

# 2025 STUDENT CATALOG







# W E L C O M E

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## AMERICAN GUNSMITHING INSTITUTE

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AMERICANGUNSMITHINGINSTITUTE.NET

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# **“DESIGN, FUNCTION, & REPAIR”**



**AMERICAN  
GUNSMITHING  
INSTITUTE**

SELF-PACED DISTANCE LEARNING SCHOOL

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### **Additional Programs:**

<u>Online Professional Gunsmithing Level 1 Course - 175 Hours</u>
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<u>Online Professional Gunsmithing Master Level Course - 363 Hours</u>
<u>Online Practical Gunsmithing Course - 13 Hours</u>
<u>Online Welding Course - 22 Hours</u>
<u>Online Machine Shop Course - 30 Hours</u>
<u>Online Locksmithing Course - 19 Hours</u>



# GENE KELLY

PRESIDENT



# PRESIDENT'S LETTER

Welcome to the American Gunsmithing Institute! We are dedicated to preserving and distributing this gunsmithing knowledge for both the hobbyist and professional, now and for future generations. Our gunsmithing courses contain instruction you will want and need to watch again and again.

We employ cutaway firearms to give you a look inside and a clear understanding of exactly how a gun functions. You will possess the most authoritative information available on the design, function, maintenance, and repair of firearms, with the ease of understanding that can only come from watching live action video.

Absolutely packed with information not available anywhere else, owning any of these courses is like having the country's best gunsmithing instructors available whenever you need them.

Our promise to you; when you have finished the Professional Gunsmithing Course from AGI, you will be able to pick up any firearm, even one you have never seen before, determine what type of system it uses and, with that knowledge, analyze the problem and make the appropriate repair. We teach you how all the systems work, the mystery and confusion will be gone. You will actually understand what the problem is and why you are fixing it in a particular way. You will have become a real gunsmith.

We are working to preserve the Gunsmithing Arts and through every course we design and produce. Our goal is to build lifetime relationships and referrals. We hold ourselves to a higher standard.

What you can always expect, in every course we produce, is to be shown in a detailed step-by-step fashion what you really need to know to successfully complete your project or repair. We focus on providing you value with real world instruction, teaching you the WHY, HOW and WHAT to do. We make sure every presentation is clear and leads you down the road to success.

Sincerely,



Gene Kelly, President

American Gunsmithing Institute

# ABOUT AGI

## HISTORY

The American Gunsmithing Institute was founded in 1993 in response to the increase in demand for Gunsmiths in the firearms industry. Based on the fundamental Design, Function and Repair theories of Master Gunsmith Robert “Bob” Dunlap, the premiere gunsmithing instructor from the prestigious Lassen College of Gunsmithing, the Institute adopted Bob’s theories and curriculum and created its first self-paced distance learning courses.

## VISION

The American Gunsmithing is determined to develop the next generation of competent, professional gunsmiths and tradespeople by employing self-paced distance learning as the primary vehicle for learning in today’s world.

## MISSION

### **Mission Statement:**

The American Gunsmithing Institute exists to provide firearms enthusiasts with the knowledge needed to keep their guns in safe and top-notch condition, maximizing their shooting experience and potential in a way that preserves the art of gunsmithing and ensures that the rights of the people to keep and bear arms shall not be infringed.

### **Institutional Objectives:**

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

## CORE PURPOSE AND VALUES

Core Purpose: AGI exists to equip people with trade skills that change their lives.

## CORE VALUES

### **Accountability and Integrity that Supports Everyone**

We take personal responsibility for our actions and strive to ensure we always work to achieve our highest potential as individuals and as an Institute. This enables us to fulfill our mission of making a difference in our students' lives and the world.

### **Learning Is Living**

We are a teaching company and promote the personal and professional development of all our students, partners, faculty, and team members. We believe that continuous learning leads to a more satisfying life.

### **Success Through Intentional Service**

We are a teaching company and promote the personal and professional development of all our students, partners, faculty, and team members. We believe that continuous learning leads to a more satisfying life.

### **Believe in the Mission**

As an Institute, we believe that what we teach has a profound impact on our students' lives. What we do is so important and life changing that we will not be hindered or deterred from our mission.

### **Driven to Continuous Improvement**

We are internally motivated by a desire to grow and reach more people and change lives. To achieve growth for all we must continuously work to improve our people, our systems, and our processes.



## PURPOSES

The American Gunsmithing Institute is determined to develop the next generation of professional Gunsmiths. Through comprehensive instruction by professionally recognized faculty, we ensure each student explicitly understands the theory behind their discipline. We teach firearms design, function, repair theory and systems of operations, with the objective to develop the critical thinking skills and technical competency needed to safely analyze issues and apply the appropriate solution. We do this by continually assessing and improving our curriculum and our services in order to provide the best learning experience for our students. We embrace self-paced distance learning as a primary vehicle for learning the theory of gunsmithing. It is our intent to enrich our students with practical knowledge that will empower them to become responsible, professional Gunsmiths in the workplace.

## EMPLOYMENT OPPORTUNITIES IN GUNSMITHING

A tremendous market for gunsmiths exists that is often overlooked, with more than 70 to 80 million firearms owners in the U.S. According to the National Rifle Association (NRA), more than 40% of households own a firearm! These firearms owners have over 500 million firearms including all types. The firearms-bearing market includes hunters, sport shooters, law enforcement professionals, collectors, and the booming self-defense market. With new, restrictive gun laws making it harder to buy new guns, gun owners need a professional to keep their guns in good working order. All this adds up to a tremendous opportunity for trained, competent gunsmiths. In fact, there are probably thousands of firearms within a few miles of where you live. If you maintained just a fraction of those, you'd be busier than you could ever imagine.

## APPROVALS

The American Gunsmithing Institute has demonstrated the ability to meet criteria for academic and consumer rights standards from federal and state agencies as well as non-governmental agencies. These standards ensure quality education through sound financial operations, approved programs of study, qualified instructors, and approved recruitment and admissions policies. Reviews and approval renewals are conducted periodically as required.

## APPROVALS CONT'D

### CALIFORNIA

Approved by the Bureau of Private Postsecondary Education (BPPE) pursuant to the California Private Postsecondary Education Act of 2009 (ACT)

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: 888-370-7589  
Website: [www.bppe.ca.gov/](http://www.bppe.ca.gov/)

### IDAHO

Registered as a Proprietary School with the State Board of Education under Idaho Statutes, Title 33, Chapter 24

Idaho State Board of Education  
650 West State Street, 3rd Floor  
Boise, ID 83702  
P: 208-334-2270  
F: 208-334-2632

[board@osbe.idaho.gov](mailto:board@osbe.idaho.gov)

## OFFICE HOURS, ACADEMIC CALENDAR, FACILITIES

AGI offices are open from 8 am–6 pm Pacific time Monday through Friday.  
For distance education students, “scheduled days” is based on a five-day week, which does not include any defined holiday as stated below:

**January 1st**  
**Memorial Day**  
**July 4th**  
**Labor Day**  
**Thanksgiving Day**  
**December 25th**

## FACILITIES

American Gunsmithing Institute's administrative facilities are located at 351 Second Street, Napa, California, 94559. Students do not come to the Institute's premises to participate in its distance-learning courses. All student records are securely kept at this site as well as electronically. The facilities and equipment fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

This Institute offers distance-learning courses; classes are not taught on campus. Students participate in their instructional course at a location of their choice, interacting with the school and faculty via email, telephone, fax and mail.

