



# ACCELERATED TRAINING INSTITUTE

## Course Catalog

January 2025 – December 2025





*At the discretion of Accelerated Training Institute, information contained in this catalog is subject to change without prior notification. If there is any inconsistency or conflict between the information contained in this catalog and any other material, the information contained in the catalog shall take precedence. Accelerated Training Institute is not responsible for information or claims made by individuals not affiliated with the Institute that is contrary to Accelerated Training Institute published material. Throughout this catalog, "Institute" or "ATI" refers to Accelerated Training Institute.*

*Accelerated Training Institute is registered as a Proprietary School with the State Board of Education under Idaho Statutes, Title 33, Chapter 24 Verified by the Bureau of Private Postsecondary Education (BPPE) with Exempt Status pursuant to the California Private Postsecondary Education Act of 2009 (ACT)*

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# The Institution

## | Mission Statement

The Accelerated Training Institute is determined to develop the next generation of competent, professional tradespeople by employing self-paced distance learning as the primary vehicle for learning in today's world. In pursuing our mission and to be a respected leader in providing quality affordable instruction, Accelerated Training Institute strives to fulfill the following institutional objectives:

1. To provide engaging, comprehensive instruction by a professionally recognized faculty, to ensure each student explicitly understands the theory behind their discipline
2. To develop their critical thinking skills and technical competency to safely analyze issues and apply appropriate solutions.
3. To continually assess and improve our curriculum, our instructors, and our services to provide the best learning experience for our students
4. To enrich our students with practical knowledge that will empower them to become responsible, professional tradespeople in the workplace.

## | The Institution

The administrative office of the school is located at 169 E 50th Street, Garden City, Idaho, 83714. This space is occupied by the staff personnel who maintain the office and student records for all students. ATI provides its instruction solely through distance education method, where the instruction is not offered in real time and shall transmit the first lesson and any materials to a student within seven (7) days after the Institution accepts a student for admission. The instructions are delivered by video instruction with support available by email or phone. Evaluations include online exam only, no hands-on skills assessment. Trade Theory Certificates are awarded upon successful completion.

## | Statement of Non-Discrimination

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Any such acts are unacceptable and strictly prohibited by ATI.



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# Electrical 101 Course

Instruction Hours .....	25
Study Hours .....	62.5
Length .....	1 to 12 Months
Modality .....	Self-paced, 100% online



# Electrical 101 Course Description

The Electrical Course gives students a broad understanding of the electrical trade. Students will study everything from electrical theory and the National Electrical Code® to blueprint reading, residential wiring, electronic control systems, motor theory and application and much more. Foundational principles of electricity, such as electric current, Ohm's Law, and circuits are explained in detail. Students learn the tools of the trade and critical safety procedures. All common electrical components are demonstrated including such items as device boxes, raceways and fittings, fasteners and anchors, conductors and cables and more. The course also includes electrical device troubleshooting and repair. This course prepares students for non-licensed, entry-level work as an electrician's helper. Students study and complete the course at a pace they control. Students must study with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

## Objectives

Upon successful completion, this course results in a Certificate of Completion in Electrical Theory. The knowledge and skills gained from completing the course prepares entry-level electrical trade workers, maintenance employees and do-it-yourself home and business owners. This Electrical Course prepares an individual to enter employment in positions involving Maintenance Electrician, Electrician Assistance and the electrical work involved in General Maintenance and Repair positions such as Maintenance Mechanic, Facilities Maintenance Technician, and Building Maintenance and Repair Technician. (See Standard Occupational Classifications 47-3013, 49-9042, 47-3019 and 49-9799 Idaho Department of Labor.)

1. This course is NOT intended to lead to becoming a Licensed Electrician.
2. General Maintenance and Repair (SOC 49-9042 Idaho Department of Labor, SOC 49-9071 US Department of Labor), is a non-licensure occupational classification as are various trade assistant jobs in electrical, including but not limited to (47-3031, Helpers-Pipelayers, Plumbers, Pipefitters, Steamfitters [US Department of Labor]). For more occupational information on these and related SOC's go to: [www.onetonline.org](http://www.onetonline.org).
3. Only employees working on their employer's premises, or individuals working on their own residence, may perform electrical work without a Journeyman or Contractor's License. A self-employed individual may not perform any electrical work (except on their own residence) without an Electrical Contractor's License. Additionally, maintenance employees are prohibited from certain types of electrical work without a license (e.g., electrical tasks such as adding new circuits or installing additional switches). Permissible tasks are repairing and replacing of existing electrical systems, operating electrical systems, and working directly with licensed Electrical Journeymen.
4. Certificates of this School do not qualify an individual to work as a licensed Electrician, or as a licensed Contractor.



5. Students are prohibited from doing any electrical work outside of their own residence unless the student is concurrently employed in maintenance, engaging in repair and maintenance of existing electrical work on the employer's premises. When installing new electrical systems, the student must be working under the constant supervision of a licensed Journeyman Electrician or Electrical Contractor.

6. To become a licensed Electrician, an individual must be at least 16 years of age, register as an apprentice electrician, be employed by a licensed Electrical Contractor, complete work under constant supervision of a licensed Electrician Journeyman or Master employed by the Electrical Contractor, and be enrolled in or have completed a four-year training program at an approved school. To become a licensed Journeyman Electrician, an individual must have completed 8,000 hours of qualified electrical work as a registered apprentice under the constant supervision of a licensed Journeyman or Master Electrician and passed the licensure exam.

7. For more information, visit <http://dbs.idaho.gov>.

**Equipment and materials used in this course include:** An internet-capable computer, internet connection, web browser, online examinations.

**Instructional Mode:** Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

**Method of Instruction:** This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com), after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

**Testing and Certificate Requirements:** When you complete the video instruction in the Electrical Course, you will take an online examination to test your knowledge. You may optionally complete an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive an Electrical Theory Certificate.

**Grading System:** Students are graded on a pass/fail basis. **Passing Grade:** A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Electrical Course. **Failing Grade:** A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Electrical Course.



## Electrical 101 Course Outline

Lesson	Title
Lesson 1	Introduction
Lesson 2	Safety
Lesson 3	Tools
Lesson 4	The National Electrical Code (NEC)
Lesson 5	Electrical Boxes
Lesson 6	Conduit
Lesson 7	Raceways
Lesson 8	Fasteners and Anchors
Lesson 9	Conduit Boxes
Lesson 10	Wiring
Lesson 11	Theory
Lesson 12	Magnetism
Lesson 13	A.C. Theory
Lesson 14	Inductors and Capacitors
Lesson 15	Electrical Blueprint
Lesson 16	Residential Wiring
Lesson 17	Fundamental Concepts
Lesson 18	Re-configuring an Electrical Panel
Lesson 19	Installing an Extra Outlet
Lesson 20	Electrical Maintenance and Troubleshooting
Lesson 21	Review and Summary





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# Locksmithing 101 Course

Instruction Hours .....	19
Study Hours .....	45
Length .....	1 to 12 Months
Modality .....	Self- paced, 100% online



# Locksmithing 101 Course Description

This Locksmithing Course will prepare students to enter a career as a professional locksmith (DOT 709.281-010 – Locksmith). This complete Locksmithing Course consists of 19 hours of detailed, easy-to-follow instruction. The course covers all types of lock mechanisms and show students how to make keys and pick locks.

