



# **ANVIL WELDING INSTRUCTION**

## **SCHOOL CATALOG**

July 1, 2025

Volume 1

ANVIL WELDING INSTRUCTOR is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:

Work Force Board, 128 - 10th Ave. SW, Olympia, WA 98501

Web: [wtb.wa.gov](http://wtb.wa.gov)

Phone: (360) 709-4600

Email address: [pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)

Selected programs of study at Anvil Welding Instruction are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

## **Staff and Faculty Training Schedule**

### ***Facility:***

4227 E Trent Avenue  
Spokane, WA 99202  
509-891-5914

### ***Administrative***

#### ***Office:***

4227 E Trent Avenue  
Spokane, WA 99202  
509-891-5914

### ***Anvil Welding Executive Staff:***

Lonnie Benn, Owner/President  
Brenda Benn, Owner/School Director

### ***Faculty:***

Lonnie Benn, CWI, Instructor  
Pryce (PJ) Greenfield, Certified Welder, Instructor  
Adam Benn, Certified Welder, Instructor

**Website:** [anvilweldinginstruction.com](http://anvilweldinginstruction.com)

**Hours of Operation:** Monday through Thursday 8:00am to 4:00pm  
Friday 8:00am to 1:00pm

**Training Schedule:** Class start dates vary and may be found on the Anvil website calendar or you may contact the office

### ***Veteran's School Certifying Official:***

Brenda Benn – 509-891-5914  
[brenda.b@anvilweldinginstruction.com](mailto:brenda.b@anvilweldinginstruction.com)

**Anvil Welding Instruction**  
**4227 E Trent**  
**Spokane, WA 99202**  
**Tel: 509-891-5914**

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# Welcome to Anvil Welding Instruction

We look forward to furthering your welding skills and professional career potential through our hands-on welder training courses. Our training programs have been designed for you to obtain the necessary welding skills and techniques required to succeed in the marketplace. We use a comprehensive curriculum and state of the art equipment to equip you to meet current industry standards. You will be instructed by Certified Welding Inspectors and/or certified welders with years of experience in the industry.

The Anvil Welding Instruction training program focuses on the American Welding Society's standards for welding, and the job-specific skills needed by employers. Due to the variety of each individual's skill level, our classes are designed for students to progress at their own pace, which oftentimes leads to accelerated training. As a serious student, you can accomplish learning how to weld to code, and upon completion of the course, you have the opportunity to take a qualification test to become a Certified Welder. Becoming a Certified Welder is an aid in obtaining employment, and in some cases, it is a prerequisite for employment.

## OUR PHILOSOPHY & MISSION

We have a passion to teach welding and promote the welding industry. We provide students with a professional education and hands-on training to establish a solid foundation and skill set. Competent welders are needed to fill the skills gap in America, and whether you are an apprentice or journeyman welder, our training can enhance your skill level(s).

Our mission is to provide students with the knowledge, skills, and technical expertise necessary for career employment and advancement.

## FACILITY

ANVIL WELDING INSTRUCTION is located at 4227 E Trent, Spokane, Washington, 99202, and is on the STA bus route. Our facility accommodates a maximum class size of 17 students, with an average student to teacher ratio of 1 instructor to 8 students. We are equipped with a variety of welding machines, tools and equipment from various manufacturers. We have a welding shop, a classroom/lunchroom, and our facility is ADA accessible.



## **HOURS OF OPERATION**

**Welding School:** Classes are held Monday to Thursday 8:00 am to 3:30 pm, and Friday 8:00-12:00 pm.

## **HOLIDAYS**

ANVIL WELDING INSTRUCTION is open year-round, with the exception of the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas

In the event that the holiday schedule should change, students will be notified in advance. Holidays are not counted as part of the contracted time schedule.

## **EXPERIENCE-BASED EDUCATION**

ANVIL WELDING INSTRUCTION uses classroom theory in a stand-up lecture basis, with an emphasis on hands-on training for each course. Students receive the proper technical knowledge to meet industry standards while learning hands-on skills.

## **TRAINING COURSES**

ANVIL WELDING INSTRUCTION offers multiple training courses designed around the most common industry standards: AWS, ASME, API, WABO; and processes:

- Shielded Metal Arc Welding, (SMAW) "Stick"
- Flux Core Arc Welding, (FCAW), "Dual Shield or Inner Shield"
- Gas Metal Arc Welding, (GMAW) "MIG"
- Gas Tungsten Arc Welding, (GTAW) "TIG"

Qualification testing can be performed at the end of each course to any of these standards/processes. Each student, based on their ability, has the opportunity to leave the program as an AWS, ASME, API or WABO welder after passing the qualification test.

**Core 1:** This practical hands-on course is designed to provide a solid welding foundation and to build your skills in the welding processes. Oxy/acetylene welding/cutting, SMAW, GMAW, and FCAW processes are taught in this course.

