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REVISION HISTORY

Rev 1 December 2012 – Initial issue

Rev 1a February 2013 – Added Safety Guidelines

REV 02, 10 FEB 2015 - Revised Areas for Audit Observations

REV 03, 1 August 2016 – Clarified refund policies, safety rules, and updated school location; Oct 2016 added minor highlighted clarifications per VA request.

REV 04, 1 April 2018 – tuition reduction; revision from Audit Observations, included SAA VA program progress tracking syllabus

Rev 4A, July/August SAA approval process; clarifications to refund policy
SCHOOL MISSION STATEMENT
ArcPro’s mission is to provide the highest quality employment-based, entry level training to our students that will create the applicable skills to enter the pipe welding profession and be gainfully employed.

INTRODUCTION
Welcome to ArcPro Pipe Welding School. As the commercial and industrial development of the Gulf Coast continues to increase at record pace, the need for welders is growing in demand as the “skills gap” in the American workforce worsens. ArcPro specializes in training welders in Tungsten/Inert Gas [TIG] (also referred to as Gas/Tungsten Arc Welding [GTAW]) and Stick (also referred to as Shielded Metal Arc Welding [SMAW]) welding process.

TIG/GTAW Process:
TIG welding is known for its versatility in metal joining applications as well as the high quality, visually attractive welds it produces. It also generally considered the slowest and most difficult process to perform when compared to stick/SMAW Welding.

TIG pipe-welders are especially in demand because of the additional skill required to weld in 3-dimensions along the curved surface of a pipe joint. Learning to become a TIG welder requires the correct equipment, safe learning environment, and most importantly, competent instruction.

Stick/SMAW Process:
Stick welding is the most familiar and widely used form of welding in industry today. It is still the most common type of welding for most applications where the cleanliness of TIG welding is not required, or where faster production rates are needed. While generally accepted as a simpler welding process to learn, it requires steady hands and a developed ‘feel’ for “the weld puddle”. This is needed since visibility is limited due to the flux produced as a shielding for the weld and because the metal deposition rate is constant.

Combination welders are those who are capable of performing both as TIG welders and Stick welders. They are in high demand because of their dual process ability. This allows them to work on job sites where either or both process is required, greatly increasing their employment opportunities in the field.

ArcPro Pipe Welding School’s instructors, equipment, supplies and work stations meet industry standards for production pipe welding. Our qualified instructors have the necessary educational classroom and industry experience to ensure the highest standards of skill, knowledge and safety are passed to our students.

COURSE INFORMATION AND TUITION RATES
All courses and services include supplies/books/manuals, equipment and instructor supervision. Final WPQT visual inspection and destructive bend test evaluations by level II NDT inspector. Metal-etch and X-ray evaluations are an additional cost, if desired. Materials/equipment for welding materials other than those outlined in standard courses below may be provided at additional costs.
All classes are available for Night or Day schedules (see below for times).

**GTAW (TIG) Pipe Welding Certificate Program Details**

- **Duration:** 10-weeks
- **Class:** 5 Days per week/ 5.5 hours per day or evening, plus 3 hours homework/ independent study per week (275 class hours)
- **All consumables are provided; no books required**
- **Program Cost to Student**

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<table>
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</thead>
<tbody>
<tr>
<td>GTAW Tuition</td>
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<td>Lab Fees</td>
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<td>Tools/Materials:</td>
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<tr>
<td><strong>Tuition Cost/Clock hr</strong></td>
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</table>

- **VA Benefits Accepted for this program**

Course offered to students with no prior welding experience. The course covers carbon steel and stainless steel training up to first class skill level for full penetration piping joints to ASME B31.3 Requirements.
GTAW Program Details:

<table>
<thead>
<tr>
<th>WK</th>
<th>Hours</th>
<th>GTAW Type</th>
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<tbody>
<tr>
<td>1</td>
<td>27.5</td>
<td>Walk Cup to ASME B31.3</td>
</tr>
<tr>
<td>2</td>
<td>27.5</td>
<td>w/wire Walk Cup All positions to ASME B31.3</td>
</tr>
<tr>
<td>3</td>
<td>27.5</td>
<td>Open Root &amp; Hot Pass Flat</td>
</tr>
<tr>
<td>4</td>
<td>27.5</td>
<td>Open Root &amp; Hot Pass Vert.</td>
</tr>
<tr>
<td>5</td>
<td>27.5</td>
<td>Open Root &amp; Hot Pass Overhead</td>
</tr>
<tr>
<td>6</td>
<td>27.5</td>
<td>Finish Overhead &amp; Start 1G Pipe CS</td>
</tr>
<tr>
<td>7</td>
<td>27.5</td>
<td>Finish 1G Start 5G position Pipe CS</td>
</tr>
<tr>
<td>8</td>
<td>27.5</td>
<td>5G Test and Start 6G position Pipe CS</td>
</tr>
<tr>
<td>9</td>
<td>27.5</td>
<td>6G CS Test and start Stainless Steel Pipe in 1G</td>
</tr>
<tr>
<td>10</td>
<td>27.5</td>
<td>Stainless Steel Pipe in 6G and SS Test</td>
</tr>
</tbody>
</table>

Graduation Last Day

SMAW (Stick) Pipe Welding Certificate Program

- Duration: 8-weeks
- Class 5 Days per week/ 5.5 hours per day or evening, plus 3 hours homework/independent study per week (220 class hours)
- All consumables are provided; no books required
- Program Cost to Student

<table>
<thead>
<tr>
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<th>Cost</th>
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<td>SMAW Tuition</td>
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<td>Tools/Materials</td>
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</tr>
<tr>
<td><strong>Tuition Cost/Clock Hr</strong></td>
<td><strong>$22.72</strong></td>
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</table>

- VA Benefits Accepted for this program

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Course offered to students with little or no SMAW welding experience. The course starts with basic arc control and moves to cover carbon steel pipe with E6010 root/hot pass and E7018 Fill/Cap. Includes uphill progressions for root pass in 6-G position and finishes students at a first-class skill level for full penetration piping joints to ASME B31.3 Requirements.

