

INDUSTRIAL WELDING ACADEMY

DISCIPLINE

the Industry Needs



"Integrity with Attitude"



GTAW, SMAW, FCAW...and more!

“Industrial Welding Academy gives you the skills you need for today’s industrial workforce.”

INDUSTRIAL WELDING ACADEMY

Course Catalog

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INDUSTRIAL WELDING ACADEMY

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OUR MISSION

We Help Welders Become Their Best

The Industrial Welding Academy (IWA) is dedicated to teaching students the trade of welding through a unique designed curriculum that will allow graduates to achieve entry level positions within the many fields of skilled trades that utilize the learned techniques of welding. We are dedicated to providing training that meets and exceeds industry standards. We believe that a student's ability to excel is based on their dedication to the training required to build and enhance their varied skill levels.

OUR FACILITY

The Industrial Welding Academy is located in East Houston at 11001 Wallisville Rd Houston, Texas. Our facility consists of one story which is comprised of our administrative offices, classroom and welding lab. IWA is a state-of-the-art welding school that comfortably accommodates fifteen students per instructor. The facility and individual training spaces are designed to resemble and inspire on the job settings and are built to accommodate realistic welding positions and environment which include out of position welding, jack stand welding, on the scaffold welding, simulation of pipe rack welding layout and fit up, oxy fuel and thermal cutting scenarios. Each student is assigned a welding machine and welding booth for utilization during the course. IWA believes the individual booths allow students to utilize their skills individually as well as collectively. We are committed to providing quality education and training based on industry needs.

OUR FACULTY

IWA Certified Welding Educators (CWEs) are credentialed by the American Welding Society (AWS), the multi-faceted nonprofit organization advancing the science, technology and application of welding and related disciplines all across the United States.

Working with welders of all levels and companies of all sizes, our welding instructors have more than 20 years experience in the welding industry. We have worked as welding quality control inspectors, all-in-one combination pipe welders, welding engineers, welding trainers, and rig welders. Students not only rely on our expertise to help them prepare for and pass AWS exams, but also improve their skills while working on-the-job!

Founder & CEO of IWA, Andre E. Horn is a dedicated professional with over 20 years training experience in the welding industry. Mr. Horn is a Certified Welding Educator (CWE).

Director, Miranda Horn is a highly experienced, dedicated professional with over 10 years of experience in the Workforce Development industry. Miranda's experience also entails several years of managerial skills in which she has been commended.

WELDING TRAINING CURRICULUM

If you are a welder looking to take your welding skills and techniques to the next level, IWA Training is for you. One hour each day is spent in the classroom on theory and safety, the remaining instruction is hands on. IWA is fully

equipped for and limited to fifteen students per instructor. It's where pros come to sharpen and perfect their welding technique and welding skills. We train students for entry level, intermediate and advance level welding. Our objective is to improve and mold each student's valuable experience and abilities to their fullest potential through one on one direction of expert welders and instructors. We strive to ensure our students complete each course as a qualified welder through expert critique and repetition of correct safe procedures.

LAB HOURS

Normal lab hours are Monday thru Thursday 12:30 pm – 4:30 pm or 5:00 pm – 9:00 pm. IWA begins by determining each student's level of welding competency and helping determine the path you would like to pursue. Once a course is chosen that fits the needs of the student, IWA works diligently to achieve your personal goals. This may mean taking one or more courses. IWA employs an outcome based philosophy in its approach to education in the welding program. This means learning to communicate effectively, retrieve information, see issues from multiple perspectives, solve problems and develop life skills. You will prove your knowledge and skills through practical testing in accordance to nationally recognized welding codes and standards.

COURSES



Shielded Metal Arc Welding (SMAW-Plate)

Course Description

The Shielded Metal Arc Welding course is designed to teach students about arc welding safety and the Shielded Metal Arc Welding process (SMAW-Plate), proper techniques and electrode selection for welding plate in various welding positions (1G,2G,3G,4G) to meet ASME welding code. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding in fabrication shop, machine shop, oil field, pipeline, petro chemical, power plant or refineries on mild steel, stainless steel and carbon steel. This course contains 24 hours of lecture and 72 hours of lab, which totals 96 clock hours. This course will last 6 weeks. In order to complete course student must pass a skills test. At the completion of the course each student will receive a certificate of completion.