10 weeks/320 Hours

**Level 1:** This 5 week foundational course which covers the welding processes, techniques, and fundamentals for SMAW and FCAW. All welding will be on mild steel.

5 Weeks/160 Hours

**Level 2:** This is a 5 week skill building training course. Welders entering this course should already possess a good foundation of welding knowledge and experience. The course focus will be on out of position and full penetration welding. All welding is on mild steel.

*5 Weeks/160 Hours*

**Level 3:** The advanced 8 week pipe course is for the experienced welder. They should have prior certification in one of the other welding processes. The course is designed around the welder obtaining 6G certification for pipe welding in the SMAW, FCAW, or GTAW welding process. Welding will be on steel.

*8 weeks/256 hours Prerequisite: Level 2*

**Spec 1:** This 2 or 4 week course is typically for the student who has a good foundation of welding knowledge and experience. It is designed with a focus on the GTAW (Tig) welding process. The 2 week course covers welding on steel and stainless steel. The 4 week course covers the two weeks of steel and stainless steel welding, and two weeks of aluminum welding.

*2-4 weeks/64-128 hours*

**Workshop Training:** These classes consist of 3 days to 1 week of training. We offer classes in arc (SMAW), wire feed (FCAW), TIG (GTAW) and oxy/acetylene. Each class is designed to provide training in the area of expertise needed by each student and is proficiency based.

*3 days – 1 week/21-32 hours*

## **CORPORATE TRAINING**

ANVIL WELDING INSTRUCTION is a great resource for corporate training programs. We are proud to offer specialized training to companies that have a need to provide employees with new skills training or upgrading on a contractual basis. Welding instruction can be tailored to meet your company's needs. Please contact our School Director for details regarding availability and scheduling.

## **QUALIFICATION OF FACULTY**

The instructors and welder examiners at Anvil Welding Instruction have years of experience in the welding industry. They are Certified Welding Inspectors and/or Certified Welders.

## **POLICIES AND PROCEDURES:**

The following policies and procedures are subject to change as required by licensing, approval agencies, or as Anvil Welding Instruction deems necessary. Any such changes will be approved in advance by the school's regulatory agency. Should any changes to this catalog be made, an addendum will be attached and considered as an integral part of this catalog. Please make sure that you always refer to any addendums for complete information on the Anvil Welding Instruction training program.

## **ADMISSION POLICIES & PROCEDURES**

The Administration Office is open Monday through Thursday from 8:00 am to 4:00 pm, and Friday 8:00 am to 12:00 pm.

All applicants are required to have an evaluation with the Instructor and/or staff in order to determine the proper placement in the training course(s) the applicant is considering. This allows ANVIL WELDING INSTRUCTION to assess the applicant's basic skills and relevant aptitudes to determine that they have the ability to complete and benefit from the training they are considering.

Students enrolling in the Welding Training Course(s) must be 17 years of age prior to starting training. A high school diploma or General Educational Development (GED) certificate is preferred, but it is not required. Students without a high school diploma or General Educational Development certificate may be required to pass the Ability to Benefit Exam prior to enrolling in the Welding Training Courses.

Students must have good eyesight, with or without corrective lenses. An eye exam is recommended before the student starts the program. A welding evaluation is required in order to be placed into a Level II or Level III class.

ANVIL WELDING INSTRUCTION encourages diversity and accepts applications from all minorities. ANVIL WELDING INSTRUCTION does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

All inquiries about accommodations for a disability should be made to the School Director upon registration of a program. To be qualified, an individual with a disability must meet the basic skill, education, training and other eligibility requirements of the relevant job or vocational program, and must be able to perform the essential functions of the relevant job or vocational program, either with or without reasonable accommodation; the employment and academic standards are the same for all individuals enrolled. Some programs may require medical documentation due to the rigors of curriculum.

## **WELDER EVALUATION**

An evaluation of a student's skills and knowledge will determine the proper placement into a course. This will consist of a personal interview with the welding staff and the performance of actual welding. A welding evaluation is required in order to be placed into a Level II or Level III class. Prior related education and/or military experience of veteran students will be reviewed on a case-by-case individual basis and appropriate credit awarded.

## **STUDENT DISCLAIMER**

All applicants are considered for acceptance according to the admissions standards stated in the catalog, and any additional addendums. If however, it is felt by the school administration that the prospective student would be unlikely to successfully complete this program, or is unlikely to qualify for employment in the vocation or field for which the training is designed, then the administration must disclose this decision to the prospective student. If the student

continues to desire to enroll in the program after such disclosure, the student will be required to sign and date the Student Disclaimer prior to completing enrollment.

## **SCHEDULING POLICIES AND PROCEDURES**

For students enrolled in the Welder Training Course, attendance is required as outlined.