**SMAW Program Details**

<table>
<thead>
<tr>
<th>WK</th>
<th>Duration</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WK 1</td>
<td>27.5hrs</td>
<td>7018 CS Welding Flat to ASME B31.3</td>
</tr>
<tr>
<td>WK 2</td>
<td>27.5hrs</td>
<td>7018 CS Welding Vertical to ASME B31.3</td>
</tr>
<tr>
<td>WK 3</td>
<td>27.5hrs</td>
<td>Finish Vert &amp; start Overhead 7018</td>
</tr>
<tr>
<td>WK 4</td>
<td>27.5hrs</td>
<td>Continue Overhead 7018</td>
</tr>
<tr>
<td>WK 5</td>
<td>27.5hrs</td>
<td>7018 5G Pipe &amp; Start 6010 Root/Hot 1G</td>
</tr>
<tr>
<td>WK 6</td>
<td>27.5hrs</td>
<td>Finish 1G, start 5G 6010 &amp; Test</td>
</tr>
<tr>
<td>WK 7</td>
<td>27.5hrs</td>
<td>Start 6G 6010</td>
</tr>
<tr>
<td>WK 8</td>
<td>27.5hrs</td>
<td>Complete 6G 6010 &amp; Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation Last Day</td>
</tr>
</tbody>
</table>

**GTAW/SMAW (Combination) Pipe Welding Certificate Program**

- Duration: 18-weeks
- Class 5 Days per week/5.5 hours per day or evening, plus 3 hours homework/independent study per week (495 class hours)
- All consumables are provided; no books required
- Total Cost to Student:

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<table>
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<tbody>
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</thead>
<tbody>
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<td>Tuition Cost/</td>
<td>$20.2</td>
</tr>
<tr>
<td>clock hr</td>
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</table>

- **VA Benefits not accepted** for this program (must take GTAW and SMAW separately)
Course offered to students who have interest in becoming ‘combo’ welders capable of both GTAW and SMAW processes. This course follows GTAW and SMAW curriculum but at a slightly advanced pace and includes combination welding testing to a first class skill level for full penetration piping joints to ASME B31.3 requirements.

**SMAW (Stick) Pipeline Welding Certificate Program**

- Duration: 8-weeks
- Class: 5 Days per week/ 5.5 hours per day or evening, plus 3 hours homework/independent study per week (220 class hours)
- All consumables are provided; no books required
- Total Cost to Student:

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$5000</th>
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<tbody>
<tr>
<td>Lab Fees</td>
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<td>Tools/Materials:</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5000</strong></td>
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</tbody>
</table>

**VA Benefits not accepted for this program**

Course offered to advanced students who have interest in becoming ‘pipeline’ welders capable of downhill SMAW processes specifically used in pipeline welding. This course follows SMAW curriculum but focuses on 6010 stick electrode root/hot pass with 7010 fill and cap running downhill at an advanced pace and includes welding testing to a first class skill level for full penetration joints. This class is recommended only for students familiar with the pipeline welding environment or who have previous industry experience.

**Tools/Supplies**

**Equipment Supplied by ArcPro:**
The following tools are supplied by ArcPro on first day of class. Students are responsible for replacement, thereafter.

1. ArcPro Program Study Guide packet (yours to keep)
2. All Carbon Steel Materials and Consumables
3. All Stainless Steel Materials and Consumables

4. Welding Machines, grinders, grinding wheels, and safety equipment or other consumables for class use.

Safety Equipment and Tools to be supplied by Student
The following tools and daily Personal Protective Equipment must be provided by the student. Students can inquire about where to purchase these tools during registration.

1. The student is required to have steel-toed safety shoes. These are necessary for later employment at all fabrication facilities.

2. Long sleeve shirt made from cotton to protect from UV light

3. 12 inch crescent wrench for using table fixtures

4. Pair of lineman-type electrical pliers or heavy duty wire cutters (Klein brand or similar)

5. Small inspection flashlight

6. Half round file (wait to buy this until you get to class)

7. Inspection mirror (one-inch diameter, telescoping) – Harbor Freight has these

8. 5-Gallon Plastic Bucket (for your tools)

9. Subsequent replacement safety supplies (new gloves, glasses, etc).

Class Calendar, Class Schedule and Holiday Policy

School Calendar and Drop Date
ArcPro operates under an open/continuous enrollment schedule as class space allows. Drop date is 5 days from start of each students term (start) date.

New Student Start times
New students start on Mondays once admission paperwork is complete and a start date agreed upon, as space is available. Accepted Start Date will be set and agreed to at time of enrollment completion.

Nights Schedule
Monday-Friday 5:30PM-11PM (27.5 hours per week) – See Attendance Policy, 15-minute break at 8:15PM

Days Schedule
Monday-Friday 12.00PM-5:30PM (27.5 hours per week) – See Attendance Policy, 15-minute break at 2:45 PM

Holidays/Makeup days
Major holidays are: New Year’s Eve and Day, Memorial Day, July 4th, Labor Day, Thanksgiving (2 Days), Christmas Eve and Day. ArcPro reserves the right to add additional days, as necessary. Current students will be notified in advance of any additions during class.
Annual Shutdown
Shop is closed for two weeks at end of January for maintenance, Actual dates TBD

All hours will be made up shutdown or for any instructor absences/unplanned holidays, should they occur.

ADMISSION POLICIES

Admissions Requirement for All Students
After an instructor has evaluated your initial skill level and recommended the training program to the Director of Admissions, the next step is to secure a slot for the training. Positions are reserved on a first come, first serve basis.

Classes are conducted in a rolling-start format, as new students are registered. Because of this each student has an Official Class End Date which is determined by the student’s start date multiplied by the weeks of each class and corrected for any school holidays. The official end date is the last day of class covered by the student’s tuition paid for each course. Additional days beyond the official end date will be paid by the student if student fails to meet attendance policies. Any additional makeup days without charge allowed are at the sole discretion of ArcPro, Inc. and will be granted in writing.

Step 1. Complete and submit an ArcPro enrollment agreement
Prospective students are encouraged to review this catalog prior to signing an enrollment agreement.

All students will be required to sign a registration contract that specifies the course to be taken and the acknowledgement of school policies, as listed within this catalog. Any omission, accidental or intentional, on the part of the student may be grounds for expulsion. Please make special note of the minimum physical requirements for enrollment.

Step 2. Reservation of Seat
If the class is currently full at the time of application, a $500 deposit can be made to be placed on the waiting list and to lock in the current pricing for that class. Once the deposit is made, ArcPro will provide you with the approximate date (accurate within two weeks) that a slot will be opened for training. Student is now “on call” for the next available opening, based on their position on the list. The full tuition arrangements must be paid no later than one week prior to start of training.