AGI does not have residential learning facilities. All courses at this Institute are taught through distance learning on DVDs and online. This Institution offers distance-education courses where the instruction is not offered in real time.

## RESOURCES AND LIBRARY

Students are provided with complete instructional content and reference materials needed to complete the learning objectives included in their course of study. To help with their course of study, students have free access their first year to the Gunsmithing Club of America where there are student specific resources such as student forums, coursework study videos and access to instructors and other professional gunsmiths who provide advice and assistance. AGI does not have a library facility. 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.

## ADMISSIONS AND STUDENT SERVICES

### ADMISSIONS

AGI's Admissions department is available to provide assistance and guidance to prospective students during the application process. This includes providing information regarding the programs offered and application procedures.

## STUDENT SERVICES

AGI's Student Services department is available to provide assistance and guidance to students regarding their academic progression during their program of study. The primary role of Student Services includes monitoring academic progress, and keeping students informed of Institute policies and procedures to support the student through program completion and graduation. Students will be assigned to a Student Advisor who serves as a primary point of contact for these academic-related matters.

This Institute 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, tracking shipments, 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, instructors are available for student questions, which will be responded to within 3 business days or less. Evaluation and comment on work submitted by the student will be completed within 10 days or less.

## JOB PLACEMENT DISCLOSURE

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

This Institute 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, tracking shipments, 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, instructors are available for student questions, which will be responded to within 3 business days or less. Evaluation and comment on work submitted by the student will be completed within 10 days or less.

## REGISTRAR

Registrar department is available to assist students, graduates, and other requestors with a variety of services while ensuring compliance with all regulatory agencies and applicable privacy laws. This includes transcript requests, enrollment verifications, investigative requests, and issuance of graduation documents while maintaining the integrity of student records and academic policies.

## CERTIFICATE REQUEST

Certificates may be requested when official documentation of the student's academic record is needed. Students and alumni can order official certificates by contacting the school at [info@americangunsmith.com](mailto:info@americangunsmith.com). Official certificates will not be released if any financial obligations to the Institute are unpaid or due. In support of continuing education as well as personal and professional pursuits, AGI provides transcripts at no cost to the student.

## REPLACEMENT CERTIFICATES

Alumni may request replacement certificates from the registrar at:  
[info@americangunsmith.com](mailto:info@americangunsmith.com)

## ENROLLMENT VERIFICATIONS AND INVESTIGATIVE REQUESTS

A signed authorization to release information must be submitted with all third party requests to [info@americangunsmith.com](mailto:info@americangunsmith.com).

## ALUMNI SERVICES

The American Gunsmithing Institute supports students and alumni with continuing education courses and opportunities at the Gunsmithing Club of America. First year AGI students enjoy their first year of GCA for free by enrolling in an AGI Professional Gunsmithing Course. Membership is paid following their first year.

GCA is a community of like-minded professionals and hobbyists who want access to trustworthy gunsmithing information and have a desire to learn from and share their knowledge with others. GCA members advise gunsmiths on building their business, working with customers, and developing professionally. The Club's staff, instructors, and many of our members are true experts in their fields and are willing to openly share their skills and experience with other members of all levels, through instructional videos, publications, forums, live meetings, and other resources.

## FINANCIAL AID

### **Accreditation Status:**

This Institute is recognized as a non-accredited program which meets the requirements of 38 USC §3676 and 38 CFR 21.4254 and accepts students through third-party authorizing agents of the State Compensation Insurance Fund, Workforce Investment Act (WIA), and the Veterans Readiness and Employment, Title 38, Chapter 31.

### **Federal Financial Aid Eligibility:**

This Institute is not accredited by an agency recognized by the United States Department of Education (USDE), and this Institute's students are not eligible for federal financial aid programs.

### **Refund Policy for Federal Student Financial Aid Funds:**

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. However, This Institute does not participate in those state or federal financial aid programs which require accreditation such as Title IV.



## OWNERSHIP INFORMATION

Collector's Arms Trading, Co., Inc is registered with the California Secretary of State as "doing business as" (dba) American Gunsmithing Institute. The mailing address of Collector's Arms Trading Co is 351 Second Street, Napa CA 94559. The American Gunsmithing Institute is a private institution.

This Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## AGI CONTACT INFORMATION

American Gunsmithing Institute offers students assistance and resources to students and alumni for administrative, financial and instructional issues.

### **AGI**

351 Second Street  
Napa CA 94559

TELEPHONE: 800.797.0867 | FAX: 707.253.7149  
AMERICANGUNSMITHINGINSTITUTE.NET  
info@americangunsmith.com

## OFFICE OF STUDENT ASSISTANCE AND RELIEF

The Office of Student Assistance and Relief (OSAR) is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>

# FACULTY AND INSTRUCTORS

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 [info@americangunsmith.com](mailto:info@americangunsmith.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.

## INSTRUCTORS

### 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.

### T.R. GRAHAM

With 24 years of experience, T.R. is a known authority, author, and gunsmith specializing in Glockes 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.

## ROBERT “BOB” RIZZETTO

Mr. Rizzetto has more than 38 years of experience in the welding trade and is a credentialed Welding Instructor. Because of his thorough training and experience, he understands exactly what is happening when students are welding and how to explain it to the student in a detailed, yet easy, way to understand. He enjoys teaching and introducing students to the amazing, demanding, yet rewarding world of welding.

## ROBERT DUNN

After 25 years of working in the music, film and television industries, Robert directed his career focus towards the Firearms Industry, as that has always been his passion. Robert has worked as a retail firearms salesman, worked in an ammunition factory and became a Certified Gunsmith with the American Gunsmithing Institute (AGI). Robert has been tasked with writing test questions for various Certification Courses from the American Gunsmithing Institute and he wrote all of the supplementary AGI Professional Gunsmithing Course Notebooks (Handguns, Shotguns, Rimfire Rifles and Centerfire Rifles). Robert has also been providing Gunsmithing, Firearms Restoration and Firearms Appraisal services to further his involvement in the firearms industry (The Dunn Armory). Robert is also available for fielding technical questions regarding gunsmithing and AGI Educational material and courses.

## **FACULTY**

### **LIZ BIETER** DIRECTOR OF ADMISSIONS

Liz is responsible for AGI's enrollment process. As a lifelong learner, Liz understands the importance of proper enrollment and student support. Liz brings her experience as a student to this position. Liz's education in organization behavior allows her to understand the process of making admissions as stress free as possible for students while ensuring the institution meets all requirements necessary to provide information for assisting student success.

### **KEN FINLEY** DIRECTOR OF EDUCATION

Ken is responsible for advancing the American Gunsmithing Institute's educational mission through strategic planning, program/curriculum review and implementing organizational systems that make learning possible. Ken's dedication to life-long learning is shown in his 50-year history on both sides of the classroom podium. His academic achievements include an Associate's degree in Electronics, a Bachelor of Arts in Speech Communication, Dual Masters of Science in Computers and Cognitive Psychology, and an EdD in Educational Leadership with a minor in Organizational Psychology. He has served as adjunct faculty at three colleges, and taught classes at every grade level K-12. Ken also teaches Technician, General, and Extra class amateur radio classes and is NRA certified RSO and rifle/shotgun/pistol and Archery instructor. Additionally, Ken has also taught courses in industry, written and produced educational media, and taught how to teach on four continents. He is a published author on a variety of subjects.