## **ENROLLMENT PERIODS**

ANVIL Welder Training Courses operate on a rotating basis. Enrollment start dates may vary due to available openings. Please review the calendar at [www.anvilweldinginstruction.com](http://www.anvilweldinginstruction.com) or call the office. Enrollment is filled on a first-come, first-fill basis. Although ANVIL WELDING INSTRUCTION does not recommend schedule changes once the program has begun, we do understand that issues may arise due to changes in work schedules, etc. If a student must change their schedule, they should meet with the school administration as soon as possible, and every effort will be made to accommodate this change.

## **VETERAN ENROLLMENT**

Student enrollment is limited to 85% veteran enrollment per cohort. In the event that a veteran wishes to enroll in a program that has already reached the 85% cap, he or she may do so, but they will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85% has been realized.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## **FINANCIAL AID**

ANVIL WELDING INSTRUCTION does not offer financial aid. All monies are due upfront prior to the start of each course. If you are working with WorkSource, Labor & Industries, Department of Labor, or Vocational Rehabilitation for tuition assistance, ANVIL WELDING INSTRUCTION is approved. Grant funding may also be available through WorkForce & Next Generation Zone.

## **TUITION**

Core 1 - Comprehensive Welding course: \$6,600.00 – 10 weeks/320 hours

Level 1 - Industrial Welding course: \$4100.00 – 5 weeks/160 hours

Level 2 - Welding Skill Builder course: \$4400.00 – 5 weeks/160 hours

Level 3 - Pipe Welding course: \$7500.00 – 8 weeks/256 hours

Spec 1 - GTAW Welding course price varies according to how many weeks attended.

\$2000.00 (2 weeks/64 hours) or \$4,200.00 (4 weeks/128 hours).

Workshop – SMAW/FCAW: \$700.00 (3 days/21 hrs) or \$950.00 (1 week/32 hours)

Workshop – Advanced: \$795.00 (3 days/21 hours) or \$1050.00 (1 week/32 hours)

**Tuition for each course is due prior to the start date of that course.**

ANVIL WELDING INSTRUCTION does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

## **ATTENDANCE, TARDINESS, LEAVES OF ABSENCE**

Attendance is a critical component for your success in becoming a certified welder. Absences, being tardy, leaving early, or cutting class will be cause for rescheduling your class, probation, or dismissal. If your hours are not made up, you will be removed from the course and will need to reschedule into the next available training session, depending on space availability.

Students who fail to attend class for three (3) scheduled days will be notified that they will be terminated from the program. Students will receive a letter from Anvil Welding Instruction advising them of their situation. If the student does not contact school staff to reschedule their missed training classes or hours, a termination letter will be sent to the student to remove them from the program.

### **TARDINESS**

Students are required to be on time for each class. Developing a good work ethic is an important part of the training. Any student who is not in class within 30 minutes after the class begins, without making prior arrangements, will be marked absent.

### **LEAVE OF ABSENCE**

Request for a Leave of Absence must be submitted to the School Director and be approved. The request must be in writing and include an effective date, anticipated return date, and student signature. If a student fails to return from a Leave of Absence, the date the student is scheduled to return will be the date of their termination from school.

### **ABSENCES**

You are expected to be in attendance and on time for all classes. There are no “excused” absences and make up hours are available each day. Space availability will determine if the student has the opportunity to make up their absence at the end of their regularly scheduled course.

## **MAKE-UP POLICY**

Daily make up hours are available for any student who misses time during a scheduled training session. If you are unable to make up missed time during your training session, based on space availability, you may purchase time at a pro-rated Workshop Training class rate.

## **STUDENT CONDUCT REQUIREMENTS**

Students are expected to dress and act in a considerate businesslike and professional manner while at the facility. The dress code is strictly enforced as to maintain safety in the welding environment. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents including but not limited to:

- Intoxicated or drugged state of behavior,
- Possession of drugs or alcohol upon school premises,
- Possession of weapons upon school premises,
- Behavior creating a safety hazard to other persons at school
- Disobedient or disrespectful behavior to other students, an administrator, or faculty member
- Failure to conform to policies
- Horseplay in or around the building and/or facility
- Or any other stated or determined infractions of conduct.

Refunds for students terminated because of not maintaining ANVIL WELDING INSTRUCTION's Student Conduct Requirements will be made within the guidelines of the Refund Policy. Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

### **Drug and Alcohol Policy:**

For the health and safety of the staff and students associated with the training program, ANVIL WELDING INSTRUCTION is committed to a drug and alcohol free facility. We believe that the misuse of drugs, alcohol or any other controlled substance creates unsafe working conditions.

For the purpose of this policy, ANVIL WELDING INSTRUCTION's premises are defined as all areas in which ANVIL WELDING INSTRUCTION operates, including but not limited to its properties, parking lots, vehicles, and equipment, workspace or storage facilities. Any student who violates this policy will be subject to disciplinary action, up to and including termination of enrollment in the training program.