Note: Students with VA funded tuition will not be subject to the $500 deposit requirement. Instead, they will be required to have all necessary paperwork (refer to enrollment forms at time of application) on file in order to secure a place on the waiting list.

Step 3. Actual Start Date
Class openings are typically in high demand at ArcPro. Because of this, it is essential for students to meet their assigned start date obligations. Failing to do so is an inconvenience every student on the waiting list and results in further delays. As a result, the following policy applies whenever a waiting list backlog of students exists:

Once actual start date is assigned, student may choose to accept or reject the date assigned. A rejected date will cause the available opening to be given to the next person on the waiting list but allow the student to maintain their place in line for the next available opening.
Once the student accepts the actual start date, whether in writing or verbally, the ArcPro Inc will reserve the slot. The student may cancel up to three days before actual start date. The actual start date also determines the Official Class End Date (calculated as described above)

**If the student fails to show on the assigned start date, their reservation deposit will be forfeited, their position in line will be eliminated, and a new deposit will be required to be placed on the list once again.**

Note: Students with VA funding will not be charged a deposit penalty, but they will be subject to the attendance policies of this catalog and may incur debts to the VA for failure to fulfill attendance obligations up to and including termination on enrollment.

**Step 4. Enrollment**
Enrollment is completed once the actual start date has been assigned, all financial/payment paperwork is completed, all previous transcripts submitted, and both the student and Director of Admissions has reviewed and signed the completed enrollment forms. This typically occurs on or before the first day of class, in person, at the convenience of the student.

**Anti-discrimination policy**
ArcPro Pipe Welding School does not deny admission on the basis of age, race, creed, color, sex or national origin.

**Minimum Physical Requirements**
In order to ensure that potential students meet the minimum employment requirements of the welding industry, ArcPro Pipe Welding School requires students to certify that they are capable of the following physical performance:

By completing the ArcPro Application Forms, Applicants certify that they:

1. Be capable of squatting, kneeling, sitting or standing for extended periods without rest
2. Be able to lift and carry fifty (50) pounds or less
3. Be capable of reading, hearing and understanding spoken instructions in English. Hearing devices may be allowed if such use does not otherwise affect safety or PPE requirements of the school.
4. Possess the dexterity in both arms and hands to freely perform fine, detailed movements during the course of a complete workday.
5. Possess 20/20 vision (naturally or corrected) for close proximity work in low light environments and be able to pass an ArcPro issued eyesight check, if asked to do so, during admissions or at any point during the course where instructor may suspect that vision of the student may be impaired. ArcPro reserves the right to require proof of professional eye exams, as necessary, at any time during the course.
6. Students shall be free of alcohol and/or illegal substances. Students are required to list ALL prescription medications that are prescribed to them by a physician that may impair the
student’s ability to perform physical tasks requirements of the course, concentrate, pose a safety risk for operating equipment, or prevent them from achieving regular employment. Students may be subject to drug screening at any time upon request of Arc Pro Instructors and may be terminated if undisclosed used is discovered at any time, regardless of medication, as a violation of this policy.

7. Student has reliable transportation to and from class for the duration of the course.

**Age/Educational Requirements & Previous Training Credit**

Applicants may be admitted provided they are beyond the compulsory age of school attendance (18 years old), or are high school graduates, or have a high school equivalency diploma (GED). A parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement for all students under the age of 18.

VA students are required to provide all transcripts, to include high school, technical schools, colleges, and military. Failure to do so on the application forms provided is grounds for termination if discovered after start date. Benefits may not be used to pay for duplicate training and these documents will be evaluated for like skills previously learned.

Arcpro Inc.’s policy for evaluating prior training for benefits certification purposes is as follows:

1. Any transcripts showing prior welding experience will be evaluated for applicability to ArcPro’s curriculum related to ASME Code welding as specified by ASME B31.3 for Process Piping.

2. Any transcript with welding listed in the title will be scrutinized via a course description investigation to determine if course were taught using ASME Code requirements for pipe welding.
   
   a. Applicable credit will only be given for courses which specify "ASME," “ASME Code SMAW” or “ASME Code GTAW" which are skills specifically used in the pipe welding industry for code qualification purposes. Credit to be awarded in an hour for hour exchange, based on lab hours taken. Hours will be totaled and divided by 5.5 hours per day (eg length of Arcpro class day) to calculate the total adjustment.

   b. Class/non-lab hours are not applicable for credit, as ArcPro is a skills-based program where graduates must achieve qualification through welding evaluations. (You don’t learn to weld from a book)

   c. Structural welding (ex AWS) SMAW courses, Non-ASME GTAW courses and GMAW courses will not be considered as applicable training and will receive no credit.
      
      i. These skills are types of welding but not applicable to ASME Code requirements for pipe welding, as taught by ArcPro Inc. Materials, practices equipment, and acceptance criteria of welds vary from ASME requirements.

      ii. These skills may lead to early graduation based on general familiarity with welding processes and predilection for the skill in general. If this occurs original certification will be adjusted to remove for days affected.

Applicable (documented or undocumented) previous training that may result in accelerated progression through course material will be accepted provided that student can perform to the requirements of the
ArcPro skills evaluation during the first week of class. If student successfully completes final course work ahead of official class end date, early graduation will be allowed.

STUDENT INFORMATION, POLICIES, AND REQUIREMENTS

Professional Conduct of Student
An important element of the training at ArcPro Pipe Welding School includes the development of professionalism. The high standards maintained in ArcPro Pipe Welding School programs prepare each student to meet the highest expectations of employers. ArcPro Pipe Welding School expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to immediate dismissal from the premises and/or termination from the program:

- Any action in violation of ArcPro’s safety policy that is deemed by the staff to be grossly negligent by itself, or by repeat offense of minor infractions.
- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions. No type of harassment will be tolerated at our school. Violators will be suspended until such time as the board of directors meet to decide actions should be taken, on a case by case basis.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises. School consumables (torch parts, tungsten, grinding discs, etc) ARE SCHOOL PROPERTY. Any misuse or removal from premises constitutes a theft and will be dealt with accordingly.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of Federal, State or local law on school premises or at school sponsored functions.

The School views excessive tardiness as violation of the professional conduct philosophy that could lead to dismissal. Any violation or transgression will be strictly penalized. ArcPro Pipe Welding School reserves the right to make the administrative and educational decisions as to whether the code of conduct had been violated.

All cases are reviewed individually by the faculty and administration.

