating, selecting filler metals, plus many more topics including:

- Welding carbon and low alloy steels
- Welding tool and die steels
- Welding magnesium alloys
- Hard surfacing
- Welding stainless steels
- Welding aluminum alloys
- Welding cast iron
- Metals identification for welding

The course consists of 4 main topics:
1) The Metallurgy & Weldability of Carbon Steel;
2) The Welding Characteristics of Stainless Steel and Tool Steels
3) The Welding Characteristics of Aluminum and Magnesium;
4) Welding Cast Iron and Hard Surfacing Welds

Each topic contains slides and video segments totaling a run time of 60 minutes. At your own pace from your computer you will view videos and will be able to take (and retake) online competency exams.

OL-007
WELDING PROCEDURES AND QUALIFICATION ONLINE COURSE

1.0 CEU $195.00 SELF-PACED

This course concentrates on the steps typically followed when developing and qualifying Welding Procedure Specifications (WPS). Additionally, Welder and Welding Operator Performance Qualification will be discussed.

Contains 1 main topic covering Welding Codes, Procedures, and Welder Qualification plus 5 video segments totaling a run time of 25 minutes. Quizzes are provided to measure progress along the way with a final test to obtain a certificate of completion.

At your own pace from your computer you will view videos and will be able to take (and retake) online competency exams.