### **Alcohol:**

Alcohol usage as defined in this policy is the use of alcohol in any of its forms. Consumption of or being under the influence of alcohol while on ANVIL WELDING INSTRUCTION premises, while operating program supplied equipment, or during lunch and rest breaks is strictly prohibited. Any student suspected of being under the influence of alcohol while at the school, will be asked to leave the premises and find alternate transportation if they have driven to the premises. Any student violating this policy may be terminated from the training program.

### **Controlled Substances**

For the purpose of this policy, controlled substances are defined as; any substance having a physiological, psychological or biochemical effect including prescription drugs obtained without a prescription, prescribed or over the counter drugs used other than as properly instructed and illegal drugs. The use, possession, distribution or sale of unauthorized drugs by anyone while on the premises of ANVIL WELDING INSTRUCTION are prohibited. Any student reporting to class with unauthorized drugs in his/her body is in violation of this policy. Any student suspected of being under the influence of controlled substances while at the school, will be asked to leave the premises and find alternate transportation if they have driven to the premises. Any student violating this policy may be terminated from the training program.

### **Prescription Medication**

Students are cautioned regarding the use of prescription medication with warning labels stating that the use of that drug may impair his/her ability to safely operate equipment or machinery. Students may be allowed to attend classes while using such medication if the drug is prescribed by a licensed medical practitioner who is familiar with the student's class schedule/syllabus, and who has advised the student that the prescribed drug will not adversely affect his/her ability to safely perform their training. If you are undergoing prescribed medical treatment with any drug which may alter your physical or mental ability to safely perform your training, you must report the treatment to your instructor who will discuss with you if a change in your schedule is warranted during the period of treatment.

Nothing contained in this section shall eliminate or modify ANVIL WELDING INSTRUCTION's right to terminate any student from the training program at any time for any reason.

## **ACADEMIC PROGRESS**

### **PROBATION GUIDELINES**

**Attendance:** Students should not have missed any of the program's scheduled hours. If you have been absent and do not arrange for make-up hours, you will be removed from the course. You may reschedule into the next available training session, depending on space availability. If the student does not attend the next available session, they will be terminated from the program. No refunds will be issued if sessions are not made-up within 60 days from enrollment.

**Progress:** For each course the student will be required to complete welding projects. These projects are used to develop the student's skills. If the student is falling behind and is not developing or acquiring the required skills, the student's progress will be reviewed with the School Director and appropriate actions will be taken.

**Project Completion/Incompletion:** Each student will be required to complete certain projects. Each project will be checked and evaluated by the instructor and will be judged on the standards for which the welding is being performed. For students who fail to complete a project, the instructor will provide the necessary instruction time to ensure that the student understands the project requirements and is acquiring the skills to complete the project.

## **GRADING POLICY**

All welding projects are graded on a "Pass/No Pass" basis. "Pass" is defined as project completion and meeting the scheduled program hours for the course.

## **INCOMPLETE GRADES**

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students do not complete their welding test(s). If a student does not make arrangement to take missed tests, a failure grade will be given.

## **TERMINATION, APPEAL AND REINSTATEMENT**

Students will be dismissed from the program for any of the following situations, which ever happens first:

- (1) Receipt of notification by the student of a desire to withdraw, or
- (2) Three calendar days of absence, or
- (3) Date on which formal review of student progress indicates that the student did not meet minimum criteria for maintaining satisfactory progress, or
- (4) Date on which a student is dismissed from school for failure to uphold the conduct code, or
- (5) Date on which a student fails to uphold financial obligations as agreed upon with the school, or
- (6) Failure to return from a Leave of Absence

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due to the school based on the published Refund Policy.

## **APPEAL**

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant may special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director.

## **REINSTATEMENT**

If a student's appeal is denied, or if the student chooses not to appeal the termination decision, an application for reinstatement may be submitted to the program no earlier than 30 days following the date of termination. Students who do not pursue or do not win an appeal may be reinstated under special conditions. Reinstatement to the program will be based on space availability and correction of any issues that caused the termination from the program and at the discretion of the program staff.

## **CERTIFICATE OF COMPLETION REQUIREMENTS**

The requirements for completing the ANVIL WELDING INSTRUCTION training program are as follows:

1. Students shall have met the attendance requirements for their course; and
2. Successfully completed all projects within the maximum allowable time frame; and
3. Met all financial obligations to the school.

## **CERTIFICATE OF COMPLETION**

A Certificate of Completion will be awarded to all students who meet the Graduation Requirements. Students who have met testing requirements are awarded AWS or ASME Qualification Test Records.

## **WELDER QUALIFICATION RECORDS:**

ASME, American Welding Society (AWS), and Washington Association of Building Officials (WABO) welder qualification records will be awarded to all students who test for those qualifications and pass the testing requirements.

## **STUDENT SERVICES**

### **OUR "OPEN DOOR" POLICY**

Any member of the faculty or administrative staff is available to a student for a private meeting. ANVIL WELDING INSTRUCTION maintains an open door policy regarding instructors and staff, and welcomes feedback from students regarding policy, instruction and curriculum. The School Director's door is always open should a problem arise. We would also appreciate you sharing your enthusiasm and excitement when you find suitable employment.