Confidentiality of Student Records
All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, school will not release educational records to unauthorized persons without prior written consent from a student, a parent or a
legal guardian. ArcPro Pipe Welding School will keep student records for five years from the student graduation date.

**Conduct Standards**

An important part of the training at the school includes the development of professional attitude and behavior. Prospective employers seek employees who will be positive additions to their companies. Therefore, we at ArcPro Pipe Welding School have created a “work-like” environment in which our students can grow and develop according to these professional expectations. Learning how to communicate and deal with different situations, coping with frustration, skills to solving problems, disciplining oneself and dressing professionally are just few of the ingredients that go into the makeup of a professional.

**Student Grievance Procedure**

ArcPro Pipe Welding School, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an ArcPro Pipe Welding School student or staff/faculty member. The Director of Education shall maintain a file on each grievance reported including the procedures followed and the final disposition of the case.

Definition: A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to ArcPro Pipe Welding School in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Director of Education. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be presented to the Board of Directors for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

Recourse after hearing: If students have exhausted these procedures and the problems have not been resolved, they have the right to contact the Alabama State Department of Education. In approaching the Alabama Department of Education with a grievance, students are encouraged to take the following steps:

1. Contact the Department offices by mail. Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
   a. The nature of the problem.
   b. The approximate date(s) that the problem(s) occurred,
   c. The name(s) of the individual(s) involved in the problem(s) (within the school or other students who were involved),
   d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions),
   e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the Commission. The complaint must be signed by the complainant.
3. Send the complaint to:
   - For Non-VA Students:
For VA Students: Complaint Policy for Students Receiving VA Education Benefits

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Shop Safety Rules

Besides welding skills, a major portion of the training that students receive at ArcPro is preparation for the work environment. Safety is the number one priority for employers working in industrial fields. They have a ZERO TOLERANCE for violators. It does not matter how good your skills are if you get fired for a safety violation. For that reason, we will penalize any student caught in the shop area without the proper PPE.

Safety is the primary concern for ArcPro Instructors. Unsafe practices will be logged in students’ daily score cards and may result in penalties including fines (all proceeds donated to charity), physical fitness or dismissal, as listed below. Repeat offenders and/or flagrant violations of Safety Policy will result in expulsion without refund.

General Shop Rules

- **NO STUDENT CELL PHONES ALLOWED IN SHOP.** You are here to learn, not play on your phone, and you won’t be allowed to use one on the job. Policy is one warning, after that, student will be sent home unexcused. Special allowances for emergencies, if approved in advance by instructor.

- **OFFICIAL CLASS BREAK TIMES ARE ONCE PER DAY, AT THE BELL.** At any time, if you need to sit down to cool off, get a drink, or use the restroom, do so quickly and quietly and return to work. Do not bother other students, do not use your cell phone, and do not smoke.

- **NO SMOKING IN SHOP** Smoke outside of the building and dispose of your butt in a receptacle. If we find cigarette butts on the floor/ground, we will ban all smoking on the property.

- **NO SPITTING ON FLOOR, FOUNTAINS, TOILETS, SINKS, OR TRASH CANS** If you use smokeless tobacco, spit in a sealed container and take that container with you when you leave. We do not want it at our facility.

- **No eating Lunch/Dinner at the start of class.** Classes start at 12 and 5:30PM. You may arrive early and eat your food, otherwise save it for break time.

- **Clean up your mess, roll up your cords, and sweep all areas where you worked before leaving for the day.** If your area is messy when you start for the day, notify the instructor.
**PPE (Personal Protective Equipment)**

A word about PPE use on the Job: The companies hiring welders have a legal requirement to enforce the use of safety equipment to prevent workplace injuries → IT IS THE LAW, and they will be fined severely if/when accidents occur. As a result, most employers have a ZERO TOLERANCE for improper PPE use. If you are caught without safety glasses on the jobsite as an employee or contractor, it is very likely that you will be TERMINATED/FIRED. Because of this, ARCPRO considers our shop the exact same as the job site and will rigidly enforce the use of PPE for protection against injury and training for your real world experience after graduation. DO NOT PASS THE YELLOW LINE IN OUR SHOP WITHOUT YOUR REQUIRED PPE.

- Eyes - mandatory safety glasses worn AT ALL TIMES IN SHOP and face shield (when grinding). Safety glasses also required when welding – Penalty enforced will be two verbal warnings and then result in being sent home unexcused.
- Ears - voluntary but encouraged in shop but mandatory during grinding operations; ear plugs available in shop
- Shoes - steel toe boots; mandatory
- Gloves - mandatory for welding, grinding, and oxy fuel cutting; NO GLOVES ALLOWED WHEN USING BAND SAW
- Clothing - cotton, long sleeves and pants (no synthetic fibers) this protects skin during grinding and from sun burn due to UV light when welding. Regardless of skin tone YOU WILL GET A SEVERE SUN BURN WHEN TIG WELDING!!

**Welding operations**

- Electrical safety
  - Don’t tamper with anything; Instructor will perform any electrical maintenance on machines, receptacles or circuit breakers
  - You are welding with DC current. Remember: If your clothes are sweaty/wet, YOU ARE A CONDUCTOR AND COULD RECEIVE A MILD/MODERATE SHOCK. Always wear dry clothing. Bring a change of shirts to prevent being shocked.
- Burn prevention
  - Treat every piece of metal as if it were hot (always wear gloves)
- Flash protection (yourself and others)
- Shield requirements; always weld with shield down and safety glasses on
- Welding in open areas; minimize welding in open areas, notify others **before** striking arc to protect themselves.

**Grinding operations**

- Face shield use; always - no exceptions
- Hand protection; always – no exceptions
- Equipment handling safety – as taught in classroom
- Grinding, cutting, and wire wheel maintenance and dangers
- Always inspect cutting disks and grinding rocks before each use for splits or damage to prevent shrapnel
- Inspect grinder cord for nicks and damage each shift
Band-saw usage to be taught by instructor – do not operate until you have been trained.

- If you are unsure about operation, ask instructor. Do not attempt any maintenance on saw.
- Saw cutting operations
- Cutting speeds/feeds; follow instructor’s guidelines
- Cutting lubrication; always cut wet

General Shop Safety

- Electrical: DO NOT TAMPER WITH ANY ELECTRICAL CIRCUITS; call an instructor for assistance.
- Fire: In the event of a fire, sound the alarm, verbally, and make sure the instructor is aware of situation. DO NOT ATTEMPT TO FIGHT FIRE YOURSELF.
- Fumes/Smoke: Shop is well ventilated, but if fumes are apparent from welding or other processes, notify instructor and seek fresh air.
- Doors for evacuation: There are three main escapes in shop area: 1) North door, 2) West roller door, 3) South door & 4) exit via office and office door.
- Absolutely no Horseplay.