The course also covers pin tumbler, high security and electronic locks; everything from design and repair, to installing and picking. Residential and commercial key-in-knob, deadbolt and combination lock systems. Students will thoroughly cover design, assembly, disassembly, installation, re-keying, master keying, picking and creating impressions.

## | Objectives

Upon successful completion, the student will possess a thorough understanding of Warded Locks, Residential and Commercial Locks, How-to Key Locks, Creating and maintaining master lock codes, and installation of locks. Students will have the knowledge to demonstrate work ready skills.

*Note: hands-on or on the job training may still be required.*

**Equipment and materials used in this course include:** An internet-capable computer, internet connection, web browser, online examinations.

**Instructional Mode:** Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

**Method of Instruction:** This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com), after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

**Testing and Certificate Requirements:** After completing the video instruction in the Locksmithing Course, students will take an online examination to test their knowledge. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. A student who passes all video instruction exams with a score of 80% or higher will receive a Locksmithing Theory Certificate.

**Grading System:** Students are graded on a pass/fail basis.

**Passing Grade:** A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Locksmithing Course.

**Failing Grade:** A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Locksmithing Course.

## Locksmithing 101 Course Outline

**Keys:** Beginning with the history of locks, showing locks as much as 400 years old, and then move into the different types of keys, students will learn key blanks, catalogs, and to how to make keys. Students will learn how to hand-file and machine-cut flat keys, bit keys and cylinder keys. Instructors will demonstrate three different methods of code cutting cylinder keys for padlocks, door locks and automotive applications and use detailed close-ups to teach how to properly compare keys and find the correct blanks.

**Locks:** Instructors explain each lock mechanism in detail using diagrams, cutaways and super close-ups to show even the smallest details. Students will learn:

- **Warded Locks:** Types of warded locks including padlocks and old house locks. How the mechanisms work, how to make a key by creating an impression of the lock, and how to use the proper tools to "pick" open any warded lock.
- **Lever Locks:** Instructors cover simple cabinet locks to sophisticated safe deposit locks.
- **Wafer/Cam Locks:** Includes wafer-style locks and cam locks in great detail, including automotive wafer locks. Extreme close-ups, diagrams and cutaway locks take all the mystery out of wafer lock mechanisms.
- **Pin Tumbler Locks:** Using a special cutaway lock mechanism, students learn the basic design and operation of pin tumbler locks - the main type of lock used in residential, commercial and automotive.

Lesson	Title
Lesson 1	Introduction
Lesson 2	Key Blanks
Lesson 3	Bit Key
Lesson 4	Cylinder Key
Lesson 5	Cutting
Lesson 6	Warded Locks
Lesson 7	Lever Locks



Lesson	Title
Lesson 8	Wafer Locks
Lesson 9	Pin Tumbler Locks
Lesson 10	Padlocks
Lesson 11	Handcuffs
Lesson 12	Kwikset
Lesson 13	Schlage
Lesson 14	Removable Core Locks
Lesson 15	Code Cutting Keys
Lesson 16	Master Key
Lesson 17	Entry methods
Lesson 18	Different Locks
Lesson 19	Final Thoughts

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# Machine Shop 101 Course

Instruction Hours .....	29
Study Hours .....	72.5
Length .....	1 to 12 Months
Modality .....	Self- paced, 100% online



# Machine Shop 101 Course Description

This comprehensive Machine Shop Course comes in 3 sections: Section 1–Lathe: More than 12 hours of detailed instruction on the set-up and operation of the Machine Lathe. Students will learn how to set- up the machine, turn, bore, thread, knurl and taper metal. Section 2–The Vertical Milling Machine: More than 12 hours of video instruction detailing everything the student needs to know to run a vertical mill including fly cutting, indexing, boring, milling aluminum, steel and plastics, clamping, fixturing, digital read-out and more. Section 3–General Machine Shop Techniques: More than 5 hours of video. Students learn how to properly operate all the support equipment needed in a shop: belt sanders, bead blasters, grinders, and surface grinders, plus learn how to sharpen drill bits, remove broken screws, detailed shop planning and set-up, and advanced equipment and techniques.

Students will learn from a professional currently working in the field with more than 3 decades of experience. Students will see up close views of the instruction so they can quickly learn the fine detail of precision Machine Shop. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

## | Objectives

Upon successful completion, this course results in a Certificate in Machine Shop Theory, preparing an individual for entry-level employment or pre-apprentice positions in the Machine Shop trade in positions classified under Machinist (SOC 51-4041 Idaho Department of Labor). Examples of pre- apprentice position titles are Machine Technician, Millwright, Aircraft Systems Technician, and Engine and Machines Technician. Additionally, this course prepares individuals for employment in positions involving entry-level Machine Shop work classified as “maintenance” under General Maintenance and Repair (SOC 49-9042 Idaho Department of Labor) in position titles such as Maintenance, Maintenance Mechanic, and Facilities Maintenance Technician. Unless required by an employer, no certification, license, or registration is required for most employees working in the Machine Shop trade or for Machine Shop work performed as part of maintenance jobs.

1. Certificates of this School do not qualify an individual to work as a registered or licensed, independent Contractor.
2. Machinists train in many ways: informally on the job, in apprenticeship programs, at vocational schools, and in community and/or technical colleges. To boost the skill level of machinists, a number of certifications including Journey-level certification programs are also now available from state apprenticeship boards after completing an apprenticeship. Though special educational credentials or certification(s) are not required to do Machine Shop work, it can lead to better job opportunities.
3. For more information, visit [www.bls.gov](http://www.bls.gov).



**Equipment and materials used in this course include:** An internet-capable computer, internet connection, web browser, online examinations.

**Instructional Mode:** Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

**Method of Instruction:** This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com), after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

**Testing and Certificate Requirements:** When you complete the video instruction in the Machine Shop Course, you will take an online examination to test your knowledge. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass all video instruction exams with a score of 80% or higher, you will receive a Machine Shop Theory Certificate.