Shielded Metal Arc Welding Outline

Subject Title

Introduction to Shielded Metal Arc Welding

Lab

Clock Hours

Lec/Lab/ Ext/Total

24 / 72 / 00 / 96

The approximate time to complete the SMAW Plate Course is six weeks for the day and evening class.

Introduction to Shielded Metal Arc Welding Description

Each student will have an understanding of how the SMAW process works and able to perform a fillet and groove weld with and without backing in all positions with a 6010 and 7018 electrode. (No prerequisite)

Lab Description

Each student will learn safety, welding rod functions, and how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



Pipe Welding (SMAW-Pipe)

Course Description

This course will instruct students in welding safety of the Shield Metal Arc Welding process (SMAW-Pipe), proper techniques and electrode selection for welding pipe in various welding positions (1G,2G,5G,6G) to meet ASME welding code. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding in fabrication shop, machine shop, oil field, pipeline, petro chemical, power plant or refineries on mild steel, stainless steel and carbon steel. This course contains 24 hours of lecture and 72 hours of lab, which totals 96 clock hours. This course will last 6 weeks. In order to complete course student must pass a skills test. At the completion of the course each student will receive a certificate of completion.

Pipe Welding Outline

Subject Title

Introduction to Pipe Welding

Lab

Clock Hours

Lec/Lab/ Ext/Total

24 / 72 / 00 / 96

The approximate time to complete the SMAW Pipe Course is six weeks for the day and evening class.

Introduction to Pipe Welding Description

The Students will have weld with E6010 and E7018 and will have the skills to pass the 6G weld test to ASME & other standards. (No prerequisite)

Lab Description

Each student will learn safety, welding rod functions, how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



Gas Tungsten Arc Welding (GTAW-TIG)

Course Description

The Gas Tungsten Arc Welding course is designed to teach students about arc welding safety and the gas tungsten arc welding process (GTAW-TIG) and proper techniques for welding. Upon completion of this course, the student will be able to perform general entry level production and maintenance welding in fabrication shop, machine shop, oil field, pipeline, petro chemical, power plant or refineries on mild steel, stainless steel and carbon steel. This course contains 24 hours of lecture and 72 hours of lab, which totals 96 clock hours. This course will last 6 weeks. In order to complete course student must pass a skills test. At the completion of the course each student will receive a certificate of completion.

Gas Tungsten Arc Welding Outline

Subject Title

Introduction to Gas Tungsten Arc Welding

Lab

Clock Hours

Lec/Lab/ Ext/Total

24 / 72 / 00 / 96

The approximate time to complete the Gas Tungsten Arc Welding Course is six weeks for the day and evening class.

Introduction to Gas Tungsten Arc Welding Description

Each student will have an understanding of how the GTAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

Lab Description

Each student will learn safety, welding rod functions, how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



Flux Core Arc Welding (FCAW)

Course Description

The Flux Core Arc Welding course is designed to teach students about arc welding safety and the flux core arc welding process (FCAW) and proper techniques for welding. Upon completion of this course, the student will be able to perform general entry level structural welding in fabrication shop, machine shop, petro chemical, power plant and refineries. This course contains 3 hours of lecture and 29 hours of lab, which totals 32 clock hours. This course will last 2 weeks. In order to complete course student must pass a skills test. At the completion of the course each student will receive a certificate of completion.

Flux Core Arc Welding Outline

Subject Title

Introduction to Flux Core Arc Welding

Lab

Clock Hours

Lec/Lab/ Ext/Total

03 / 29 / 00 / 32

The approximate time to complete the Flux Core Arc Welding Course is two weeks for the day and evening class.

Introduction to Flux Core Arc Welding Description

Each student will have an understanding of how the FCAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

Lab Description

Each student will learn safety, FCAW functions and how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.