### **RELIGIOUS ACCOMODATION**

Anvil Welding Instruction will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

## **PLACEMENT ASSISTANCE**

As a vocational school, Anvil Welding Instruction is in contact with a variety of employers. We refer graduates to job openings we are aware of, but we do not guarantee job placement.

## **STUDENT RECORDS AND ACADEMIC TRANSCRIPTS**

Academic transcripts are prepared at the scheduled completion date of each evaluation period when projects are formally reviewed. In accordance with the Family Educational Rights and Privacy Act of 1974, student records at ANVIL WELDING INSTRUCTION are only open for inspection to students and parents of dependent students to review and challenge any and all parts of said records. This inspection is welcomed by appointment during regular business hours at the administration office. The WorkForce Board may also view student records. ANVIL WELDING INSTRUCTION maintains student Academic and Attendance Records for a minimum of (50) fifty years from the date of each enrollment. Students who desire an official copy of their academic transcript should submit a written request to the administrative office for processing. There is no charge for the initial transcript given at time of completion of the course. There will be a \$5.00 fee for each request thereafter.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Anvil Welding Instruction follows the Family Educational Rights and Privacy Act (FERPA). This is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student once they reach the age of 18. Students to whom the rights have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Anvil Welding Instruction must have written permission by the eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Anvil Welding Instruction may disclose, without consent, "directory" information such as a student's name, honors and awards, and dates of attendance.

## **STUDENT COMPLAINT PROCEDURE**

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. If, however, this action does not bring the situation to a satisfactory close to the student, they may submit a written complaint to the School Director.

When initiating a formal written complaint it should contain:

- (1) the nature of the problem(s)
- (2) approximate date(s) that the problem(s) occurred
- (3) name(s) of the individual(s) involved in the problem(s) – staff and/or other students
- (4) copies of important information regarding the problem(s)
- (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and
- (6) student signature.

Students may, of course, call the School Director to schedule an appointment at any time if they prefer not to follow the written complaint procedure. If a student's questions or concerns are not resolved to the student's satisfaction, the student may bring the situation to the attention of ANVIL WELDING INSTRUCTION's licensing agency. ANVIL WELDING INSTRUCTION is licensed under Chapter 28C.10RCW;

Inquiries or complaints regarding this or any other private vocational school may be made to the:

WorkForce Training & Education Coordinating Board  
128 Tenth Avenue SW  
P.O. Box 43105  
Olympia, Washington 98504  
(360)-709-4600

## **CANCELLATION AND REFUND POLICY – Non VA Students**

Students may cancel enrollment in the program and receive a refund of monies paid based on the following policy.

For Refund calculations, the termination date is the last date of recorded attendance when withdrawal occurs in any of the following manners:

1. When the school receives notice of the student's decision to discontinue the training; or
2. When the student is terminated for violation of a published school policy; or
3. When the student, without notice to the institution, fails to attend classes for thirty (30) calendar days

### **Refund Requests:**

1. No refund will be made for the cost of the tools and/or equipment issued to the student on the first day of class as the student will retain those items.

2. When refunds are made, they are first distributed to the funding source providing the tuition payment.

**Full Refund Before Beginning The Program:**

The applicant will receive full refund of all monies paid if:

1. The applicant is not accepted for admission; or
2. The applicant cancels this agreement by written notice not later than midnight of the fifth business day (excluding Sundays and holidays) after signing the Enrollment Agreement or making an initial payment, provided that the applicant has not started training; or
3. The school cancels the program due to insufficient enrollment.

**Partial Refund After Beginning The Program:**

If training is terminated after the student has started classes, the school will retain the registration fee, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>The school will keep this percentage of the tuition cost:</b>
One week or up to 10% (whichever is less)	10%
More than one week or 10%, but less than 25% (whichever is less)	25%
More than 25% up to 50%	50%
More than 50%	100%

**Discontinued Program:**

If the program is discontinued by ANVIL WELDING INSTRUCTION after the training has begun, the student is entitled to a pro-rata refund of all tuition paid, not including the Registration Fee, or monies paid for the tools and/or equipment unless comparable training is arranged by ANVIL WELDING INSTRUCTION to be provided at another public or private vocational school and such arrangements are agreed to in writing by the student. A refund request must be made in writing within 60 calendar days following the discontinuation of the program.

**REFUNDS**

All refunds due will be made within 30 days of the date that the student is determined to be withdrawn, canceled or terminated from ANVIL WELDING INSTRUCTION's training school.