**Grading System:** Students are graded on a pass/fail basis.

**Passing Grade:** A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Machine Shop Course.

**Failing Grade:** A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Machine Shop Course.

## | Machine Shop 101 Course Outline

Lesson	Title
Lesson 1	The Lathe
Lesson 2	The Vertical Mill
Lesson 3	General Machine Shop

Lesson	Title
Lesson 1	Introduction
Lesson 2	History
Lesson 3	Safety
Lesson 4	Drain Waste and Vent Systems - Part 1
Lesson 5	Drain Waste and Vent Systems - Part 2
Lesson 6	Drain Waste and Vent Systems - Part 3
Lesson 7	Drain Waste and Vent Systems - Part 4
Lesson 8	Drain Waste and Vent Systems - Part 5
Lesson 9	Drain Waste and Vent Systems - Part 6
Lesson 10	Water Supply Systems – Part 1
Lesson 11	Water Supply Systems – Part 2
Lesson 12	Water Supply Systems – Part 3
Lesson 13	Water Supply Systems – Part 4
Lesson 14	Fuel Gas and Misc Plumbing Systems – Part 1
Lesson 15	Fuel Gas and Misc Plumbing Systems – Part 2
Lesson 16	Fuel Gas and Misc Plumbing Systems – Part 3
Lesson 17	Fuel Gas and Misc Plumbing Systems – Part 4
Lesson 18	Fuel Gas and Misc Plumbing Systems – Part 5

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# Plumbing 101 Course

Instruction Hours .....	30
Study Hours .....	75
Length .....	1 to 12 Months
Modality .....	Self-paced, 100% online





# Plumbing 101 Course Description

This comprehensive Plumbing Course teaches the A to Z of the plumbing trade theory according to the Uniform Plumbing Code (UPC) and is taught by a licensed plumbing instructor. Students receive consistent, high-level instruction in everything related to plumbing from the rough-in, top-out and installation of all new construction plumbing, to basic repair and maintenance. They will also learn how to install everything from tubs, sinks, lavatories and fixtures to hot water heaters and commercial grease traps.

## Objectives

Upon successful completion, this course results in a Certificate in Plumbing Theory, preparing an individual to enter employment in positions involving Maintenance Plumbing, Plumbing Assistance and the plumbing work involved in General Maintenance and Repair positions such as Maintenance Mechanic, Facilities Maintenance Technician, and Building Maintenance and Repair Technician.

1. This course is NOT intended to lead to becoming a Licensed Plumber.
2. General Maintenance and Repair (SOC 49-9042 Idaho Department of Labor, SOC 49-9071 US Department of Labor), is a non-licensure occupational classification as are various trade assistant jobs in plumbing, including but not limited to (47-3015, Helpers-Pipelayers, Plumbers, Pipefitters, Steamfitters [US Department of Labor]). For more occupational information on these and related SOC's go to: [www.onetonline.org](http://www.onetonline.org).
3. Only employees working on their employer's premises, or individuals working on their own residence, may perform plumbing work without a Journeyman or Contractor's License. Additionally, maintenance employees are prohibited from certain types of plumbing work without a license. Permissible tasks for maintenance workers involve repairing and replacing of existing plumbing systems, operating and maintaining plumbing systems, and working directly with licensed Plumbing Journeymen. A self-employed individual may not perform any plumbing (except on their own residence) without a Plumbing Contractor's License. Certificates of this institute do not qualify an individual to work as a licensed Plumber or as a licensed Contractor. Students are prohibited from doing any plumbing work outside of their own residence unless the student is concurrently employed in maintenance, engaged in repair and maintenance of existing plumbing on the employer's premises. When installing new plumbing systems, the student must be working under the constant supervision of a licensed Journeyman Plumber or Plumbing Contractor.
4. In order to become a licensed Plumber, an individual must be at least 16 years of age, register as an apprentice plumber, be employed by a licensed Plumbing Contractor, complete work under constant supervision of a licensed Plumbing Journeyman or Master employed by the Plumbing Contractor, and be enrolled in or have completed a four-year training program at an approved school. In order to become a licensed Journeyman Plumber, an individual must have completed 8,000 hours of qualified plumbing work as a registered apprentice under the constant supervision of a licensed Journeyman or Master Plumber, and passed the licensure exam.



5. For more information, visit <http://dbs.idaho.gov>.

**Equipment and materials used in this course include:** An internet-capable computer, internet connection, web browser, online examinations. **Instructional Mode:** Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

**Method of Instruction:** This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com), after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

**Testing and Certificate Requirements:** When you complete the video instruction in the Plumbing Course, you will take an online examination to test your knowledge. Also, for each of the assigned chapters, you may optionally complete an end-of-chapter quiz. Quizzes are optional study tools to support passing your final exam. Exams are online, not timed, and are open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive a Plumbing Theory Certificate.

**Grading System:** Students are graded on a pass/fail basis. **Passing Grade:** A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Plumbing Course.

**Failing Grade:** A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Plumbing Course.

## Plumbing 101 Course Outline

Lesson	Title
Lesson 1	Introduction
Lesson 2	History
Lesson 3	Safety
Lesson 4	Drain Waste and Vent Systems - Part 1
Lesson 5	Drain Waste and Vent Systems - Part 2
Lesson 6	Drain Waste and Vent Systems - Part 3
Lesson 7	Drain Waste and Vent Systems - Part 4
Lesson 8	Drain Waste and Vent Systems - Part 5
Lesson 9	Drain Waste and Vent Systems - Part 6
Lesson 10	Water Supply Systems – Part 1
Lesson 11	Water Supply Systems – Part 2
Lesson 12	Water Supply Systems – Part 3
Lesson 13	Water Supply Systems – Part 4
Lesson 14	Fuel Gas and Misc Plumbing Systems – Part 1
Lesson 15	Fuel Gas and Misc Plumbing Systems – Part 2
Lesson 16	Fuel Gas and Misc Plumbing Systems – Part 3
Lesson 17	Fuel Gas and Misc Plumbing Systems – Part 4
Lesson 18	Fuel Gas and Misc Plumbing Systems – Part 5



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# Professional Gunsmithing Level I 101

Instruction Hours ..... 52  
Length ..... 32 Months or less  
Modality ..... Self- paced, 100% online



# Professional Gunsmithing Level I 101 Course Description

This comprehensive course teaches the fundamentals of gunsmithing and prepares the student for career as a professional gunsmith. The Professional Gunsmithing Level I Course includes 152 hours of detailed, step-by-step video instruction by Master Gunsmith Robert (Bob) Dunlap. US Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith

## | Objectives

Upon completion of this course the student will be able to analyze problems encountered in common firearms, including Handguns, Shotguns, Rimfire and Centerfire Rifles, being able to identify the failure points with feeding, lock-up, extraction and ejection, firing, safeties and other mechanical aspects, with the knowledge to then make the appropriate repairs. Students will have the knowledge to demonstrate work ready skills.

*Note: hands-on or on the job training may still be required.*

**Equipment and materials used in this course include:** An internet-capable computer, internet connection, web browser, online examinations.

**Instructional Mode:** Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

**Method of Instruction:** This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com), after which they will receive an email reply and/or a telephone call from a Student Support Specialist. Testing and

**Certificate Requirements:** When you complete each of the 5 segments in the Professional Gunsmithing Level I Course (Introduction to Gunsmithing, Pistolsmithing, Shotguns, .22 Rimfire Rifles and Centerfire Rifles), you will take an examination to test your knowledge. When you pass each exam with a score of 80% or higher, you will pass that portion of the course and receive a Certificate of Completion.