### **JEFF QUICK** DIRECTOR OF STUDENT AND MEMBER SERVICES

Jeff has extensive customer service experience which aides him in providing students with extraordinary care. Jeff works with students as they progress through the courses encouraging and assisting them on their way and providing them with tools and advice to ensure their success. He has implemented student performance and achievement processes to keep students engaged until they complete their courses. Jeff is motivated as an academic advisor counseling potential students interested in various trades and loves guiding students of all ages and backgrounds on the correct career path by providing course information that matched the students' interest.

# TUITION, FEES AND TERMS POLICIES

## SELF PAY

Student Payment Plans: AGI offers students the option to make payments with no interest charge during their program of study. Although payment plans vary based on the remaining balance after other funding and individual circumstances, AGI generally requires an initial payment prior to beginning a program of study.

Students are asked to authorize automatic payments in accordance with the established payment plan. Credit card payments are processed through a secure third-party processor.

**FULL PAY OPTION:** Students pay for the program before the scheduled start date.

**Requirements:**

- If paid in full for the program, there are no additional documentation requirements.

**PAYMENT PLAN OPTION:** Students make monthly payments throughout the program.

**Requirements:**

- Student must initial the section of the “AGI Enrollment Agreement” indicating their authorization for recurring credit card payments. The initial payment is due before the scheduled start date. All payments scheduled must be paid during the term before the student can advance in the course.

## AGENCY, THIRD PARTY, GOVERNMENT

Student pays AGI directly for tuition and fees, and then is reimbursed, or AGI is paid directly by the Agency/Third Party/Employer. Employers and other agencies, such as vocational rehabilitation at the state level, may be available to assist students in funding their education. Specific requirements vary by employer or agency.

**Requirements:**

- If the Agency/Third Party /Employer will pay AGI directly, student must submit confirmation of eligibility from the payor before starting.
- If the student will be reimbursed instead of AGI being paid directly by the Agency/Third Party/Employer, student must initial that section of the “AGI Enrollment Agreement” as described in the Self Pay section above.
- Payment must be received prior to student starting each subsequent term.

## VETERANS READINESS AND EMPLOYMENT (TITLE 38, CHAPTER 31)

Veteran Readiness and Employment is a program designed to assist eligible veterans in achieving maximum independence in their daily life and aid them in becoming a contributing part of society. Students seeking assistance under this program should contact the Veteran Readiness and Employment Department of the Department of Veterans Affairs.

### **Requirements:**

Title 38, Chapter 31 – School must receive the approved Form 28-1905 before the scheduled start date. The Institute will invoice the VA and payment is made directly to the school.

## SCHOLARSHIPS

AGI sponsors scholarships for students who meet the eligibility requirements:

New Students who are:

- Active Duty or Honorably Discharged Veterans of the US Military
- Active or Retired Law Enforcement, First Responders, and EMS

Scholarships for New Paid In Full enrollments to those who qualify vary depending on the course level enrolled in:

- Level 1 or Level 2 Professional Gunsmithing Course Enrollments - \$500 Tuition Scholarship
- Master Level or Advanced Master Level Professional Gunsmithing Course Enrollments - \$1000

# TUITION

Information concerning tuition, program costs, payment schedules, and financing options may be found on the AGI Enrollment Agreement for each program of study. Details regarding tuition refunds are located in the AGI Refund for Denial/Cancellation or Withdrawal Policy. The student may contact AGI Admissions or Student Services department with questions or for assistance.

A student is required to clear any indebtedness to the Institute before grades and certificate will be issued, or the successful completion of a certificate is awarded. AGI reserves the right to charge the student for fees related to returned checks or declined credit card payments. Tuition is charged by the course.

The rate of tuition for AGI program enrollments beginning at midnight CA time, January 1, 2025, are below. Tuition rates are subject to change. For students enrolled prior to January 1, 2025, rates will be honored if the student is continuously enrolled.