**CANCELLATION AND REFUND POLICY - VA Students:**

Anvil Welding Instruction agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other chargers will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

**(1) Registration fee.** An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

**(2) Breakage fee.** Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.

**(3) Consumable instructional supplies.** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

**(4) Books, supplies and equipment.**

a. The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:

- The school furnishes the books, supplies and equipment,
- The school includes their cost in the total charge payable to the school for the course,
- The veteran or eligible person withdraws or is discontinued before completing the course.

b. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

**(5) Tuition and other charges.** Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

**(6) Prompt refund.** In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

## **COURSE OFFERINGS AND DESCRIPTIONS**

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Students taking these courses will be evaluated as to whether or not they will meet the skill level that would be required to complete the course.

When there is enough interest, ANVIL WELDING INSTRUCTION may offer evening classes. Times and class schedules depend on the class(es) offered.

# Core 1 – Comprehensive Welding

This is a 10 week course – 320 hours

Monday-Thursday, 8:00-4:00 pm & Friday 8:00-12:00 pm

This practical hands-on course is designed to provide a solid welding foundation and to build your skills in the welding processes. Each student will be trained in the proper welding fundamentals and techniques necessary for producing code approved welds. Student welding is 95% of the time, classes are stand-up lecture and/or classroom theory. Processes covered are:

- Oxy-Acetylene and Oxy-Fuel cutting
- SMAW (Shielded Metal Arc Welding) “Stick”
- GMAW (Gas Metal Arc Welding) “Mig”
- FCAW (Flux Cored Arc Welding) “Dual shield/Inner shield”

## Course Objective:

The course is designed for the student to have the skills and a solid foundation needed for a career in welding. Each student will be trained in the SMAW, GMAW, and FCAW welding processes for performing full penetration welds in all positions. They will also be able to produce quality cuts with the oxy-acetylene torch.

## Course Content:

**Class Instruction:** (16 hours)

Welding, grinding, and oxy/acetylene safety and instruction

Arc and wire feed welding equipment set-up, and how to trouble shoot welding equipment

Understanding welding definitions and symbols, and how to read basic blueprints

How to read and use a Welding Procedure Specification (WPS)

Electrode and wire designation, and gas selection

**Lab Welding:** (304 hours total)

Oxy/acetylene welding, brazing, heating, and cutting (18 hrs)

SMAW (shielded metal arc welding) on mild steel will include 6010 and 7018 electrodes (106 hrs)

GMAW (gas metal arc welding) theory, short circuit, globular, spray transfer (16 hrs)

FCAW (flux-cored arc welding) on mild steel, test for ASW D1.1 Structural Steel (153 hrs)

Introduction to metal-core wire, self-shielding wire, and air carbon arc gouging (11 hrs)

## Course Content:

Students will be taught the joint designs used in structural fabrication. Each welder will be given multiple projects from groove welds with backing and without backing. Welders will be taught basic fit-up, pre-heat and basic joint tolerances and how to properly weld these joints. The final project will be all position welding on plate, with the opportunity to test for two AWS certifications in either SMAW or FCAW (Typically in the 3G or 4G positions)

## Cost: \$6600.00

Two AWS/WABO Qualification Tests Included

Tools (if needed): \$550.00 Approx.

# Level 1 - Industrial Welding

This is a 5 week course – 160 hours

Monday-Thursday, 8:00-4:00 pm & Friday 8:00-12:00 pm

This practical hands-on course is designed to provide a foundation for the welding processes. Each student will be trained in the proper welding fundamentals and techniques necessary for producing code approved welds. Student welding is 95% of the time, classes are stand-up lecture and/or classroom theory. This course is about gaining the welding ability and skills needed for success. Processes covered are:

- Oxy-Acetylene and Oxy-Fuel cutting
- SMAW (Shielded Metal Arc Welding) “Stick”
- FCAW (Flux Cored Arc Welding) “Dual shield”

## Course Objective:

This course is designed for the student to have a good understanding and solid foundation for a career in welding. Each student will be trained on how the SMAW and FCAW processes work, and be able to perform fillet welds in the horizontal position. They will also be able to produce a quality cut with the oxy-acetylene torch.

## Course Content:

**Class Instruction:** (8 hours)

Welding and grinding safety and instruction  
Safety and proper use of oxy-acetylene when cutting  
Arc and wire feed welding equipment set-up  
Wire feed gas selection – pros and cons  
Understanding of welding definitions and symbols  
Electrode designation and storage  
Fillet welds – how to properly weld and measure them

**Lab Welding:** (152 Hours total)

Welding will include 6010 and 7018 electrodes on mild steel (91 hrs)

FCAW (flux-cored arc welding) on mild steel, weld test for AWS D1.1 Structural Steel (61hrs)

The student will be given welding and cutting projects throughout the course. Each project is graded on a pass or fail basis. Proficiency in welding single pass and multi-pass fillets is required to pass the course. If the instructor feels the student is ready, they will be given the opportunity to test for an AWS certification (2F, 2G, or 3G).