Information Updates

It is student’s responsibility to notify the school when student information requires updating (i.e. new address, phone number, E-mail). No particular form is required when submitting these changes to the school.

SCHOOL INFORMATION

Objectives

ArcPro Pipe Welding School prepares students to achieve their future goals in the chosen field of their professional career in accordance with the following objectives:

- To provide an excellent academic and professional preparation of students for careers in the pipe welding industry.
- To assist in development and maintenance of high standards of achievement for students.
- To provide necessary encouragement for critical thinking that is essential in the professional world.

To assist students in achieving these objectives, ArcPro Pipe Welding School has established a professional environment consisting of:

- A faculty of highly educated & experienced professionals possessing extensive knowledge, skills, experience and concern for student achievement and success;
- Hands-on training on modern equipment used in a professional workplace-stimulated environment;
A curriculum devoted to career related subjects that combines theoretical education with hands-on training, thereby enabling students to acquire knowledge and skills in a variety of career programs that are in strong demand by employers.

A career services department dedicated to assisting graduates in obtaining employment in the field of their profession;

Attendance, behavioral and dress code policies designed to emulate a majority of professional attitudes which will prepare students for success in the job market.

History
ArcPro Pipe Welding School began training its first classes in the summer of 2008. To date the school has trained hundreds of students from many different experience levels from beginner to expert for the pipe welding industry.

ArcPro has continued to focus on giving our customers the highest training value for their investment and is privileged to have a reputation for quality service in the welding training profession. The abilities of our graduates are the greatest advertisement for ArcPro, and a direct reflection of our ability as a school. As both the owners and operators we take great pride our work to build the best pipe welding school on the gulf coast.

Facility and Equipment
ArcPro Pipe Welding School’s campus is located at 6738 Bayou Isle Lane, Theodore, AL 36582. The 7200 square foot facility is equipped with an air-conditioned general purpose office& student area, and a well-lighted workshop laboratory equipped with individual welding stations capable of accommodating up to 30 welders in each class. Each station is equipped with a welding machine capable of TIG or Stick welding.

Individual power tools are provided for use in preparing welding samples as well as a general use band saw for cutting materials.

For advanced skill building, workstations can be reconfigured or moved to work on large pipe, add restricted space constraints, or to change welding machines to larger transformer/rectifier machines or diesel powered rigs.

School Faculty
The faculty at ArcPro Pipe Welding School is well qualified, motivated and experienced whose professional ability has been reviewed and approved by the state department of postsecondary education. With over forty years of combined experience in the welding industry, the instructors and administrators have worked in every level of the occupation from in the field as welders, to quality assurance inspectors, to superintendents directing hundreds of welders and fitters in the shipbuilding industry.

Faculty Members

Joseph Johnson Sr. – Director of Education & Lead Instructor

Mr. Johnson has over 25 years experience in the pipe welding industry. A graduate of Theodore HS with a specialization in Mechanical Drafting, Joe has worked as welder, supervisor and superintendent in the marine and industrial fields and founded the Austal pipe welding training curriculum while he served as Piping and Machinery Manager there. He has been the lead instructor at ArcPro for seven years.

Nicholas Cooper – Registrar, Instructor, & Student Services
Mr. Cooper is holds an associate degree in Welding Technology from Southern Union State Community College and is a AWS Certified Welding Inspector (CWI) with ten years in the pipe welding and inspection field. Nick has been training pipe welders for more than seven years with Austal and ArcPro.

**Brent Dabney – Instructor**

Mr. Dabney was one of ArcPro's first graduates in combination pipe welding in 2009. A highly skilled welder, Brent spent four years as an industrial pipe welder and has been training welders with ArcPro since 2014.

**Joe Johnson Jr. – Instructor**

Mr. Johnson is a graduate of ArcPro in combination pipe welding in 2012. A highly skilled welder, Joe spent three years as an industrial pipe welder and was recruited by ArcPro in 2015 as instructor trainee and was promoted to full instructor at the start of 2016.

**Alex Kraft – Director of Admissions & Business Manager**

Mr. Kraft is holds a BS in Mechanical Engineering from Texas A&M University and is a registered professional engineer with the State of Alabama. Alex has worked in the heavy construction and offshore oil and gas industries since 2002 and has been the business manager for ArcPro since it opened in 2008. Alex also serves as the Primary SCO for all VA funded programming.

**Corporate Board of Directors**

Alex Kraft – President

Joseph Johnson – Director

Nicholas Cooper – Secretary

**FINANCIAL AID AND TUITION POLICY**

ArcPro Pipe Welding School believes that educational cost is primarily the responsibility of students and their families. ArcPro will assist in financial advising and applying for aid through financial assistance programs available to the school at time of application.

**Tuition Payment**

Tuition for the program selected is due the first session of each module unless alternative financial aid arrangements are made.

Payment may be made with cash, check, credit card, or money order made payable to ArcPro Inc.

Tuition payments should be made in person during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a $25 processing fee.

If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order. Additional non-payment issues will result in termination and collection process will be initiated.
**Additional Charges**

Students requiring make-up work due to absences or tardies will be required to pay a day rate fee of $175 for each day of additional class. Students who require make-up work for reasons not directly attributed to absences will not be charged additional fees, but will not be allowed to deviate from attendance for the make-up work schedule assigned by instructor. Refer to Satisfactory Academic Progress & Graduation section in this catalog.

**Past Due Account**

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and school disciplinary action.

Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full.

ArcPro Pipe Welding School reserves the right to withhold a certificates and to deny additional requests for official or unofficial transcripts until the account is brought current.

Accounts delinquent more than 30 days will be subject to civil and criminal prosecution within the full extents of the law in Mobile County and the State of Alabama.

**Withdrawal or Termination from Program:**

You have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount owed for the time you attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- The student notifies the school of withdrawal by written statement; or
- The school terminates your enrollment; or
- You fail to attend any classes for five (5) consecutive scheduled class days, excluding school holidays.

Student withdrawal from the program after the period allowed for cancellation of the agreement and have completed 50% or less of the period of attendance, the school will calculate whether a refund is due, and if so, remit a refund within 40 days following your withdrawal. For non-federal student financial aid program moneys, the institutional/Alabama state refund policy shall be a pro rata refund of moneys paid for institutional charges for students who have completed 60 percent or less of the period of attendance. If any portion of those charges was paid from the proceeds of a non-federal loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining balance will be paid to the student.