## AGI Schedule of Tuition and Fees

PROGRAM	PROFESSIONAL GUNSMITHING LEVEL 1		ONLINE PROFESSIONAL GUNSMITHING LEVEL 1		PROFESSIONAL GUNSMITHING LEVEL 2	ONLINE PROFESSIONAL GUNSMITHING LEVEL 2	MASTER GUNSMITHING		ONLINE MASTER GUNSMITHING		ADVANCED MASTER GUNSMITHING	
	Paid in Full	12 Month Payment Plan	Paid in Full	25 Month Payment Plan	Paid in Full	Paid in Full	Paid in Full	12 Month Payment Plan	Paid in Full	49 Month Payment Plan	Paid in Full	
<b>Total Instruction Hours</b>	<b>175</b>		<b>175</b>	<b>175</b>	<b>254.5</b>	<b>254.5</b>	<b>363</b>		<b>363</b>	<b>363</b>	<b>574</b>	
<b>Enrollment Agreement &amp; Program Period</b>	N/A		N/A		N/A		N/A		N/A		N/A	
<b>Start Date</b>	Date Signed		Date Signed	Date Signed	Date Signed	Date Signed	Date Signed	Date Signed	Date Signed	Date Signed	Date Signed	
<b>Completion Date</b>	Date Signed + 7 Days + 32 Months		Date Signed + 7 Days + 32 Months	Date Signed + 7 Days + 32 Months	Date Signed + 7 Days + 34 Months	Date Signed + 7 Days + 34 Months	Date Signed + 7 Days + 38 Months		Date Signed + 7 days + 38 Months	Date Signed + 7 Days + 49 Months	Date Signed + 7 days + 38 Months	
<b>TOTAL TUITION</b>												
<b>Registration Fee</b>	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	
<b>Total Tuition for Course</b>	\$5,997.00	\$5,997.00	\$3,997.00	\$4,925.00	\$8,497.00	\$6,497.00	\$11,997.00	\$11,997.00	\$8,997.00	\$9,653.00	\$14,997.00	
<b>Total 7.75% Sales Tax</b>	\$464.77	\$464.77	\$309.77	\$381.69	\$658.52	\$503.52	\$929.77	\$929.77	\$697.27	\$748.11	\$1,162.27	
<b>Total Shipping and Handling Charges</b>	\$60.00	\$660.00	\$0	\$0	\$80.00	\$0	\$145.00	\$900.00	\$0	\$0	\$200.00	
<b>*Student Tuition Recovery Fund</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Finance Charge (restocking/return)</b>	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	
<b>*Total Charges Due Upon Enrollment - 1st Payment</b>	<b>\$6,521.77</b>	<b>\$593.48</b>	<b>\$4,306.77</b>	<b>\$212.27</b>	<b>\$9,235.52</b>	<b>\$7,000.52</b>	<b>\$13,071.77</b>	<b>\$1,152.23</b>	<b>\$9,694.27</b>	<b>\$212.27</b>	<b>\$16,359.27</b>	
<b>Total Charges Student is Obligated to Pay</b>	<b>\$6,521.77</b>	<b>\$7,121.77</b>	<b>\$4,306.77</b>	<b>\$5,306.69</b>	<b>\$9,235.52</b>	<b>\$7,000.52</b>	<b>\$13,071.77</b>	<b>\$13,826.77</b>	<b>\$9,694.27</b>	<b>\$10,401.11</b>	<b>\$16,359.27</b>	
<b>MONTHLY TUITION SCHEDULE</b>												
<b># of Remaining Payments Student is Obligated to Pay After Enrollment Payment</b>	0	11	0	24	0	0	0	11	0	48	0	
<b>Registration Fee</b>	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	
<b>Tuition Amount Due Each Pay Period</b>	\$5,997.00	\$499.75	\$3,997.00	\$197.00	\$8,497.00	\$6,497.00	\$11,997.00	\$999.75	\$8,997.00	\$197.00	\$14,997.00	
<b>Total 7.75% Sales Tax</b>	\$464.77	\$38.73	\$309.77	\$15.27	\$658.52	\$503.52	\$929.77	\$77.48	\$697.27	\$15.27	\$1,162.27	
<b>Monthly Shipping &amp; Handling Charges</b>	\$60.00	\$55.00	\$0.00	\$0.00	\$80.00	\$0.00	\$145.00	\$75.00	\$0.00	\$0.00	\$200.00	
<b>*Monthly Student Tuition Recovery Fund</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Finance Charge (restocking/return)</b>	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	
<b>Charges Due in Remaining Pay Periods</b>	<b>\$6,521.77</b>	<b>\$6,528.29</b>	<b>\$4,306.77</b>	<b>\$5,094.48</b>	<b>\$9,235.52</b>	<b>\$7,000.52</b>	<b>\$13,071.77</b>	<b>\$12,674.53</b>	<b>\$9,694.27</b>	<b>\$10,188.96</b>	<b>\$16,359.27</b>	
<b>Total Charges Student is Obligated to Pay</b>	<b>\$6,521.77</b>	<b>\$7,121.77</b>	<b>\$4,306.77</b>	<b>\$5,306.75</b>	<b>\$9,235.52</b>	<b>\$7,000.52</b>	<b>\$13,071.77</b>	<b>\$13,826.77</b>	<b>\$9,694.27</b>	<b>\$10,401.11</b>	<b>\$16,359.27</b>	
<b>PROGRAM</b>												
<b>Total Instruction Hours</b>	<b>13</b>			<b>19</b>			<b>30</b>			<b>22</b>		
<b>Instruction Type</b>	<b>DVD</b>		<b>ONLINE</b>		<b>ONLINE</b>		<b>DVD</b>		<b>ONLINE</b>		<b>DVD</b> <b>ONLINE</b>	
<b>Enrollment Agreement &amp; Period Program</b>	N/A			N/A			N/A			N/A		
<b>Start Date</b>	Date Signed		Date Signed		Date Signed		Date Signed		Date Signed		Date Signed	
<b>Program Scheduled Completion Date</b>	Date Signed + 7 Days + 12 months		Date Signed + 7 Days + 12 months		Date Signed + 7 Days + 12 months		Date Signed + 7 Days + 12 months		Date Signed + 7 Days + 12 months		Date Signed + 7 Days + 12 months	
<b>TUITION</b>												
<b>Registration Fee</b>	NONE			NONE			NONE			NONE		
<b>Tuition</b>	\$797.00			\$597.00			\$1,497.00			\$1,497.00		
<b>Total 7.75% Sales Tax</b>	\$61.77			\$46.27			\$193.52			\$116.02		
<b>Shipping and Handling</b>	\$23.00			\$0			\$39.00			\$23.00		
<b>Student Tuition Recovery Fund</b>	\$0.00			\$0.00			\$0.00			\$0.00		
<b>Estimated Total Charges for the Entire Educational Program</b>	<b>\$881.77</b>			<b>\$643.27</b>			<b>\$2,690.52</b>			<b>\$1,636.02</b>		
<b>Total Charges the Student is Obligated to Pay Upon Enrollment</b>	<b>\$881.77</b>			<b>\$643.27</b>			<b>\$2,690.52</b>			<b>\$1,636.02</b>		

\*Student Recovery Fund is CA Students Only and is paid in full on the 1st payment  
 \*Advanced Master Gunsmithing with Tools is only available to students enrolled through the Veterans Administration programs; or other Government and third-party payer arrangements and only as approved by the American Gunsmithing Institute

## CALIFORNIA STUDENT TUITION RECOVERY FUND

### California Students Only

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900, or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.



To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



# AGI LEARNING PROCESS

## DISTANCE AND ONLINE LEARNING

This Institute offers a Distance Education-Correspondence Course where the video instruction is offered on a set of DVDs and online. Classes are not offered in real-time. The Institute shall transmit the first lesson and any materials to a student within seven (7) days after the Institution accepts the student for admission. The Institution uses an online learning management system which provides instant feedback when possible or within 24 hours to students on lessons and projects upon taking quizzes and tests online. Students also have phone access to Student Advisors and faculty when needed.

This Institute offers distance-learning courses and, therefore, does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance.

For general purposes, the average median rent and availability for the city of Napa, CA is shown below.

MARKET SUMMARY			
THE MEDIAN RENT FOR ALL BEDROOMS & PROPERTY TYPES IN NAPA, CA IS \$3,000			
Median Rent	Month-Over-Month Change	Year-Over-Year Change	Available Rentals
<b>\$3,000</b>	<b>-\$60</b>	<b>-\$450</b>	<b>156</b>

The Institute's teaching method teaches basic and advanced gunsmithing theory and measures outcomes by testing students with online exams. Detailed techniques are demonstrated for them on the videos, and the students will be tested on the step-by-step actions. Students must pass online tests with 80% or better. Three attempts are allowed. If a student fails the third attempt, they must contact their Student Advisor or AGI's Technical Services Manager and review the course material before retaking the test.

Because this is a self-paced course, students are encouraged to reach out for support by phone or email when needed. Our technical support staff and/or instructors will provide a response immediately, if possible, during business hours and typically within 24 hours, Monday – Friday. Messages left by phone or sent via email over the weekend will be answered on the next available business day.

The American Gunsmithing Institute does not grant any form of college credits or degrees. This Institute offers a self-paced program of Distance Learning instruction developed and taught by qualified trade professionals. Upon satisfactory completion of this Institute's courses of study, the student is issued a school Certificate of Course Completion, signifying a strong academic-based knowledge they can use to be employed or self-employed as a gunsmith.

# GENERAL POLICIES

## ADMISSIONS

Admission procedures include speaking with an Enrollment Advisor to review courses offered, reviewing school policies and procedures in this School Catalog, and receiving the School Performance Fact Sheets prior to signing Enrollment Agreement. Students must also meet graduation, age and other requirements, prove English language proficiency, as well as agree to the financial terms (including Tuition, Registration Fee, Student Tuition Recovery Fund, and all costs of course materials), payment terms, payment plan options, the cancellation and refund policy.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Each student must attest that he or she is not a felon or prohibited from possessing firearms on the Enrollment Agreement under penalty of perjury. Each student must verify they have the system requirements necessary to complete the distance education course.