## COST: \$4100.00

One AWS/WABO Qualification Test Included

Tools are required

## Level 2 – Skill Builder

This is a 5 week course – 160 hours

Monday-Thursday, 8:00-4:00 pm & Friday 8:00-12:00 pm

Welders entering this course will possess good fundamental welding knowledge and already have welding training and/or experience. Student welding is 95% of the time, classes are stand-up lecture and/or classroom theory. Processes covered are:

- Oxy-Acetylene welding, cutting, heating, and brazing
- SMAW (Shielded Metal Arc Welding) “Stick”
- FCAW (Flux Cored Arc Welding) “Dual shield/Inner shield”
- GMAW (Gas Metal Arc Welding) “Mig”

### Course Objective:

This course is about building on your existing welding foundation and increasing your welding ability, techniques, and skills. Each student will be trained in the SMAW and FCAW welding processes for performing full penetration (CJP) welds in all positions. This is also an introduction course to GMAW short circuit welding.

### Course Content:

**Class Instruction:** (8 hours)

Welding and grinding safety and instruction

Safety and proper use of oxy-acetylene when cutting

How to read and use a Welding Procedure Specification (WPS)

Arc and wire feed welding equipment set-up and how to trouble shoot equipment

Understanding welding definitions and symbols, and how to read basic blueprints

Electrode and wire designation, and gas selection for wire

**Lab Welding:** (152 hours total)

Oxy/acetylene welding, brazing, heating, and cutting (18 hrs)

SMAW (shielded metal arc welding) will include 6010 and 7018 electrodes (72 hrs)

GMAW (gas metal arc welding) theory, short circuit, globular, spray transfer (14 hrs)

FCAW (flux-cored arc welding) on mild steel, test for ASW D1.1 Structural Steel (44 Hrs)

Introduction to metal-core wire, self-shielding wire, and air carbon arc gouging (4hrs)

Students will be taught the joint designs used in structural fabrication. Each welder will be given multiple projects from groove welds with backing and without backing. Welders will be taught basic fit-up, pre-heat and basic joint tolerances and how to properly weld these joints. Each project will be tested on pass or fail basis. The final project will be all position welding on plate, with the opportunity to test for one AWS certification in either SMAW or FCAW (Typically in the 2F, 2G, 3G or 4G positions)

### Cost: \$4400.00

One AWS/WABO Qualification Test Included

Tools are required

## Level 3 – Pipe Welding

This is an 8 week course – 256 hours

Monday-Thursday, 8:00-4:00 pm & Friday 8:00-12:00 pm

**Prerequisite:** The welder entering this course will already have an AWS certification in one or more of the following: SMAW, FCAW, GMAW, or GTAW and should have excellent welding skills and ability.

This advanced course is designed for the experienced welder seeking certification for basic pipe welding. Student welding is 95% of the time, classes are stand-up lecture and/or classroom theory. Students will choose ONE welding code and process for this class. Students may choose either the AWS (downhill) code, or ASME (uphill) code. Available processes are:

- SMAW (Shielded Metal Arc Welding) “Stick”
- FCAW (Flux Cored Arc Welding) “Dual shield/Inner shield”
- GTAW (Gas Tungsten Arc Welding) “Tig”

### Course Objective:

This course focuses on the skills and techniques necessary for welding open root pipe in all positions and prepares the student to become a certified pipe welder. The student will learn how to read and weld to a Welding Procedure Specification.

### Course Content:

**Class Instruction:** (14 hours)

Use and understanding of the ASME & AWS codes for pipe welding

Visual inspection of welds for defects

Instruction on proper joint preparation, pre-heat and set-up

**Lab Welding:** (242 Hours total)

1G and 2G pipe welding, schedule 40 (30 hrs)

Weld 2G pipe, schedule 40 (29 hrs)

Weld 5G pipe, schedule 40 (62 hrs)

Weld 5G pipe, schedule 80 (31 hrs)

Weld 6G pipe, schedule 80 and test (Shop 90 hrs)

The student will prepare and weld pipe with open root fit up. They will use E6010 as a root pass, and cover with E7018 or FCAW. GTAW root pass pipe welding is available but prior experience in the GTAW process is preferred. Each project will be tested on pass or fail basis. The final project will be the proper prep, fit-up and welding of pipe with the opportunity to test for ASME or AWS certification in the 6G position.

### Cost: \$7500.00

One Qualification Test Included

Tools and a grinder are required

## Spec 1 – GTAW Welding

This is a 2 week/64 hours or 4 week/128 hours course  
Monday-Thursday, 8:00-4:00 pm & Friday 8:00-12:00 pm

The student will learn how to prep material, perform fit-up, and do welding on steel and stainless steel in the two week course. The four week course includes two weeks of aluminum welding. Each project will be tested on pass or fail basis. Student welding is 90% of the time; classes are stand-up lecture and/or classroom theory.

### Course Objective – 2 Week Course:

The student will learn how to use a GTAW welder, tig torch, and operate a foot control. Welding will be performed on steel and stainless steel using the appropriate filler materials, gas, and techniques for each metal.