If the school has given the student any loaned equipment, including books or other materials, the student shall return it to the school within 10 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment, including books, or other materials, in good condition within the 10 day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment it is yours to keep without further obligation. In any event, you will never be charged more than the equipment charges stated in the contract.

Refer to Refund Policy and Procedures section for more information on the issuance of refunds for student withdrawals.
**Determination of the Withdrawal Date**
The student’s withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution’s attendance records. Refer to Refund Policy and Procedures section for more information on the issuance of refunds for student withdrawals.

**ATTENDANCE AND DISMISSAL POLICY**
ArcPro Pipe Welding School’s attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be on time to classes, remain in class for the entire duration of the class, and be an active participant in their classes.

**Attendance Records and Unexcused Absences**
ArcPro Pipe Welding School regularly maintains attendance records. Absences should occur only for urgent reasons such as ill health or other extenuating circumstances. Whenever possible, students should notify the faculty member in advance of any anticipated absences. Prior arrangements must be made with each faculty member for make-up work, if available during day or night classes. Students are allowed three (3) unexcused absences per course.

Student absences are discouraged because of the extreme pace of the course work required to learn the skill. Every hour in the testing booth improves skill and students who exceed the allotted course time due to unexcused absences will be charged at the weekly rate to complete the course.

ArcPro Pipe Welding School will monitor the student's attendance in accordance with the following procedure:

**General Policies (All Students)**
1. The student is responsible for clocking in and out for each class period on their assigned progress sheet. Failure to clock in/out will result in an absence unless immediately corrected by the student by notifying the instructor of the failure the following day. Corrections will not be made if more than one day has passed. Half day absence will be given or missing a clock in/clock out stamp on time card.

2. Tardies and leaving early; the student is considered tardy if he/she is not clocked in before class starts. Students clocking out before class end are considered as leaving early. Two instances of either occurrence during the course is equivalent to one absence unless make up time has occurred for that week. VA students are required to perform a minimum of 22 training clock hours per week for full time enrollment, otherwise absence will be counted.

3. The instructor shall report each absence in the weekly evaluation sheets kept for each student.

4. Once a student has missed three (3) classes, the faculty member shall immediately contact the student (via e-mail or phone) to remind him/her of the institutions attendance policy and the faculty member will report the instance to the Administrator.

5. The Director of Education, will determine the status of the academic and skills progress of the student. After such investigation, a meeting with the student will be held to establish the student's interest in continuing in the program, what work is to be made up, and whether the student should be placed on academic probation. If it is apparent that the student does not have any interest in continuing the program, he/she will be dropped from the program.
Privately Funded Students Attendance Requirements

- Privately funded Students with more than three absences will be subject to additional charges to complete make-up work for the course, if they fail to meet the academic requirements to satisfy course completion by their official class end date. Refer to Financial and Tuition Policy section for further details.

VA Funded Student Benefits Attendance Requirements

- Students receiving VA benefits WILL NOT BE ALLOWED to extend their certified class time for make-up work beyond their official class end date because of absence and any additional charges ARE NOT eligible for VA funding adjustment.
- **VA funded students must have satisfactory attendance equal to higher than 90% to continue to receive VA funding.**
  
  i. For GTAW program (50 class days): On the fifth (5th) unexcused absences without make up, student's benefits will be terminated and funding for class will be permanently revoked.
  
  ii. For SMAW program (40 class days): On the fourth (4th) unexcused absences without make up, student's benefits will be terminated and funding for class will be permanently revoked.

- If termination occurs during proration period VA funded student will be required to make alternative tuition payment arrangements before continuing the program. See refund policies for details on calculation of refunds.
- If termination occurs after proration period, tuition has been 100% paid by VA funding and no refund is due. In this case, student shall be allowed to complete class without further benefits, and upon successful completion within the original certification period be recertified to receive benefits previously lost. No extension of benefits will be allowed past the original number of unearned days from the initial certification.

Determination of Absences and Tardies

Students absences are calculated by failure to clock in using the school provided time card or manual sign in sheet. Tardies are calculated by late clock in times.

Students with excused absences must notify the ArcPro the day of (via phone) and must deliver written excuses to instructor immediately following the absence. Excused absences are subject to review and shall fall within the overall attendance policy.

- Examples of excused absences are up to the instructor, but examples include:
  
  i. Doctors appointment or injury (one day maximum)
  ii. Work (one day maximum per month)
  iii. Sickness of child/spouse (one day maximum per month)

- Examples that ARE NOT excused are:
  
  i. “Family emergency” not involving sickness of child/spouse or immediate family member
  ii. Funerals for non-immediate family
  iii. Car trouble
  iv. Further Work related (see above)
Make Up Work

The ability to grant make up work to students with excessive absences or who are behind their scheduled progress is at the sole discretion of ArcPro Inc, as class openings allow. In general, students may arrange with instructors in advance for make up toward time missed for any given week of class. If allowed, make up must be performed outside of student’s normal class time (during either the night or day class periods).

Make up work must be completed during the normal class term and will not extend duration of the program past the predetermined end date agreed upon enrollment.

Leave of Absence

School recognizes that there may be times when due to extreme circumstances, student may require a leave. In such case school director may authorize a leave of absence in writing for up to 180 days and under no circumstances can a leave of absence be extended beyond 180 days. School requires that a student request for a leave if he/she is planning to be absent for more than five (5) consecutive school days.

Reasons for a leave of absence include, but are not limited to:

- Serious student medical problem.
- Military duty.
- Death of an immediate family member.

Time for approved leave of absence may be included in the calculation of a student’s maximum program length. If a leave of absence commences before student completes the program of study, grade of “I” is recorded in student record. Upon notification of the student’s intent to return, student may be scheduled for reinstatement, on a first come, first served basis as space allows. Student remains responsible for all tuition payments outstanding while on leave of absence.