## TECHNOLOGY REQUIREMENT

Applicants seeking admission must have access to a computer with internet connection for web-based programs and testing. These must meet the minimum technology, hardware, and software requirements outlined in the catalog.

Assessment of Distance Education and Online Readiness

Students are given the opportunity to assess their ability to learn in a distance education format, online and by DVD with the Student Enrollment Advisor using AGI's Distance Learning Questionnaire.

## ABILITY TO BENEFIT

Students are not required to be high school graduates (or equivalent). Those without a high school diploma will be assessed by the Student Advisor as to their ability to benefit and determined if further testing is necessary. AGI reserves the right to refuse admission to any applicant if the Institute, in its sole discretion, determines that the applicant does not have the ability to benefit from the Institute's instruction or that it is in the best interest of the Institute or the applicant to do so.

## APPLICANT NOT A CONVICTED FELON

American Gunsmithing Institute requirements: Each student must attest under penalty of perjury on the Enrollment Agreement that he or she is not a felon or prohibited from possessing firearms.

## APPLICATION REVIEW AND ACCEPTANCE

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.

## ENGLISH LANGUAGE PROFICIENCY

Students must be able to read and understand English at the level equivalent to that of a graduate of an English-speaking high school. All applicants whose first language is not English must demonstrate competence in the English language. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL Internet (iBT) equivalent. A minimum score of 500 on the written TOEFL or 60 on the TOEFL iBT is required. Applicants may also meet the minimum English Language Proficiency standard with a minimum score of 80 on the Michigan Test of English Proficiency or a minimum band score of 5.0 on the International English Language Testing System (IELTS) test.

### **Language Services:**

This Institute does not offer visa services to prospective students from other countries or English language services. The American Gunsmithing Institute does not offer English as a Second Language instruction. All instruction and recruitment occurs only in English; therefore, all disclosures and statements within the Enrollment Agreement are provided in English only.

### **Translation Services:**

If a prospective student is accepted for admissions based on documented English skills and his or her primary language is not English, the student has the right to obtain a clear explanation of the terms and conditions of the enrollment agreement and cancellation and refund policies in his or her primary language, at his or her expense by a translation service of his or her choosing prior to execution of the enrollment agreement.

## STUDENTS FROM OUTSIDE THE US

This institution admits students from other countries however, the school does not vouch for student status and/or any associated charges. This institution does not offer visa services to prospective students from other countries or English language services. The institution does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

- the admissions interview; and
- receipt of prior education documentation as stated in the Admissions Policy.

(Note: All foreign diplomas or transcripts must be evaluated and translated to demonstrate U.S. equivalency, at the cost of the prospective student.)

## STUDENT RECORDS

This Institute will make available to all students their records upon request. This Institute maintains a student's database onsite containing all student information for a period ending five (5) years after the date of the student's graduation, withdrawal, or termination. Records will be kept in accordance with all requirements outlined in CCR Title 5, §94900. Transcripts and copies of certificates awarded are maintained permanently.

## TRANSFER OF CREDIT

This Institute does not accept credits earned at any other institution or through challenge examinations, achievement tests and experiential learning, and it has not entered any agreement with any other institution for such transfers or challenge examinations. The American Gunsmithing Institute has not entered into an articulation or transfer agreement with any other college or university and does not accept credits earned at any other college, university or institution toward professional gunsmithing certification, nor may the requirements for certification be challenged by taking the course examination alone or passing an achievement test. Students must participate in the instruction prior to passing their examination(s).

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at the American Gunsmithing Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 the American Gunsmithing Institute to determine if your certificate will transfer.

## STUDENT IDENTITY VERIFICATION

AGI 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, AGI requires a copy 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 AGI to verify the identity of the student. This includes validation of identity prior to admittance and completion of the courses.

## NON-DISCRIMINATION AND NON HARASSMENT POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination or harassment 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 AGI.

In keeping with this commitment, the Institute also maintains a strict policy that prohibits sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Incidents of discrimination and/or harassment will be met with appropriate disciplinary action, up to and including dismissal from the Institute. In addition, retaliation, in any form, against any person raising a discriminatory or harassment concern will not be tolerated by the Institution.

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 of Admissions 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.

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

American Gunsmithing 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 AGI 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 AGI 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.

AGI may share data with trusted partners who help AGI 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 using Secure Socket Layer (SSL) encrypted protection.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION**

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Students should submit to the Campus President a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student may request the school to amend an education record the student believes is inaccurate or misleading. The student must write to the Campus President, clearly identify the part of the education record the student wants changed, and specify why the education record is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent. One exception permits the school to disclose personally identifiable information contained in the student's education records without the student's consent to school officials with legitimate educational interests. A school official is: a person employed by the school in an administrative supervisory, academic or research, or support staff position; a person or company with whom the school has contracted; a person serving on an advisory board; or a student assisting a school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility. Upon request, the school discloses education records without student consent to officials of other schools at which the student seeks or intends to enroll or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605
5. Directory information (as defined below) in a student's education records may be unconditionally released by the school without the student's consent unless the student specifically requests in writing that such information may not be released. The school requires that any such request by the student must (i) specify what categories of Directory Information are to be withheld and (ii) be delivered to the Campus President within 15 days after the student starts class. Any such request must be renewed annually by the student.

Directory Information means information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student's: name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards, and recognition (i.e. honors) received; last school attended; dates of attendance; (i.e., enrollment periods(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity which are known or possessed only by the authorized user.



## REFUND FOR CANCELLATION AND WITHDRAWAL POLICY

### STUDENT'S RIGHT TO CANCEL

AGI provides for a full refund if the student is dissatisfied with the course subject to the following conditions:

- Request for cancellation and refund must be made prior to the expiration of a 365-day term from the date of enrollment.
- Cancellation is effective on the date the written or emailed notice of cancellation is sent to this institute at 351 Second Street, Napa CA 94559. Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the institution has mailed the first lesson and materials but prior to your receipt of those documents. In such cases, the institution shall make the refund within 30 days after receipt of the returned course materials.
- This Institution shall transmit all lessons and other materials to the student if the student:
  - (a) has fully paid for the educational program; and
  - (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student. In the event the student requests a refund, all of the following conditions must be met:
    - i. The student has not passed their first test within the course material.
    - ii. The student purchased or enrolled in the course less than one year from the date of refund request.
    - iii. The student returns everything sent to them by AGI.

If all of these conditions have been met, the student will reach out to their Student Advisor to begin the refund process.

### REFUND AND WITHDRAWAL

A student may withdraw his or her enrollment at any time and receive a full refund for up to one (1) year after enrollment if no certification exams have been passed (and thus received the benefit of the certification) and if other conditions stated in the Student's Right to Cancel have been met. Refunds for courses where all materials are not returned will be prorated. Students enrolled with Payment Plans or enrolled in online delivered programs may cancel at any time and do not have to return their course materials but payments made on the plan before cancellation are not refundable.

## RE-ENROLLMENT POLICY

Students who wish to be re-admitted after having withdrawn must meet with the Director of Admission to determine eligibility for re-enrollment. Once determined eligible 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 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; and,
  - 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.

## TECHNOLOGY AND EQUIPMENT REQUIREMENTS

Applicants seeking admission must have access to a computer with an internet connection for web-based programs and testing. These must meet the minimum technology, hardware, and software requirements outlined in the catalog.