Gas Metal Arc Welding (GMAW)

Course Description

The Gas Metal Arc Welding course is designed to teach students about arc welding safety and the gas metal arc welding process (GMAW) and proper techniques for welding. Upon completion of this course, the student will be able to become employed and perform general entry level structural welding in fabrication shop, machine shop, petro chemical, power plant and refineries. This course contains 3 hours of lecture and 29 hours of lab, which totals 32 clock hours. This course will last 2 weeks. In order to complete course student must pass a skills test. At the completion of the course each student will receive a certificate of completion.

Gas Metal Arc Welding Outline

Subject Title

Introduction to Gas Metal Arc Welding

Lab

Clock Hours

Lec/Lab/ Ext/Total

03 / 29 / 00 / 32

The approximate time to complete the Gas Metal Arc Welding Course is two weeks for the day and evening class.

Introduction to Gas Metal Arc Welding Description

Each student will have an understanding of how the GMAW process works and be able to perform a fillet and groove weld with and without backing in all positions. (No prerequisite)

Lab Description

Each student will learn safety, GMAW functions and how to do cutting procedures using cutting torch or gauging. Students will weld in various positions. In order to complete the course student must be able to pass a skills test after each welding position which consist of a visual inspection and bend test.

POLICIES

Hours of Operation

Office hours:

9 AM – 5 PM Mon – Thurs

9 AM – 12 PM Friday

Morning Class:

8 AM – 12 PM (Only offered if excessive waiting list occurs in other classes)

Day Class:

12:30 – 4:30 PM

Evening Class:

5 PM – 9 PM

Classes are 4 hours per day with no scheduled breaks; however, students are allowed to take 5-10 minute breaks if needed.

Course Fees

Books and tools are included in the price of all courses.

SMAW (Plate) \$2,900

SMAW (Pipe) \$3,200

GTAW (Pipe) \$3,900

FCAW (Plate) \$1,500

GMAW (Plate) \$1,500

Method of Payment

Accepted methods of payment are: cash, check, cashier's check, money order, debit, and credit cards.

Grading Policy

- Daily class participation/homework 5%
- Lab assignments 10%
- Skills and comprehension 85%
- Progress reports available weekly

Grading

A – Excellent Work

B – Good Work

C – Average Work (Student moves on to next level)

D – Poor (Made effort but must repeat Course)

F – Failure (Must repeat course)

I – Incomplete

Incomplete

A grade of “I” indicates incomplete work resulting from illness or other unavoidable circumstances. To be eligible to receive an “I” student must have completed at least 75 percent of the work required for the course in question during the original term of enrollment. To receive an “I” a student must enter into a contact with the instructor of the course regarding the work that is to be completed and the grade that the student will receive in the event that the work is not completed. The remaining work must normally be completed within six months unless the student and instructor have agreed to a longer period of completion. Instructors have a right to submit any grade at anytime to

replace an “I” grade, including a grade of “F”.

Student who receive an “I” grade should not reenroll for the class unless they are terminating the incomplete agreement and wish to start over with a new section of the class. In this case the student is urged to contact the original instructor to request release from the incomplete agreement.

An “I” grade not changed by the instructor to a grade of completion (A, B, C, D or F) by the end of the six months will automatically be changed to “F”.

Satisfactory Progress

Students enrolled at IWA are required to maintain satisfactory progress toward completing all of the modules of IWA curriculum in order to obtain a certificate of completion. Satisfactory progress as defined by IWA mandates that all students must complete any welding course with an 84% overall completion rate. Detailed below is the criteria used by IWA to measure student achievement.

Progress Evaluation

Each student will be reviewed weekly on their competency of welding knowledge, class participation, homework completion and demonstrated ability to complete all welding lab assignments. Students will receive progress evaluations each week during the duration of the course and may meet with IWA Instructors to discuss the notes and/or comments of their instructor in order to improve on their performance. Students who disagree with progress evaluation may do so by writing their concerns down and submitting them to the IWA Director for resolution in

accordance with the grievance policy of IWA.

Probation Policy

Students not making satisfactory progress at midpoint shall be placed on probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated. During probation students will have to meet with their instructor each day 10 minutes prior to class to establish definitive goals to accomplish during that school day, and also will be required to meet with their instructor for 10 minutes at the conclusion of the school day to review the days' agenda. During these meetings students will be assessed on their aptitude to follow and complete each day's assignments along with their level of interest for the course.