REFUND POLICY & PROCEDURES

The following table shows the refund/drop policy for all programs. Note different programs are different lengths and enrollment is continuous so students may have different start dates for each program.

| Withdrawal Before Class “Start Date”, as stated on enrollment form. | 100% Tuition Refund |
| Withdrawal/termination on or before fifth class day COB. This is the last DROP DATE | 100% Tuition Refund |
| Withdrawal/termination after fifth class day but before midpoint of program (eg 50% of class days have passed) | Partial Tuition Refund, Prorated by Class Days remaining |
| Withdrawal After midpoint of program (eg after 50% of class days have passed) | No Refund |
Students who cancel registration before the start date set by the enrollment agreement shall receive a full refund, minus any credit or background check research fees incurred as part of a financial aid package application. Only costs/fees actually incurred will be deducted.

Students who fail to attend first day of class will be considered absent. Failure to formally withdraw or attend will be cause for termination as described in the Withdrawal and Termination Policy section of this catalog.

Students have the right to withdraw or drop from the course of study at any time after start with notice of withdraw in writing and will be refunded based on the time of withdrawal, per this section.

Students who drop or withdraw, or who have been dropped by the school, before the 50% completion point (as calculated from the date of withdrawal/termination from the accepted start date) will receive a pro-rata refund of tuition paid or owed for the remainder of the class. Students who did not attend class for five (5) consecutive calendar days will be considered as withdrawn/terminated after the fifth day without notice. In such cases, refunds will be based on the date of termination, not the last attendance date.

Within 45-days of dropping or withdrawing from the program or within 45-days of determining that the student has withdrawn (40 days for VA Students), the school will forward a Notice of Refunds due along with any refund owed to the student (if applicable). School has right to deduct fees for any personal equipment provided to student that was not returned prior to determining any refund owed.

Students who do not attend classes for five (5) consecutive calendar days will be sent a Notice of Refunds due within 45-days of determining that they have withdrawn from the program. If the student has received a loan or grant, then a refund will first be paid to agencies who funded the loan or grant to the student. Student must keep a copy of the Notice of Refunds, a copy of their enrollment agreement, any documents related to any loans or grants awarded to them, and copies of payments made.

Students carrying a balance for tuition owed through in-house financial aid programs will have the balance adjusted to the pro-rata amount set by the notice of termination. Failure to fulfill payment on the adjusted loan amount in accordance with the terms of the original agreement will be cause for foreclosure and prosecution under local and state law.

**ACADEMIC INFORMATION**

**Method of Instruction**

The language of instruction used is English. The quality of education ArcPro Pipe Welding School students receive is primarily due to the excellence of the faculty and assistance from the staff of the school. Faculty members are carefully selected for their knowledge and experience and their ability to stimulate and develop each student's potential.

The school utilizes ideal equipment as instructional devices to enhance the learning experience of the students. Hands-on training provides students with the experience and the confidence required to broaden their understanding of information processing techniques. The work of all students at ArcPro Pipe Welding School is reported in terms of grades. Instructors are required to assign grades for each student registered in the program.
Grading Scale

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentile/Detail</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Fail, &lt; 69</td>
<td>1.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>NA</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw/Terminated</td>
<td>NA</td>
</tr>
</tbody>
</table>

Grade Point Average

The grade-point average for academic work is determined by dividing the number of grade points earned by the number of weeks attempted. The total grade points earned for course equals the number of weekly grade points assigned for the course. For satisfactory standing, students must maintain a C average (2.0 GPA) in all courses taken at the school.

Definitions

The following definitions apply to grades assigned in all course weeks:

A – Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of skills in welding to the requirements of ASME Section IX Code (4.0).

B – Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements for welding skills to ASME Section IX Code (3.0).

C – Performance of the student has been at an adequate level, meeting the basic requirements of the course and satisfies the minimum standards imposed by ASME Section IX Code (2.0).

F – Performance of the student has been such that minimal standards of ASME Section IX Code have not been met (1.0).

I – The symbol "I" indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning grade. It is the responsibility of the student to bring pertinent information to the attention of the instructor and/or school director in writing to determine from the instructor the remaining course requirements which must be satisfied to remove or replace the Incomplete. The final grade is assigned when that work has been completed and evaluated. An Incomplete result must be made up within 1.5 times the normal duration of the program.
W – The symbol “W” indicates that the student was permitted to drop a course. It carries no connotation of quality of student performance and is not used in calculating grade-point average.

Satisfactory Academic Progress & Graduation

ArcPro Pipe Welding School’s certificate program relies on satisfying skills requirements for successful graduation. The academic portion of the course centers on basic pipe welding and equipment knowledge but cannot, by itself satisfy the requirements necessary of a gainfully employed welder. For this reason, the skills portion makes up the majority of the course in terms of focus and level of difficulty. It is essential for students to be capable of meeting the minimum standards of the program each week, in order to proceed to the next step in the training.

ArcPro Pipe Welding School conducts evaluations of each student's academic progress at the end of each week. This evaluation standard applies to all certificate programs. At each of these points in a student's program, the student must maintain a minimum grade of C. Students with a GPA below 2.0 will not be allowed to continue to the next step of the program until minimum standard is reached. Should this occur, students may still be capable of finishing the program if deficiencies are corrected and all subsequent steps are caught up successfully. See academic probation policy for more information.

The courses rely on performance of welding skills to meet an ASME Section IX for welder qualification. While this section of the code does not specifically deal with instruction, each step in the training program has been designed to result in a visually or mechanically acceptable specimen that is free of defects, as defined by the code. Students failing to meet the minimum standards for each week’s skill building will not be allowed to progress to the next step and will be made to repeat a portion of that week’s training until the minimum acceptance standard is achieved by the code. As welding is a skills training development program, any portion of the class repeated will not affect the student's overall opportunity to graduate, however, if a student exceeds the time allotted for the overall course, additional fees may be charged to the student on a weekly rate to reimburse school for materials, facilities, and labor associated with the overtime required.

Probation Policy

Non VA Benefits students: If the student on academic probation fails to raise the GPA to 2.0 or above for the current module, the student will placed on probation and be required to repeat the academic or skills portion of training until minimum GPA is achieved. Repeating skills portions will not extend the course end date beyond that of the original course paid. Student may fail to complete in the time allotted as a result.

VA benefits students: Student placed Academic Probation will be allowed ten days to correct GPA above 2.0 AND recover lost time. IF at any time the 10-day window is exceeded, benefits will be terminated. Student will be required to make alternative payment arrangements before continuing the program if termination occurs during the proration period for refunds to the VA. See refund policies for details on calculation of refunds.

Suspensions and Dismissals

ArcPro Pipe Welding School reserves the right to apply probation policy to any student where academic, attendance, and/or conduct standing does not meet the school’s satisfactory standards. Student who have been suspended or dismissed may be reinstated only upon approval of the director. All suspensions and dismissals are determined on individual basis as reviewed by the Board of Directors.