Distance-Education Course Equipment and System Requirements:

- An internet-capable computer, internet connection, and web browser
- An email account on file with the Institution
- A functioning DVD player (or comparable video player on a computer)

Sufficient technology and internet access are required to complete online classes at AGI. While most computers, tablets, smartphones, and other mobile devices may allow for some completion of coursework, they are not guaranteed to support every aspect of learning with AGI. The following hardware and software requirements are provided to assist students to ensure they meet or exceed the minimum standards.

### Computer Requirements:

- OS: Windows 10 or higher (Home or Pro Editions); Mac OS X or higher
- Memory: 4 GB RAM required (8 GB or higher recommended)
- Network: Broadband Internet connection of 5 Mbps Reliable (10 Mbps or higher recommended)

### Internet Browsers:

- Chrome - latest version recommended
- Firefox - latest version recommended
- Safari - latest version recommended

### Security:

With all firewalls, ensure that you enable uploading of files.

# ACADEMIC POLICY

## GENERAL POLICY STATEMENT

This Institute provides a current copy of the School Catalog to all prospective students, either in writing, by mail or electronically by email, prior to enrollment. The School Catalog is updated at least once per year and whenever changes to policies are made. The most current version is available to download on the school website: [www.americangunsmithinginstitute.net](http://www.americangunsmithinginstitute.net). At the discretion of American Gunsmithing Institute, (AGI) 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. AGI is not responsible for information or claims made by individuals not affiliated with the Institute that is contrary to AGI published material.

## CANCELLATION OF COURSES/PROGRAMS

AGI reserves the right to offer, cancel, or postpone courses or programs if student enrollment is insufficient. However, every effort will be made to allow students or prospective students enough time to make other arrangements.

## GRADING

### **Course Examinations:**

At the end of each course within the student's program of study, examinations are completed online 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 assessments, which means of the total number of questions, 80% or more have been answered correctly. Examinations are scored electronically at the conclusion of each course. 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.

### **Failing Grade:**

A failing grade is given to a student who has upon examination failed to receive a score of 80% or higher and has not made additional attempts to pass the examination.

*AGI shall transmit results of any online student testing immediately upon electronic submission, and any certificates to be awarded for passing grades will be issued within 10 days.*

## COURSE RETAKES

Students may retake the course and the exams. The first TWO exams are included with the course. Repeat exams are \$20 each.

## ATTENDANCE

As a distance education-correspondence course, no attendance is taken.

The course is delivered in a correspondence-study format, delivered in detailed video and textbook instruction and examinations. A certificate is issued upon successful completion of the self-paced curriculum within the maximum timeframe outlined. Correspondence study is defined as, "Education 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 the instruction. 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." (Distance Education and Training Council [DETC])

## LEAVE OF ABSENCE

AGI offers only Distance Learning, self-paced courses, 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 Institution. If a student anticipates/ 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 Institution Director so arrangements can be made.

## PROBATION

Distance education-correspondence students of this Institute are not put on academic probation. 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. If a student who has been withdrawn would like to reinstate, and the course(s) in which they were previously enrolled are in fact still available, they may contact the school to make arrangements with the School Director.

## **STUDENT ACHIEVEMENT AND SATISFACTORY ACADEMIC PROGRESS POLICY**

Student progress is evaluated by either written or online exams at the end of each course/segment within the program 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 segment.

Prior to their additional examination attempts, students may call on faculty when they do not understand specific content and/or questions and need further instruction. If a student has not passed their examination, they cannot receive their certificate and may be withdrawn from his or her program 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. If a student who has been withdrawn would like to reinstate, and the course(s) in which they were previously enrolled are in fact still available, they may contact the school to make arrangements with the School Director.

# STUDENT POLICIES

## STUDENT CODE OF CONDUCT

Students enrolled at American Gunsmithing 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 AGI employee or student.
- Permitting online classroom access to any person, enrolled or not, so that person may attend class in the stead of any legitimately enrolled student, whether oneself or another student.

- 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 education 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.
- Retains all intellectual property rights and their enrollment is a license to use but not to duplicate resell.

## ACADEMIC INTEGRITY

Academic integrity is a vital part of American Gunsmithing Institute's foundation, and every member of the AGI 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.

## **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 AGI 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
  - Probation
  - Dismissal (expulsion)

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, up to and including expulsion, when a student's continued enrollment constitutes a significant risk to members of the AGI community or to the orderly functioning of the Institute.



## ACADEMIC DISHONESTY

AGI 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 acknowledgement, 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

The consequences of academic dishonesty, depending on the severity of the infraction, may result the student to:

1. Receive a zero "0%" grade on the test, paper or exam;
2. Under the standards of student conduct a student will be dismissed from the institution

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.

## STATEMENT OF UNDERSTANDING FOR VA BENEFITS

Students who use their military Veterans Affairs (VA) education benefits are required to complete the AGI Statement of Understanding for VA Education Benefits form at the time of enrollment. AGI reports student status changes and program completions to the VA for determination of payment eligibility or debts based on available information as required by the VA.

Students with pay issue questions are directed to the VA Education Office  
1-888-442-4551

For more information on VA education benefits, go to:  
[www.va.gov/careers-employment/vocational-rehabilitation/](http://www.va.gov/careers-employment/vocational-rehabilitation/).

## COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING

A student is responsible for the proper use and storage of all AGI learning materials received or obtained from the Institute and its resources. This includes electronic data as well as printed materials. The student should be aware of copyright laws and potential risks associated with file sharing. Violating copyright laws and/or appropriate file sharing protocols may be grounds for dismissal from the Institute. In addition, violators may be subject to prosecution to the fullest extent of the law.

### COPYRIGHT LAW AND INFRINGEMENT

Copyright is a form of protection provided by U. S. law (title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the copyright law provides the copyright owner exclusive rights:

- To reproduce the work in copies
- To prepare derivative works based upon the work
- To distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending
- To perform the work publicly
- To display the copyrighted work publicly
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission

Section 501 of the copyright law states that “anyone who violates any of the exclusive rights of the copyright owner...is an infringer of the copyright or right of the author.” Generally, under the law, one who engages in any of these activities without obtaining the copyright owner’s permission may be liable for infringement.

### DIGITAL MILLENNIUM COPYRIGHT ACT DMCA

The Digital Millennium Copyright Act (DMCA) attempts to address copyright in the digitally networked environment. DMCA addresses a number of significant copyright-related issues. Details on DMCA can be found at the United States Copyright Office website ([www.copyright.gov](http://www.copyright.gov)).

## PEER-TO-PEER FILE SHARING P2P

Peer-to-Peer (P2P) technology is a distributed computing software structure that enables individual computers to connect to and communicate directly with other computers. Through this connection, computer users (known as “peers”) can share communications, processing power, and data files. With respect to file sharing specifically, P2P technology allows “decentralized” sharing. Rather than storing files in a central location to which individual computers must connect to retrieve the files, P2P technology enables individual computers to share directly among themselves files stored on the individual computers. A student may face a number of risks when he/she downloads and uses commercial P2P file sharing software programs. If a student downloads a particular program, he/she could possibly download other software, such as spyware or adware that is bundled with the file sharing program. The user may not understand the configuration of the P2P file sharing software’s “shared folder” and may inadvertently share sensitive personal files, or Institute files, residing on his/her hard drive. A user also might receive files with viruses and other programs when sharing files using P2P programs. These viruses could impair the operation of his/her personal computer. The student is at risk to receive or redistribute files that may subject him/her to civil or criminal liability under copyright infringement laws. More information about P2P can be found in reports at the Federal Trade Commission website ([www.ftc.gov](http://www.ftc.gov)).