Unsatisfactory Progress Resulting In Termination

Students on probation who fail and/or refuse to complete any part of the corrective action necessary to receive a satisfactory progress evaluation will be terminated from IWA.

Unsatisfactory progress may also consist of any students' failure to follow the safety rules of IWA that may result in other students being placed at considerable risk of bodily harm.

Students possessing any lawful substances on the campus of IWA will also be terminated and may be referred to the appropriate authorities for prosecution where warranted.

During termination students are not allowed to be on the premises of IWA unless prior request and/or notification are given by the faculty of IWA. Students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed. Prior to being readmitted to IWA, all terminated students must attend a meeting with the following persons present: IWA Director, IWA Instructor and Designated IWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

Progress Reports

Progress reports are available every Thursday at the conclusion of each class. Students should review their reports and be prepared to implement any suggestions the following Monday at the beginning of the class week. Progress reports are also available for sponsors every Thursday. Sponsors requesting progress reports should call IWA business office to inquire.

Incompletes, Withdrawals and Repeat Courses

Under the Title 40, Texas Administrative Code section 132.061 (f) a student who is obligated for the full tuition may request an “incomplete” status if the student withdraws for an appropriate reason unrelated to the student’s academic status. A student receiving incomplete status may re-enroll in the Course during the 12 month period without payment of additional tuition.

School Calendar

Classes start every Monday upon space availability. Courses end every six weeks from start date for 6 weeks courses and every two weeks from start date for 2 week courses, excluding holidays.

Closed all major holidays: New Years Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Thanksgiving Break (November 21, 2012 thru November 23, 2012), and the Winter Break (December 21, 2012 thru January 1, 2013).

Admission Policy

Individual must meet with staff personnel. Be at least 17 years of age (applicants under the age of 18 must provide written permission from a parent or legal guardian in order to enroll). No high school diploma or GED required. However, a basic skill test will be administered to determine skill and functioning level. Student must score at least a 9th grade level.

Re-admission Policy

Students may re-enter academy as long as they left in good standing and are able to maintain standards of acceptable behavior as defined by the academy. Students terminated for violation of attendance may reenroll after six weeks.

Attendance Policy

All courses are very intensive and therefore students' full attention is required during class. Students will be terminated if he/she fails to attend class for more than 25%

of the total course hours or if he/she fails to return as scheduled from an approved leave of absence. Students whose enrollments are terminated for violation of the attendance policy may not reenter until a minimum of one grading period has passed. Students who are terminated must attend a meeting with the following persons present: IWA Director, IWA Instructor and Designated IWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

Conduct Policy

Prohibited Student Conduct – conduct for which students are subject to dismissal includes but is not limited to:

- Any behavior that is Disruptive to the educational process
- Misuse of IWA Facilities
- False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the academy, falsely claiming to represent the academy.
- Theft of or Damage to Property
- Violent, Threatening, or Intimidating Behavior
- Weapons - possession or use of unauthorized firearms or other weapons.
- Discrimination or Harassment – discriminating or harassing conduct.
- Alcoholic Beverage and Illegal Substances – using,

selling, or possessing alcoholic beverages or

- controlled substances or being under the influence of alcohol or controlled substances on academy property
- Threat of physical harm such as physical abuse, sexual assault or coercion, harassment and intimidation, whether physical, verbal (oral or written) or nonverbal.

Students whose enrollments are terminated for violation of the conduct policy may not reenter until a minimum of one grading period has passed. Students who are terminated must attend a meeting with the following persons present: IWA Director, IWA Instructor and Designated IWA Student Liaison (to be determined at the discretion of the Director prior to the meeting).

Cancellation Policy

Applicants may cancel their enrollment in person or in writing before the beginning of classes. A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (It should be noted that a scheduled class is the equivalent of twelve (12) hours as class days are computed by Four (4) hour clock hour sessions).