#### Course Content:

Week 1 (29hrs shop, 3hrs class)

Weld mild steel. Instruction in the operation of a foot control and tig torch. Tig torch maintenance.

Week 2 (29hrs shop, 3hrs class)

Weld mild steel and stainless steel. Identification of tungsten electrodes and their use. Match correct filler material with the base metal.

### Course Objective – 4 Week Course:

The student will learn how to use a GTAW welder, tig torch, and operate a foot control. The student will weld steel, stainless steel, and aluminum with the appropriate tungsten and filler material.

#### Course Content:

Week 1 (29hrs shop, 3hrs class)

Weld mild steel. Instruction in the operation of a foot control and tig torch. Tig torch maintenance.

Week 2 (29hrs shop, 3hrs class)

Weld mild steel and stainless steel. Identification of tungsten electrodes and their use. Match correct filler material with the base metal.

Week 3 (29hrs shop, 3hrs class)

Introduction to the Miller Dynasty 350HF functions. Learn AC high frequency for aluminum welding

Week 4 (29hrs shop, 3hrs class)

Aluminum welding thick to thin including aluminum pipe

**Cost: \$2000.00 (2 weeks/64 hours)**

**Cost: \$4200.00 (4 weeks/128 hours)**

Qualification Tests are available but not included

Tools are required

## **Workshop Training**

These are 3 day to 1 week courses, 21 - 32 hours  
Monday-Thursday, 8:00-4:00 pm & Friday 8:00-12:00 pm

Our Workshop Training offers intermediate classes through advanced training in arc (SMAW), wire feed (GMAW or FCAW), TIG (GTAW) and oxy/acetylene. Each class is designed to provide training in the area of expertise needed by each student and is proficiency based. Student welding is 90% of the time, classes are stand-up lecture and/or classroom theory.

### **Intermediate and Advanced Welding:**

Students entering this workshop should already have previous welding training or experience. The student will gain increased skill and knowledge through hands-on welding.

### **Course Objective:**

The student will prep material, perform fit-up, and do welding for the process they have chosen.

**Cost: Arc/Wire/Oxy/Acet: \$700.00 (3 days) or \$950.00 (1 week)**

**Cost: Advanced: \$795.00 (3 days) or \$1050.00 (1 week)**

Tools are required

## Personal Welding Gear

Each student is required to have the following personal welding equipment prior to, and during, each day's welding course. These items may be purchased through Anvil Welding Instruction or you may provide your own. If you are a veteran, you are responsible for purchasing the equipment as it is not part of your tuition.

### Level 1, Level 2, and Level 3\* Tool List: (approximate cost \$550.00).

- Auto-darkening Welding Helmet (variable shade preferred)
- Safety Glasses - clear
- Glasses or Goggles – shade 5
- Arc Welding Gloves
- Mig Welding Gloves
- Welding Jacket/Coat – Hybrid or better
- Leather apron or chaps
- Chipping Hammer
- Welper Welding Pliers (or similar)
- Tape Measure (for short distances)
- Fillet Gauge
- Wire Brush (long handle)
- Welding Cap
- Flashlight w/batteries
- Vise Grips
- Tool Bag (back pack, bucket, or similar)

\*Level 3 requires a grinder also

### Spec 1 Tool List: (approximate cost \$240.00).

- Auto-darkening Welding Helmet (variable shade preferred)
- Tig Welding Gloves
- Stainless Steel Wire Brush
- Pliers

### **Recommended Personal Equipment (not included):**

- Picks and Files
- Glove Heat Shield
- Soapstone/Soapstone Holder, or Silver Pencils
- Tri-Square

### **Proper Welding Attire:**

- Cotton or leather clothing. (Nylon-type clothing should **NOT** be worn).
- Leather work boots, preferably steel toed. Tennis shoes are **NOT** accepted.
- Remove all jewelry and body piercing prior to class.
- Loose clothing and/or long hair needs to be secured.

**Student materials needed:**

- Notebook, writing utensil

**ANVIL Supplied Materials**

ANVIL WELDING INSTRUCTION will supply all welding equipment and welding consumables for welding courses. This will include:

- Electrodes
- Material to perform welds
- Gases for welding and cutting
- Handouts/Pocket Guides

**Qualification Testing**

Welders who can successfully pass their Welding Course(s) will be given the opportunity to take a qualification test to one or more of the following standards: AWS, WABO, and ASME. If additional testing is requested, it will require scheduling along with separate payment.

The most common qualification tests are:

WABO Washington Assoc. Building Officials	\$ 70.00
FCAW Plate - 2G, 3G, or 4G Position	\$205.00
SMAW Plate – 2G, 3G, or 4G Position	\$205.00
SMAW Pipe Test – 6G Position	\$795.00
FCAW Pipe Test – 6G Position	Quote

\*Other qualification tests are available and can be requested.  
Pricing is not guaranteed and is subject to change.