**Grading System:** Students are graded on a pass/fail basis.

**Passing Grade:** A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Course.

**Failing Grade:** A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Course.

## | Professional Gunsmith Level I 101 Course Outline

Lesson	Title
Lesson 1	Introduction to Professional Gunsmithing   5
Lesson 2	Handguns - Pistols and Revolvers Design, Function & Repair   35
Lesson 3	Shotgun - Design, Function & Repair   41
Lesson 4	Rimfire - Design, Function & Repair   27
Lesson 5	Rifles - Design, Function & Repair   44





# Welding 101 Course

Instruction Hours .....	22
Study Hours .....	55
Length .....	1 to 12 Months
Modality .....	Self-paced, 100% online



# Welding 101 Course Description

This comprehensive course in welding includes every type of welding from gas welding to ARC and TIG welding. Students will learn from a licensed professional currently working in the field welding safety, tank set up, how to do every type of weld and welding in 2G, 3G and 4G positions. Students will learn the A-Z of welding through demonstration, with up close views of the instruction so they can quickly learn the fine detail of such precision work as how to hold the welding equipment, puddling and cutting in every type of welding operation. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

## Objectives

Upon successful completion, this course results in a Certificate in Welding Theory, preparing an individual for entry-level employment in the welding trade in positions classified under Welder (SOC 51-4121 Idaho Department of Labor). Additionally, this course prepares individuals for employment in positions involving entry-level welding work classified as "maintenance" under General Maintenance and Repair (SOC 49-9042 Idaho Department of Labor) in position titles such as Maintenance, Maintenance Mechanic, and Facilities Maintenance Technician.

1. Certificates of this School do not qualify an individual to work as a registered or licensed, independent Contractor, nor do they qualify as welding certification. Individuals who complete the Welding course are NOT certified welders.
2. Unless required by an employer, no license, certification, or registration is required for employees working in the welding trade in the state of Idaho. Some states may require welders to be certified in the welds they are performing.
3. All independent contractors are required by Idaho law to be registered with the Idaho Contractors Board, which is a division of the State of Idaho, Bureau of Occupational Licenses (<http://ibol.idaho.gov/IBOL/Home.aspx>). Public works will require an additional Contractor's License. For more information, visit <http://dbs.idaho.gov>.
4. After theoretical training and sufficient practical and/or apprenticeship experiences to competently perform a weld type, welders can seek to become certified. There are several types of certification for welders. An individual should determine which type of welding position they would like to pursue, then meet the certification requirements (if any) of that position. Typically, certification through the American Welding Society involves a welding test and a written exam taken every six months to a year, depending on regional requirements, to keep an individual's certification up to date.



Certification allows a welder to take the title "Certified Welder," opening up a variety of job opportunities. For more information, visit <http://www.aws.org/certification>.

**Equipment and materials used in this course include:** An internet-capable computer, internet connection, web browser, online examinations.

**Instructional Mode:** Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

**Method of Instruction:** This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com), after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

**Testing and Certificate Requirements:** When you complete the video instruction in the Welding Course, you will take an online examination to test your knowledge. Exams are online, not timed, and are open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive a Certificate in Welding Theory.

**Grading System:** Students are graded on a pass/fail basis.

**Passing Grade:** A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Welding Course.

**Failing Grade:** A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Welding Course.



## | Welding 101 Course Outline

Lesson	Title
Lesson 1	Introduction
Lesson 2	History
Lesson 3	Safety
Lesson 4	Gas Welding
Lesson 5	Arc Welding - MIG
Lesson 6	Arc Welding - Stick
Lesson 7	Arc Welding - TIG
Lesson 8	TIG Welding – Small Parts Welding Symbols
Lesson 9	Projects
Lesson 10	History

# Admission Information

## General Admissions Requirements

Accelerated Training Institute applications are reviewed individually with two primary questions in mind:

1. Is the prospective student prepared for distance learning?
2. Does the prospective student meet the requirements for acceptance?

ATI does not require industry-specific coursework or training prior to enrollment. Each program is specifically designed for people who want to know more and are willing to put forth a reasonable effort toward their own education and self-improvement. No previous experience in the field is necessary because the program of study begins with the basics and builds on that foundation with each new lesson. Applicants seeking admission must meet the following admission requirements prior to the start of the first course at ATI:

- Application for admission
- Copy of front and back of a valid government-issued photo identification (i.e. driver's license or passport)
- Statement of Eligibility
- Must have access to a computer with an Internet connection for the web-based programs and meet the minimum technology, hardware, and software requirements outlined in the ATI catalog.

If the student's native language is not English, proof of English proficiency. Options to provide such evidence include:

- A high school diploma completed at an accredited/recognized high school where the medium of instruction is English.
- A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.
  - \*\*ATI may also require, at its discretion, that an applicant or student provide a high school transcript, high school diploma, and/or evidence of passing the GED or state certificate awarded.

## | Gunsmithing Courses

Applicants seeking to take gunsmithing courses must meet the following additional admission requirements prior to the start of the first course at ATI:

- Applicants must be a U.S. citizen or permanent resident.
- Applicants must be a minimum of 18 years of age as of the program start date.
- Students will need to have access to a firearm to complete assignments in some of the coursework.
- Applicants must be eligible to obtain a Federal Firearms License (see below for additional information).

Due to the nature of the coursework offered, ATI reserves the right to deny enrollment to any individual who is unable to answer "No" to all of the below questions. Additionally, enrollment may be denied if ATI has reasonable cause to believe that an individual's answer(s) to a question below should be "Yes."

1. Are you under indictment in any court for a crime punishable by imprisonment for a term exceeding one year?
2. Have you been convicted in any court of a crime punishable for a term exceeding one year? You must answer "Yes" for any term of more than one year.
3. Are you a fugitive from justice?
4. Are you an unlawful user, or addicted to, marijuana or a depressant, stimulant, or narcotic drug? Please note that according to federal law all marijuana use is considered unlawful. See ATF letter at the following: <https://www.atf.gov/file/60211/download>
5. Have you ever been dishonorably discharged from the armed forces?
6. Are you an illegal alien in the United States?
7. Have you ever renounced your United States citizenship?
8. Are you subject to a court order restraining you from harassing, stalking, or threatening an intimate partner or child of an intimate partner?
9. Have you been convicted of a misdemeanor crime of domestic violence?



## | How to Apply

Prospective students may apply at any time during the year, and if accepted, may begin at any time following acceptance.

- Applications can be submitted by contacting a Student Advisor, by phone or email.
- Applicants must complete an online interview before enrollment

Each prospective student's request for admission, supporting documentation and admissions interview are considered by school personnel to determine if the prospective student has the skills, requirements, and competencies to succeed in a distance-education environment in pursuing their education objectives. A prospective student is notified of their acceptance into a course when he/she receives a copy of the executed Enrollment Agreement via either email or paper copy. This Institution offers distance-educational courses where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven (7) days after the Institution accepts the student for admission.