Refund Policy

IWA's refund policy is governed and implemented as follows:

- Refund computations are based on scheduled clock hours of class attendance through the last day of attendance

Leave of absences, suspensions and school holidays will not be counted as part of class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

The last day of attendance, if the student is terminated by the school;

The date of receipt of written notice from the student; or

Ten school days following the last date of attendance.

If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100.00 in non-refundable administrative fees shall be retained by the school for the entire program.

Any student who enters a residence program and withdraws or is otherwise terminated, the school or college may retain not more than \$100.00 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of the tuition, fees and other charges that the number of hours remaining in the portion of the course for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been

charged on the effective date of termination.

Refund for books, tools or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, book and tools until such time as these materials are required. Once the materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after 75% completion mark and request a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month periods following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

An enrollee is not accepted by the school;

If the course of instruction is discontinued by the school and this prevents the student from completing course; or

If the student's enrollment was procured as a result of misrepresentation in advertising, promotional materials or the school or representations by the owner or representatives of the school.

Full or partial refund may also be due in other

circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refund Policy for Courses of 40 Hours or Less

Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).

The effective date of termination for refund purposes will be the earliest of the following:

- (a) the last date of attendance; or
- (b) the date of receipt of written notice from the student.

If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.

If the student fails to enter the course, withdraws, or is discontinued at any time before completion of the course, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the course after the effective date of termination bears to the total number of class hours in the course.

A full refund of all tuition and fees is due in each of the following cases:

- (a) an enrollee is not accepted by the school;
- (b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) if the student's enrollment was procured as a result of

any misrepresentation in advertising, promotional materials of the school or misrepresentations by the owner or representatives of the school.

Refund Policy for Active Military Service Student

A student who withdraws from IWA as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each course in which the student is enrolled:

- If the tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees or other charges paid by the student for the course and cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the course the student does not complete following withdrawal;
- A grade of incomplete with the designation “withdrawn-military: for the course in the program, other than courses for which the student has previously received a grade on the student transcript, and the right to re-enroll in the course, or substantially equivalent course if that course is no longer available, not later than the first anniversary of the date the student is discharge from active military duty without payment of additional tuition, fees or other charges for the course other than any previously unpaid balance of the original tuition, fees, and charges for the books for the course; or
- The assignment of an appropriate final grade for the courses in the program, but only if the instructor or

instructors of the program determine that the student has: satisfactorily completed 90% of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the course.

****All refunds will be totally consummated within 60 calendar days after the effective date of termination. ****

Payment Plan

Students may opt to pay tuition and fees on the installment plan. This plan allows a student to pay 50% of total tuition and fees at enrollment and the remaining tuition and fees in five equal installments thereafter. The installments will be due every Monday. A non refundable \$20 fee is assessed at the time the installment plan is executed. Any student failing to make the 2nd or 3rd installment plan is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a \$100 reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the following term.

The installment plan is a legally binding contract. Installment plans are available at the beginning of registration.

Grievance Policy

If you have any issues you wish to address or any suggestions on how we can improve our services please contact the Instructor. Contact can be made in person or by e-mail and/or fax. The instructor will do their level best to

address your issue(s) within 3 working days.

In the event the instructor is not able to address the issue or it is not handled to the student's satisfaction, the student may raise the issue to the Director by e-mail and/or fax. The Director will meet with the student within 3 business days upon receiving the e-mail and/or fax to investigate the issue at hand. Please provide a detailed description of the issue(s) you wish to have the Director to address. Any unresolved issue(s) may be directed to:

Texas Workforce Commission

Career Schools and Colleges, Room 104T

101 East 15th Street

Austin, Texas 78778-0001

Service Denial Policy

Industrial Welding Academy has the right to deny or revoke any student that pose a safety threat to other students or employees of the training facility.

Alcohol and Drug Policy

Industrial Welding Academy forbids the use, unlawful possession, distribution of alcoholic beverages, intoxicants, hallucinogenics, or material by students and employees on facility owned or leased property which might produce effects which alter the mental processes or normal physical functions.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.”

The information contained in this catalog is true and correct to the best of my knowledge.



“The difference between possible and impossible lies in one’s determination.”

INDUSTRIAL WELDING ACADEMY

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