## STUDENT GRIEVANCE PROCEDURE

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 of Admissions 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.

## CALIFORNIA

Approved by the Bureau of Private Postsecondary Education (BPPE) pursuant to the California Private Postsecondary Education Act of 2009 (ACT)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about this Institution with the California Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau’s Internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).

**CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

1747 Market Blvd., Suite 225  
Sacramento, CA 95834  
Telephone (916) 574-8900  
Toll Free (888) 370-7589  
Fax (916) 263-1897  
By email to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

**CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: 888-370-7589  
Website: [www.bppe.ca.gov/](http://www.bppe.ca.gov/)

## IDAHO

Registered as a Proprietary School with the State Board of Education under Idaho Statutes, Title 33, Chapter 24

### STATE BOARD OF EDUCATION

**Student Complaint Forms are available by contacting the school and may be filed by:**

- Telephone: 800.797-0867 or 800-775-5753
- Mail: 351 Second Street, Napa, CA 94559
- Email: [info@americangunsmith.com](mailto:info@americangunsmith.com)

If after completion of our school's procedure the issues have not been resolved, students may take additional steps to file:

- 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.
- Complaints alleging unfair competition or deceptive business practices and violation of 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.

### 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>

## DISABILITY SERVICES

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, AGI prohibits discrimination on the basis of a disability. The Institute is committed to making reasonable accommodations to meet the needs of students with disabilities, provided that such accommodations do not fundamentally alter the nature of the service, program, or activity or impose an undue financial or administrative burden.

Appropriate academic adjustments will be determined based on the student's specific disability and individual needs. These accommodations may include auxiliary aids and services, as well as modifications to academic requirements, as necessary to ensure equal educational opportunity. Reasonable accommodations will be granted to students who provide appropriate documentation of a disability and who are otherwise qualified to participate in their specific program of study.

## FFL DISCLOSURE

A Federal Firearms License (FFL) and state licenses are required to operate a gunsmithing business. To obtain an FFL license requires the following procedures:

- It is not a requirement in the state of California to obtain a Gunsmithing Certificate through this Institution to practice gunsmithing. However, possessing a Gunsmithing Certificate will demonstrate a proven level of competence.
- Once an individual has decided to make an application for a federal firearms license (FFL), applicants send their completed application to the ATF post office box listed on the application form, ATF Form 7 – Application for License (FFL). The application must be accompanied by the proper application fee. Once the application fee is processed, the FFLC will enter the applicant's information into its database and commence a full review of the application and supporting materials, including fingerprint cards and photographs. The FFLC will review the fingerprint cards the applicant submitted for clarity and as required by law, will then conduct an electronic background check on all the “responsible persons” identified on the individual's application. ATF defines a responsible person as a sole proprietor, partner, or anyone having the power to direct the management, policies, and practices of the business as it pertains to firearms. In a corporation this includes corporate officers, shareholders, board members, or any other employee with the legal authority described above.
- The FFLC will then send the applications for new licenses to the nearest ATF field office having responsibility for the area in which individual's business is located. The field office supervisor will issue an assignment to an Industry Operations Investigator (IOI) who will conduct an in-person interview with the applicant. The IOI will discuss Federal and State and local requirements with the applicant and go over the application with them to ensure the information is correct and current. The IOI will then prepare a report of his/her interview, the inspection and make a recommendation to either issue the applicant the license or deny the application. Some reasons for denial may include failure to comply with State or local law (such as zoning ordinances), evidence of previous willful violations of the Gun Control Act, or falsification of the application.
- The field office supervisor will also review the report and then submit his/her recommendation to the FFLC. Assuming that all background checks have been completed and the business address and proposed business operations are in compliance with State and local law, the FFLC will complete the application processing and issue the applicant a license. [This will take approximately 60 days from the time the individual's application was first received and if the application submitted was completely and correctly filled out.] For more information visit: The Department of Justice's Bureau of Alcohol, Tobacco, Firearms and Explosives [www.atf.gov](http://www.atf.gov).

# AGI COURSES

## ADMISSIONS REQUIREMENTS

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

- 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.
- Applicants must be eligible to obtain a Federal Firearms License (see below for additional information).

## STATEMENT OF ELIGIBILITY

Due to the nature of the coursework offered, AGI reserves the right to deny enrollment in AGI Gunsmithing courses to any individual who is unable to answer “No” to all of the below questions. Additionally, enrollment may be denied if AGI 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?

## STATE LAWS AND REQUIREMENTS

AGI may provide students with tools and equipment that are related to the firearms industry. The Institute strives to ensure tools and equipment are issued in accordance with federal, state, and local firearm laws. AGI will work with individual students based on the state they reside in when assigning courses. However, it is ultimately the responsibility of the student to comply with the individual state(s) and federal law regarding firearms. Students are accountable under the exact wording and current interpretations of all applicable laws and regulations within each state.

## TOOLS AND EQUIPMENT

Any tools and equipment provided by the Institute are included in the total program cost. These items are shipped to the student with other learning materials and will belong to the student.

## COMPLETION REQUIREMENTS

To earn a Certificate in Gunsmithing, a student must do the following:

- Complete all coursework required in the program
- Achieve a score of 80% or higher on all examinations in the Course.
- Meet all financial obligations to the Institute

# COURSES

## ADMISSIONS REQUIREMENTS

AGI Professional Gunsmithing courses follow these academic guidelines.

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

**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. Exams are online only.

**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 [info@americangunsmith.com](mailto:info@americangunsmith.com), after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

**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.

### FOR INFORMATIONAL PURPOSES:

Due to the specialized nature of our Institution's program offerings, our programs do not fall within specific category in the Standard Occupational Classification System. Therefore we do not have a Standard Occupational classification code to list for our programs.