## | Graduation Requirement

A student will be eligible for graduation and receive their Certificate of Theory upon meeting the following conditions:

- Received a "passing grade" within the maximum allowable time on all exams required for their course or courses of study; and
- Cleared all financial obligations.

## | Technology Requirements

For students, the following system configuration and software are recommended for optimal performance:

- An internet-capable computer, internet connection, and web browser
- An email account on file with the School
- A functioning DVD player (or comparable video player on a computer)
- Optionally, to view the Career Advantage resources (recommended, not required to complete the course):
  - An internet-capable computer
  - Broadband internet connection (G/N type wireless, if using a wireless connection)
  - An email account on file with the School
  - A web browser enabled with JavaScript and Flash HTML5 ready

## Tuition & Fees

Tuition/Fees for All Programs	Dollar Amount
Electrical 101 Course	\$2,497.00
Locksmithing 101 Course	\$2,497.00
Machine Shop 101 Course	\$2,497.00
Plumbing 101 Course	\$2,497.00
Welding 101 Course	\$2,497.00

## Cancellation and Refund Policy

Certification allows a welder to take the title "Certified Welder," opening up a variety of job opportunities. For more information, visit <http://www.aws.org/certification>.

**Equipment and materials used in this course include:** An internet-capable computer, internet connection, web browser, online examinations.

**Instructional Mode:** Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

**Method of Instruction:** This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com), after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

**Testing and Certificate Requirements:** When you complete the video instruction in the Welding Course, you will take an online examination to test your knowledge. Exams are online, not timed, and are open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive a Certificate in Welding Theory. Grading System: Students are graded on a pass/fail basis.

**Passing Grade:** A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Welding Course.

**Failing Grade:** A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Welding Course.

# Privacy and Use of Personal Information

Accelerated Training Institute is committed to safeguarding the student's privacy. This privacy policy applies to the Institute's websites and governs data collection and usage at all the Institute's sites, services, and offices. In addition, the Institute maintains policies for conforming to the Family Educational Rights and Privacy Act (FERPA).

The Institute keeps track of visits to ATI websites and pages in order to deliver customized content and to gauge the popularity and efficiency of sites, sections, and services. On some pages on the ATI site, the Institute may request personally identifiable information, such as the user's email address, name, home or work addresses, or telephone numbers. In addition, information about the user's computer hardware and software is automatically collected by the Institute or by other internet entities. This information may include the user's IP address, browser type, domain names, access times and referring website addresses. This collected information serves to provide operational and statistical feedback.

ATI does not sell, rent, lease or lend its Inquiry, Applicant, Student, or Instructor lists to third parties. ATI may share data with trusted partners who help ATI perform statistical analysis. All such third parties are prohibited from using the student's personal information except to provide services to the Institute and are required to maintain the confidentiality of the student's information.

The Institute will not disclose the student's personal information, except as required to do so by law or in the good faith belief that such action is necessary in order to accomplish the following:

- Conform to the edicts of the law or comply with legal process served on the Institute
- Protect and defend the rights or property of the Institute
- Act under demanding circumstances to protect the personal safety of the users of the Institute's websites, the functionality of those websites, or the general public

## Security of Personal Information

The Institute secures students' personal information from unauthorized access, use, or disclosure. The Institute secures this personally identifiable information on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure. Personal information, such as a credit card number, is only transmitted to other websites through the use of Secure Socket Layer (SSL) encrypted protection.

# Student Academic Policies

## | Satisfactory Academic Progress (SAP)

Student progress is evaluated by exams in each course (or individual course within the course of study). Each examination must be passed with a score of 80% or higher. If a student passes the first attempt with a grade of 80% or higher, the student has satisfactory progress. In the event students do not pass the first attempt, they may review their incorrect answers, as well as the corresponding segments within the instruction, to gain knowledge in the areas in which they were deficient. After which they may attempt to pass their exam and successfully complete that course.



Prior to additional examination attempts, students may call on faculty when they do not understand specific content and need further instruction. A student will not receive a certificate until they pass their exam for the course. For courses of study involving more than one course/certificate, students must pass the exams in all courses in order to receive their certificate for the total course of study. Students who do not pass their exams within 150% of the recommended self-paced course length indicated on each course description, and/or fail to contact the school to ask for an extension of their course length, are automatically withdrawn from their course. Withdrawn students may reinstate.

## | Grading System

At the end of each course within the student's program of study, examinations are completed (in one or more attempts as necessary) with a chance to review the instruction again in order to demonstrate the factual, conceptual, and procedural trade knowledge expected. The expected level of knowledge within each individual trade course is reflected in a score of 80% or higher on all examinations, which means of the total number of questions, 80% or more have been answered correctly. The online examination results are automated and, therefore, immediate.

**Passing Grade:** A passing grade is given to a student who has upon examination received a score of 80% or higher on each of the online examinations in the course.

**Failing Grade:** A failing grade is given to a student who has upon examination failed to receive a score of 80% or higher on each of the online examinations in the course.

**Testing and Certificates:** All exams are completed online. Access to online exams will be issued upon enrollment. Students will receive a link by email that will generate their unique username and password, which they should save for accessing their course and online examinations. Once activated, students will have 12 months before their access expires. Once started, an online exam may be suspended but must be completed within 60 days. Results of any online student testing are provided immediately upon electronic submission.

Enrolled students who do not know their link, username, and/or password should contact [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com).

## | Attendance

Courses of this School are delivered in a "correspondence study" format, and as such study is self-paced, and lessons are pre-recorded. Students are required to plan their study and examination according to their individual study time needs and preferences in order to complete their course within the suggested number of hours. No attendance is taken as in a conventional classroom setting or real-time distance education format.

\*Correspondence study is a type of educational service provided by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from real-time instructors. Interaction between the instructor and the student is limited, is not regular and substantive and is primarily initiated by the student. Correspondence courses are self-paced with a program end date. All segments must be completed and passed as outlined below within the maximum timeframe for completion.

## **| Academic Calendar**

ATI's online classroom is generally available 24 hours a day, 7 days a week to provide the most flexibility for students to work at their convenience. Students will be notified in advance of any scheduled down times for system maintenance. Faculty hours and availability vary depending on the instructor. Students will be provided with general guidelines by faculty for each course during their program of study. The Admissions office is available to the student Monday through Friday from 7a.m. to 4 p.m. Mountain Time.

## **| Clock Hours Policy**

ATI defines Clock Hour is defined as

1. One 50 to 60 minute video instruction -or-
2. One 50 to 60 minute study session -or-
3. One 50 to 60 minute preparation session.

## **| Student Verification Policy**

ATI has processes in place through which to ensure that the student who registers is the same student who participates in and completes the courses. To protect the integrity of the school and

its graduates, ATI requires a Copy of front and back of a valid government-issued photo identification (i.e. driver's license or passport) to be kept on file at the school. Supporting documents are compared by ATI to verify the identity of the student. This includes validation of identity prior to admittance and completion of the courses.