Course Incomplete

To receive an “Incomplete” grade you must:

Have "unforeseen, but fully justified" reason for not completing the class work documented in advance by excused absences (see above policy).
Bring all relevant information to instructor and agree to instructor’s terms for how and when you should meet the remaining class requirement. The ability to perform make up work is at the discretion of the instructor.

Upon completion and satisfying remaining class work, instructor assigns final grade for the class. If student fails to submit any work under the incomplete agreement, student is assigned a grade indicated by instructor. If instructor indicates no grade due to student’s failure to submit work under the agreement, student will receive grade D.

**STUDENT SERVICES**

The staff is available to attend to the needs of the student body at ArcPro Pipe Welding School. Such services include providing students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending ArcPro Pipe Welding School.

**Special Instructional Assistance**

Students who have occasional difficulty with study are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Students should arrange any additional assistance with ArcPro instructors.

**Guidance**

ArcPro Pipe Welding School provides informal guidance services for students depending on their individual needs. Assistance in program selection and career planning is available. Students encountering problems which interfere with their education are encouraged to bring these problems to attention of their instructor. ArcPro Pipe Welding School recognizes the existence of external factors, which may interfere with study of program, such as physical or substance abuse. ArcPro Pipe Welding School offers referral services through local agencies. Key element is that the student must take the initiative to ask for assistance.

**Library (Resource Center)**

ArcPro maintains a computer in the office of the school and is available during the day and evening to accommodate all students and offer reference sources and materials related to the school curricula. In addition, various welding code documents and supplemental information is available for use.

**Student Parking**

Student parking is available in areas adjacent to the school buildings. ArcPro Pipe Welding School is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

**Advising**

The staff of ArcPro Pipe Welding School makes every effort to maintain close communication with its students and graduates. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling, and if requested by the student, will be referred to the appropriate agencies.

**Additional Services**

ArcPro Pipe Welding School provides a variety of services and programs designed to assist students during their training. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the school encourages students to include their families, and friends in the educational process. With minimal notice (for the concern of safety), the school welcomes visits from
these groups to promote the students’ abilities and reinforce the value of the investment being made to build a high-demand skill of welding.

REFERRAL SERVICES

Medical Care
ArcPro Pipe Welding School is located near excellent clinics/hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called.

Refresher Training
Graduates who desire refresher training within 1 year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

Open Door Policy
ArcPro Pipe Welding School has an open door policy for graduated students to come back to the campus and discuss career and training opportunities with any of our staff. Graduates needing to brush up on skills between work construction projects are permitted to schedule a few hours at the workshop to hone their process for the next welding employment test.

Career Development and Placement
This process is ongoing throughout training. Instruction may include areas such as: Proper Tools for a Pipe Welder, Standard Safety and Work Practices for Construction Companies, What to expect in a welding employment screening. Instruction through Career development leads many students to eye opening approaches to job searching and ultimately, successful employment.

Housing
ArcPro Pipe Welding School does not maintain any resident housing. The school assumes no responsibility for student housing, but can recommend several reputable local area RV parks and hotels on request.

CAREER SERVICES

Placement Assistance
ArcPro Pipe Welding School assists graduates in securing employment but has no written agreement with employers for job placement. Information in job search technique based on the current need of local business and industries is made available to graduates. A successful job search is dependent upon a self-confident, well-prepared applicant with pre-planned strategy. School is committed in assisting students in these efforts through series of job search and interview technique discussions during the course. Graduates must have the legal right to accept employment in the United States while those who are not citizens must produce current proof of ability to accept employment, i.e., green card, work permit or letter from INS showing valid “A” number or permanent residency.
STUDENT RECORDS RETENTION POLICY

Adequate and accurate records will be maintained by the institution, in accordance with regulations adopted by the bureau, and satisfactory standards shall be enforced relating to attendance, progress, and performance.

The institution will maintain current records for a period of not less than five years at its principal place of business in Alabama that are immediately available during normal business hours for inspection and copying by the council or the Attorney General and showing all of the following:

- The name and addresses, both local and home, of each of its students.
- The programs of study offered by the institution.
- The names and addresses of its faculty, together with a record of the educational qualifications of each.
- The certificates granted, the date of granting, together with the curricula upon which the certificates were based.

Transcripts showing courses completed or attempted but not completed, dates of completion or withdrawal, and final grades or evaluation given to the student will be maintained for five years.

PRIVACY ACT FOR STUDENTS

ArcPro Inc. allows all students to review their records, including grades, attendance and advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Any time personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

CAMPUS SECURITY

ArcPro Pipe Welding School makes the following information available to all members of the institution. All emergencies occurring at ArcPro Pipe Welding School should be reported immediately to the President. All criminal activities occurring at the institution should also be reported immediately to the President.

It is the policy of the institution that any person within the institution's community witnessing criminal activity is honor-bound to report this activity to the President. The President must report crime on campus to appropriate police agencies.
# CATALOG CERTIFYING STATEMENT

<table>
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<tr>
<th>Institution Name</th>
<th>Facility Code</th>
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<tr>
<td>ArcPro Inc</td>
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<td>June 1 2020</td>
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[Non-accredited & non-college degree schools must submit a new catalog each year with a revised effective date]

THIS IS TO CERTIFY THAT THE ATTACHED SCHOOL CATALOG OR PUBLICATION IS TRUE AND CORRECT IN CONTENT AND POLICY IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b). WE UNDERSTAND THAT DOCUMENTS OR STATEMENTS FOUND TO BE FALSE, FRAUDULENT OR MISLEADING WILL RESULT IN THE IMMEDIATE SUSPENSION, WITHDRAWAL OR DENIAL OF APPROVAL. DOCUMENT IS NOT TO BE SIGNED BY SCHOOL CERTIFYING OFFICIAL (SCO).

<table>
<thead>
<tr>
<th>Signature of Administrator</th>
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<tbody>
<tr>
<td>Alex Kraft</td>
<td>07 Aug 2018</td>
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<table>
<thead>
<tr>
<th>Print Name</th>
<th>Telephone Number</th>
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<tbody>
<tr>
<td>Alex Kraft</td>
<td>251 508 6072</td>
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<thead>
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<tbody>
<tr>
<td>President</td>
<td><a href="mailto:alex.kraft@arcpromobile.com">alex.kraft@arcpromobile.com</a></td>
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