## **| Students Rights and Responsibilities**

ATI policies and regulations provide students many privileges. Students may exercise these rights and privileges if they do not interfere with the rights of others or the school's ability to provide a safe learning environment. Students have the rights to:

1. Attend a safe, welcoming school and belong to a community that values and promotes learning.
2. Expect courtesy, fairness, and respect from school staff members and other students.
3. Expect that all property will be safe and not damaged.
4. Express opinions freely through speech, assembly, petition, and other lawful means.
5. Advocate for change in any law, policy, or regulation.

ATI expects students to balance the expression of their rights with the observance of their responsibilities.

**Students have the responsibility to:**

1. Follow rules, procedures, and processes.
2. Respect the authority of staff members.
3. Respect the rights and property of others.
4. Respect others' beliefs and differences.
5. Refrain from using words, images, or gestures that are obscene, violent, disruptive, or disrespectful.
6. Resolve disputes peacefully.
7. Refrain from bullying or hurting other students.

## **Code of Conduct**

Students enrolled at Accelerated Training Institute are accountable for their actions and are expected to conduct themselves ethically, honestly, and with integrity in all situations, including academic exercises. Additionally, students are to demonstrate mutual respect and civility in all Institute-related activities and interactions. The Student Code of Conduct applies to all interactions whether conducted in person, telephonically, via text, chat, email, social media, or through any other electronic platform, including any learning management system. This policy describes the types of conduct that are deemed prohibited and unacceptable, the procedures for handling violations, and possible sanctions for violations.

**Behavioral Conduct Violations:**

The following is a non-exhaustive list of actions that are considered student conduct violations and for which students may be subjected to disciplinary action:

- Falsification, forgery, alteration, or invention of information, including but not limited to any document used for admission or eligibility to the Institute or other official Institute documents.
- Aiding, abetting, or procuring another person to violate an Institute policy.
- Communicating or behaving in any form that disrupts or interferes with the educational process or any institutional function or creates a hostile or offensive educational environment for any student, faculty member, or staff member.
- Communicating or behaving in any manner that is considered threatening, vulgar, obscene, or lewd.
- Failing to comply promptly with any reasonable request or directive from a faculty member or Institute official.
- Failing to cooperate with officials in an Institutional investigation.
- Possessing, using, distributing, or being under the influence of alcohol or illegal drugs while on Institute property or as part of any Institute activity (refer to Substance Abuse Prevention Policy).
- Attempted or actual theft of the Institute's property or the property of an ATI employee or student.
- Permitting online classroom access to any person, enrolled or not, so that person may attend.
- Assuming the identity of any legitimately enrolled student, whether oneself or another student, in any class.
- Sharing one's password or using someone else's password for any Institute system or network.
- Using the Institute's computing and communication resources (including the learning management system) for any purpose other than approved educational purposes, or otherwise inconsistent with Institute policies.
- Using any Institute system, network, or other IT resource to upload, download, or otherwise share and/or distribute any copyrighted music, video, software, written works, images, or other materials without the written consent of the copyrighted owner.
- Failing to disclose any pending legal actions which may result in the student becoming ineligible to continue with their respective training/academic program.

## Academic Integrity

Academic integrity is a vital part of Accelerated Training Institute's foundation, and every member of the ATI community is expected to adhere to this principle in all academic endeavors. Students consent to a review for academic integrity by a third party of any academic work submitted. The following is a non-exhaustive list of actions that are considered academic integrity violations:

- Cheating, attempting to cheat, or assisting others to cheat, including dishonest activity or unauthorized use of any resource or materials in any academic exercise.
- Plagiarizing, intentionally or unintentionally, the words, works, or ideas of others without proper citation or acknowledgement and representing them as one's own in any academic exercise.
- Paraphrasing sources which do not represent the student's original words or ideas without proper citation or acknowledgement.
- Creating fake or misleading citations for sources.
- Presenting work that has been prepared by someone other than the student, including the purchase and sharing of work.
- Allowing another person to complete work on one's behalf, including any classroom post, assignment, lab project, quiz, test, exam, or similar evaluation, or completing such work on behalf of another student.
- Submitting work that has been prepared and used for a different course, wholly or in part, without prior approval of faculty.
- Completing an assignment using materials not authorized by faculty or the Institute, or materials provided by someone other than the student, including but not limited to providing/receiving exam answers, using faculty materials, answer keys, or solution manuals.
- Collaborating with another person on any academic exercise without prior faculty approval.
- The Institute reserves the right to review any course for any purpose at any time. If unreported/undiscovered academic dishonesty is found, the Institute may engage in a thorough investigation of all coursework the student has completed in the past and apply appropriate sanctions up to and including dismissal.

## | Academic Dishonesty

ATI will communicate directly with students whose conduct was deemed to warrant disciplinary action. Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents. Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws. Instructors are expected to maintain appropriate standards in the area of academics:

1. To take practical steps to prevent and detect cheating.
2. To report suspected academic misconduct to the Director.
3. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the Director.



## Procedure for Processing Alleged Code of Conduct Violations

A student suspected of committing any violation of the Institute's policies will be provided fair process before disciplinary action is imposed. An investigation will be conducted by administration. If it is more likely than not that a violation has occurred, the student will be notified in writing of the following:

- **Warning:** A warning letter is notice to the student that a violation of the Student Code of Conduct has occurred, and that continued or repeated violations of specified conduct may be cause for further disciplinary action. This letter is not appealable and no response from the student is requested.
- **Charge:** A charge letter is notice that the student has been involved in an incident in which the student's alleged actions are in violation of the Institute's Student Code of Conduct. These letters request a student response.

The student will be given 10 calendar days from the date of the charge letter to submit a written response to the Institute. The response gives the student the opportunity to provide input regarding the charge, including any extenuating circumstances relevant to the issue. If the student does not provide a written response within 10 calendar days, the case will proceed without the student's input.

Cases involving a charge letter will be decided by the Code of Conduct Committee, which will consist of senior members of ATI leadership. If a violation is found, sanctions appropriate to the violation will be applied and a decision letter will be sent to the student.

### **Disciplinary action for violation of any portion of the Code of Conduct may include:**

- Failing grade for an assignment
- Failing grade for a course
- Rescission of credit awarded for course

Appeals must be requested in writing to the Institute within 10 calendar days from the date on the decision letter. In the case of a student dismissed due to pending legal action, the student may appeal upon completion of the legal action.

Appeals will only be accepted for review if the student can demonstrate at least one of the following:

- New evidence which was unavailable to the student at the time of the initial response.
- Institute procedures were not followed, which includes informing the student in writing of the charges and providing the student the opportunity to respond to the charges.

The preceding sections notwithstanding, the President, Director of Education, Director of Student Accounts, or their designee, individually or as a group, have the authority and sole discretion to carry out an immediate administrative action on behalf of the Institute.

## Probation

This School does not use "Academic Probation" as an administrative tool. If a student is experiencing difficulty completing his/her course of study (and/or is not receiving passing test grades), the student may seek counseling from an instructor. The instructor and student will review the student's test scores, identify problematic areas, and make recommendations for the student to engage in additional study prior to retaking his/her test for a passing grade. Students will continue to study and retake their tests until they receive a passing grade.

## Dismissal

Distance education-correspondence students at this School are not dismissed. After appropriate academic counseling, students always have the option to withdraw.

## Re-Admission After Suspension for Unsatisfactory Progress

Students who wish to be re-admitted after having withdrawn may re-enroll in a previously attempted course of study by contacting Admissions. To re-enroll, students must satisfy the following conditions:

- All tuition and institutional charges must be brought up to date per the original Enrollment Agreement.
- Any refund previously received must be repaid in full. Beginning with the first date of re-enrollment, the student must continue all payments per the schedule in the original Enrollment Agreement.
- An Admissions Representative will update the student's file and create an Addendum to the original Enrollment Agreement indicating:
  - The date of reinstatement.
  - The revised Enrollment Agreement period (based upon the remaining length of the course of study at the date of re-enrollment).
- Student must initial and date the Enrollment Agreement Addendum.
- Student may resume his or her course of study, completing coursework and testing from his or her last incomplete lesson.

## Leaves of Absence

This School offers only Distance Learning, self-paced courses, where lessons are pre-recorded, and no attendance is taken as in a conventional classroom setting or real-time distance education format. The suggested time to complete each course or course of study allows time for short-term leaves of absence without prior approval from the School. If a student anticipates or requires a long-term leave of absence (i.e., an absence that would render the student unable to complete their course within the School Catalog allotted time), they should contact the School Director so arrangements can be made.

## | Withdrawal Policy

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

■ A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Director. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted by mail or by electronic transmission.

2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

## | Financial Assistance

This School does not participate in any state or federal financial aid programs requiring accreditation such as Title IV. This School accepts students through third-party authorizing agents of Title 38, Chapter 31. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## | Grievance Policy

Students are encouraged to work through our school's internal grievance process to resolve any school disputes. If a student has a complaint regarding conduct of an instructor or a fellow student, or if a student has a complaint related to the policies of this Institution and/or its courses, a written, signed grievance may be filed with the Director on forms provided by the School. The Director will acknowledge receipt of the grievance within 24 hours.

During the grievance investigation the Director or staff may contact the student if he or she has further questions regarding the complaint. A written response to the student will be provided within 2 weeks. The Director is responsible for maintaining the complaint records and informing the student of the resolution.

Student Complaint Forms are available by contacting the school and may be filed by telephone (800-775- 5753), mail (169 E 50th Street, Garden City, ID 83714) or email (admin@atitradeschools.com).

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with Idaho consumer protection laws may be made to the office of the Attorney General, Consumer Protection Division, in accordance with the rules set forth under IDAPA 04.02.01. Complaints regarding the violation of state laws or IDAPA rules related to proprietary schools

registration may be made to the Executive Director of the State Board of Education in accordance with the rules set forth under IDAPA 08.01.11.500.

**Office of the Attorney General, State of  
Idaho Consumer Protection Division  
954 W. Jefferson, 2nd Floor  
Boise, ID 83720  
Phone 208-334-2424  
Toll-free 1-800-432-3545  
Website: <https://www.ag.idaho.gov/consumer-protection>**

## | Non-Academic Disciplinary Action

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the institution. A student who has become subject to disciplinary action may submit an appeal to the Director per the Grievance policy. The Director will communicate directly with a student whose conduct was deemed to warrant disciplinary action and will make the final decision if a student will not be allowed to be readmitted.

## | Transfer of Credits Policy

The transferability of credits you earn at Accelerated Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational course in this Institution is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Accelerated Training Institute to determine if your credits or certificate will transfer.

This School does not accept credits earned at any other institution or through challenge examinations, achievement tests and experiential learning, and has not entered any agreement with any other institution for such transfers or challenge examinations. This School has not entered into an articulation or transfer agreement with any other college or university.

The Accelerated Training Institute does not accept Ability-To-Benefit (ATB) students.



# Student Services

## Records and Transcripts

This School shall maintain records of the name, address, email address and telephone number of each student who enrolls in an educational course. This School shall maintain for each student granted a certificate permanent records of the following:

- The certificate granted and the date on which that certificate was granted
- The courses and units on which the certificate was based
- The grades earned by the student in each of those courses

This School will maintain a file for each student who enrolls in the institution, whether or not the student completes the educational service, for a period of five years after the last active date of enrollment. Student files shall contain all of the following records:

- Written records and transcripts of any formal education or training, testing or experience that are relevant to the student's qualifications for admission to or the award of credit or acceptance of transfer credits including the following:

- Copies of all documents signed by the student, including contracts.
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, and graduation.
- A transcript showing all of the following:
  - The courses or other educational programs that were completed, or were attempted but not completed.
  - The dates of completion or withdrawal.

- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.

- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.

- Copies of any official advisory notices or warnings regarding the student's progress.

- Complaints received from the student.

This School will make available to all students their records upon request. This School maintains student records for a period ending five (5) years after the date of a student's graduation, withdrawal, or termination; with the exception of transcripts and certificates awarded, which are maintained permanently. Students may request a copy of their transcript and certificate by contacting the school.

## | Job Placement Disclosure

This School does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate and does not offer job placement services.

## | Student Services

This School provides telephone and online support to answer student questions and provide services for such needs as how to access and participate in online courses, online testing, taking retests, contacting faculty or any other questions they may have related to school policy and procedure that are not directly related to the instructional content of their course.

For questions on course content, Student Advisors are available for student questions, which will be responded to within 3 business days or less.

## | Technical Support

The Office for Information Technologies at ATI maintains a computing help desk that may be contacted for assistance with any academic computing problems. They can be contacted online at 844-811-3907.

## | Library Resources

This School does not provide library resources. Students are provided with complete instructional content needed to complete their course of study. Students can access the internet or public libraries for additional resources should they want to enhance their educational experience, but additional reference materials are not required to successfully complete their course of study.

# Staff and Faculty

## Gene Kelly

President and Founder

Gene graduated from the renowned Gunsmithing program at Lassen College, where Bob Dunlap was his instructor. Gene worked as a professional gunsmith and saw a need for gunsmithing DVD courses to preserve this vital information. He contacted Mr. Dunlap who was retiring from Lassen College and the Accelerated Training Institute was born. With over 20 years of experience in gunsmithing, tens of thousands of gun owners and professional gunsmiths have benefited from his efforts to preserve the trade. Gene develops instructional videos, firearm and product evaluations, and answers gunsmithing questions from our ATI students and Gun Club of America on our monthly webcasts.

## Elizabeth Bieter

Director of Education

Liz is responsible for advancing Accelerated Training Institute's educational mission through strategic planning, program/curriculum review and implementing organizational systems that make learning possible. Liz offers student services and placement through well-developed process and a strong relationship with the students and leadership in the academic community. Liz's love of learning aligns her well to lead the educational programing.

## Jeff Quick

Director of Student Accounts

Jeff Quick is part of the Accelerated Training Institutes Leadership team and has extensive experience with using financial aid to facilitate an academic career. As the Director of Student Accounts Jeff has a 25-year history working in and around commercial and residential Job sites working directly working with the varies trades. Jeffs experience as a Student Advisor and Student Care Coordinator, and his unique skill working with Students through a systematic process provide guidance and works with Students as the explore their academic interests, provides additional course information and together with the student develop a plan of study that meets the students educational goals.

## Faculty

This School retains instructors who possess academic, experiential and/or professional qualifications to teach, including a minimum of three years of journey-level or greater experience, trade education, training, certifications and/or licensure according to their trade.

Students may interact with the Instructors whenever they have questions related to their course. Students should submit their questions via email to [faculty@atitradeschools.com](mailto:faculty@atitradeschools.com) after which they will receive a response and/or a telephone call within 24 hours. The Instructor may also call on the expertise of faculty trade professionals to answer the student's question directly, especially when the question is beyond the scope of the instructional content included in the course, to ensure the student's question is answered accurately and completely.

### | Gene Burch

Mr. Burch is a retired second-generation licensed plumber with more than 52 years' experience in the plumbing, heating and cooling industry and a business now run by his sons. Gene has also been teaching all aspects of the plumbing trade since 1969; and currently also teaches at a high school. He is certified by the National Center for Construction Education and Research (NCCER) to teach plumbing and a blended curriculum in construction technology.

### | Mark Elola

Mr. Elola has more than 36 years' experience in the electrical trade working as a licensed electrical contractor, college instructor, private consultant, senior electrical project engineer and electrical systems engineer. His passion is teaching the electrical trade. In addition to his electrical degree, Mr. Elola also earned a Bachelor of Science in engineering.

### | Darrell Holland

In the gun manufacturing industry, Mr. Holland is a renowned master machinist and innovative gun and gun parts manufacturer (requiring advanced machining techniques) in the industry including a complete line of Remington products featured in Brownell's. Darrell has taught machining for more than 15 years.

### | Robert Rizzetto

Mr. Rizzetto has more than 37 years' experience in the welding trade and is a credentialed welding instructor and certified welding inspector. He currently teaches postsecondary school and is a certified welding inspector on large public works projects as well as small.



## Gene Shuey

With 40 years' experience, Gene Shuey is a world class custom gun builder, former world class competitive shooter and current trainer as well. A Master Gunsmith specializing in 1911 pistols, glock pistols, IPSC limited and open class guns, and high-end custom Mausers, Mr. Shuey has contributed a lifetime of knowledge and information to AGI's gunsmithing courses.

## Bill Woolman

Mr. Woolman is currently a postsecondary instructor and licensed and certified professional locksmith with more than 20 years' experience in the trade.

## Jack Landis

Has been building, repairing, and modifying guns for over 50 years. A graduate of 20 consecutive summers at the NRA Summer Gunsmithing Programs at Lassen and Yavapai Colleges, he saved up so many projects to do there each year that Lassen created a new course called "Special Projects". After 30 years in the security industry, he went to work for the American Gunsmithing Institute in 2005 where his broad knowledge and logical problem solving abilities resulted in his becoming the Tech Services Manager and "Go To" person for student and customer technical questions on the courses, content, and test questions. He has watched every minute of all of AGI's videos and does the final proof on all new material. He does instructional videos, firearm and product evaluations, and answers Gunsmithing questions from our AGI students and Gun Club of America on our monthly webcasts.

## T.R. Graham

With 24 years of experience, T.R. is a known authority, author, and gunsmith specializing in Glocks and other handguns. His personal training includes certification from several manufacturers on their weapons.

## John Bush

With over 37 years of experience, Mr. John Bush is a Master Armorer and has a long and colorful connection with the firearms trade. He has traveled the world as a consultant to manufacturers and importers of military firearms and is certified as an Expert Witness in firearm cases.

## Gene Kelly

Gene is president and founder of the American Gunsmithing Institute. He graduated from the renowned Gunsmithing program at Lassen College, where Bob Dunlap was his instructor. Gene worked as a professional gunsmith and saw a need for gunsmithing DVD courses to preserve this vital information. He contacted Mr. Dunlap who was retiring from Lassen College and the American Gunsmithing Institute was born. With over 20 years' of experience in gunsmithing, tens of thousands of gun owners and professional gunsmiths have benefited from his efforts to preserve the trade.

Gene develops instructional videos, firearm and product evaluations, and answers gunsmithing questions from our AGI students and Gun Club of America on our monthly webcasts.

## **| Gary “Ken” Brooks**

A graduate of, and former instructor at, the renowned Gunsmithing Program at Lassen College, Mr. Brooks works full time with Bob Dunlap at their shop in Coquille, Oregon. Ken also hosts online bi-weekly webcast technical classes for our gunsmithing students. When Bob Dunlap retires from teaching the Professional Gunsmithing and Master Courses at the American Gunsmithing Institute, he plans on turning his entire operation over to Ken because he has developed into such a great design, function, and repair gunsmith. Ken has over 24 years of experience as a gunsmith and over 18 years of experience as an instructor.

## **Advisory Board of Directors**

Mel Engle, Chair  
Gene Kelly  
Steven Marshall

Barbara Nemko  
Gene Burch

# School Contact Information

The Accelerated Training Institute's administrative offices are located at 169 E 50th Street, Garden City, Idaho, 83714

## Contacting the School

<b>Main Telephone Number</b>	<b>(800) 775-5753</b> For general inquiries, admissions or student services, individuals may call Monday through Friday, 7 a.m. to 4 p.m. Mountain Time.
<b>Administrative Offices</b>	169 E 50th Street, Garden City, Idaho, 83714 For general inquiries, admissions or student services, individuals may mail correspondence directly to the school's administrative offices.
<b>General Inquiries</b>	info@atitradeschools.com
<b>School Director</b>	director@atitradeschools.com For inquiries such as programming or grievances with the school, faculty or another student.
<b>Admissions or Student Services</b>	services@atitradeschools.com For inquiries related to student application, enrollment agreement, changes in enrollment status, cancellations, refunds, tuition payment, course materials, technical issues, change of address/contact information, requesting copies of student records, assistance with passcodes, access to the online career development site, testing procedures, certificates and other needs related to admissions and student services.
<b>Financial Aid</b>	accounts@atitradeschools.com For inquiries about student accounts or financial assistance programs.
<b>Instructors</b>	faculty@atitradeschools.com For inquiries directed to a particular instructor. Please list the trade course and instructor along with question(s).

### OWNERSHIP INFORMATION

Collector's Arms Trading, Co., Inc is registered with the California Secretary of State as "doing business as" (dba) Accelerated Training Institute.