# AGI GUNSMITHING COURSES LESSON BREAKDOWN

AGI GUNSMITHING COURSES		LESSON	TITLE	HOURS	
PROFESSIONAL GUNSMITHING ADVANCED MASTER LEVEL COURSE (DVD)	PROFESSIONAL GUNSMITHING MASTER LEVEL COURSE (DVD/ONLINE)	PROFESSIONAL GUNSMITHING LEVEL 1 COURSE (DVD/ONLINE)	LESSON 1	INTRODUCTION TO PROFESSIONAL GUNSMITHING	5
			LESSON 2	HANDGUN - PISTOL & REVOLVER DESIGN, FUNCTION, & REPAIR	35
			LESSON 3	SHOTGUN DESIGN, FUNCTION, AND REPAIR	41
			LESSON 4	RIMFIRE DESIGN, FUNCTION, AND REPAIR	27
			LESSON 5	RIFLE DESIGN, FUNCTION, AND REPAIR	44
			LESSON 6	THE MONEY MAKERS	4
			LESSON 7	THE COMPLETE HISTORY OF SMITH & WESSON	3.5
			LESSON 8	BUYING & COLLECTING USED GUNS WITHOUT GETTING BURNED	2
			LESSON 9	PROFESSIONAL GUN CLEANING SECRETS	2
			LESSON 10	SUPER TUNING THE FACTORY RIFLE	3.5
			LESSON 11	RELINING AND RESTORING .22 BARRELS	2
			LESSON 12	STOCK REFINISHING	2
			LESSON 13	BUILDING THE M1-GARAND FROM A PARTS KIT	2
			LESSON 14	GLASS BEDDING FOR ACCURACY	2
			LESSON 15	CERTIFIED COWBOY ACTION ARMORER'S COURSE	12
			LESSON 16	COMPLETE MACHINE SHOP COURSE: LATHE, MILL, GENERAL	30
			LESSON 17	A DAY AT THE BENCH WITH BOB DUNLAP	4
			LESSON 18	PROFESSIONAL METAL FINISHING & HOT CAUSTIC BLUING	4
			LESSON 19	ADVANCED TRIGGER JOBS AND SYSTEMS	8
			LESSON 20	BUILDING THE CUSTOM MAUSER RIFLE	8
			LESSON 21	CLASSIC SLOW RUST AND NITRE BLUING	3.5
			LESSON 22	PILLAR BEDDING FOR ACCURACY	2
			LESSON 23	SELECTING, UNDERSTANDING, & BUYING RIFLE & PISTOL SCOPES	2
			LESSON 24	THE ART OF MAKING FLAT SPRINGS	1
			LESSON 25	HOW TO MAKE COIL SPRINGS	1
			LESSON 26	HOW TO CASE HARDEN METAL PARTS	1
			LESSON 27	HOW TO HEAT TREAT CARBON STEELS	1
			LESSON 28	CUSTOM BARRELING BOLT ACTION RIFLES	2
			LESSON 29	BUSINESS SUCCESS SYSTEM PACKAGE	18
			LESSON 30	CERTIFIED 1911 PISTOLSMITH CUSTOMIZING COURSE	27
			LESSON 31	CERTIFIED AR-15/M4 RIFLESMITH CUSTOMIZING COURSE	12
			LESSON 32	CERTIFIED GLOCKSMITH CUSTOMIZING COURSE	17
			LESSON 33	BOB DUNLAP'S GUNSMITHING HISTORY AND PHILOSOPHY	6
			LESSON 34	CERTIFIED ADVANCED WELDING COURSE	22
			LESSON 35	BUILDING THE G3 FROM A PARTS KIT	1.5
			LESSON 36	HOW TO REBARREL AND BLUEPRINT MILITARY BOLT ACTION RIFLES	5
			LESSON 37	HANDGUN ADVANCED TRAINING EXPANSION MODULE	36
			LESSON 38	SHOTGUN ADVANCED TRAINING EXPANSION MODULE	36
			LESSON 39	RIMFIRE ADVANCED TRAINING EXPANSION MODULE	15
			LESSON 40	PIVOT BARREL, SS, O/U, SXS, DOUBLE BARREL SHOTGUNS	24
			LESSON 41	COMPLETE LIBRARY OF ARMORER'S COURSES - 66 TITLES	100
<b>TOTAL HOURS</b>				<b>574</b>	

## COURSE MATERIALS

- Gunsmithing FFL (Federal Firearms License) Starter Kit
- 3 Volume Set of Detailed Firearms Schematics - USB Drive
- Drill and Tap Chart
- Heat Treat Temperature Guide for Carbon Steel

# AGI PROFESSIONAL GUNSMITHING CORE COURSE CURRICULUM

## Lesson 1 – 5 Breakdown

### Lesson 1 Introduction to Gunsmithing

### Lesson 2 Handgun – Pistol & Revolver Design, Function and Repair

- Pistolsmithing Segments
- DESIGN, FUNCTION AND REPAIR AUTOMATIC PISTOLS
- Single Action–Locked Breech
- Colt 1911 Design Browning Hi-Power
- Beretta Brigadier, Model 1951
- Double Action Automatics–Locked Breech
- Sig P220 and Series Beretta 392, Taurus
- S&W Glock
- Straight Blowback Automatic Pistols
- Melior .22
- High Standard Duramatic Browning Buckmark Smith & Wesson 422
- Ruger Standard Automatic (Mark II) High Standard HD Military
- High Standard Sport King Beretta .380
- Colt Woodsman
- Single Action Revolvers
- Colt
- Double Action Revolvers
- Colt
- Colt Trooper 3 (Dan Wesson) Charter Arms
- High Standard, H & R, Iver Johnson and Sentinel Smith & Wesson

### Lesson 3 Shotguns Segments

- Pumps
- Remington 870
- Mossberg 500
- Ithaca Model 37

- Winchester Model 1200
- Savage Model 67
- Noble (Smith and Wesson) 916 Squibman Model 30
- Savage Model 520
- Shotguns–Auto
- Browning A5 (Remington and Savage models) Remington Model 1100
- Browning B-2000 Browning B-80 (Beretta) Winchester 50 and 59
- Pivot Single Barrel Shotguns
- Winchester 37
- Pivot Double Barrel Shotguns
- Miscellaneous Shotguns

#### **Lesson 4 Rimfire Riflesmithing Segments**

- Cal Rimfire Rifles
- Remington Nylon 66
- Savage 87 Charter AR-7
- Mossberg .22 (bolt action)
- High Standard (Sears Model 29-35) Savage Model 29
- Mossberg New Version
- Mossberg Tube Magazine Version Marlin 99 and Glenfield 60
- Squibman Model 20 and Squires Bingham Ruger 10/22
- Remington model 550 and 550-1 Ithaca Model 49 (Lever Action)
- Browning BPR .22
- Browning Automatic .22, Remington 24, 241 and Norinco
- Winchester Model 77
- Remington Rolling Block, Savage Little Scout Marlin 57, Western Auto
- Winchester 256 Winchester 9422 (Lever Action)
- Remington 12 and 121 (Pump Action) Merlin 39A
- Remington 552 and 572
- Winchester 200 Series (250, 255, 270, 275 and 290) H & K Model 300
- Browning T-Bolt Mossberg 320
- Savage Model 15
- Wards Model 36, Savage 521 and Mossberg 10 Wards Model 31A, Mossberg 40 and 44 Remington Nylon 11 and 500 Series
- Savage Model 63 and Sears Remington Model 514
- Savage Model 34

- Marlin Model 81 and Western Automatic
- Winchester Model 69, 72 and 75 Mossberg Single Shot Kiros Coyote (Mexico) BSA Raylock (Automatic)

### **Lesson 5 Centerfire Riflesmithing Segments**

- Rifles, Bolt Action Designs
- Mauser M98 Springfield 03A3 Remington 700
- Winchester Model 70 (Post-64) Enfield P-14 and Remington 30 Savage 110
- Brno 22 Hornet
- Brno 7 x 57
- Short Magazine Lee Enfield (SMLE) French Mas Model 35
- Mannlicher Schonauer Mannlicher Bethier Mannlicher Carcano
- Lever Action Designs
- Savage 99
- Winchester 94 Pre-64 and Post-64 Marlin 336, Model 94
- Browning BLR
- Semi-Automatic Rifles
- Remington 740 and 760 Browning BAR
- Assault Rifles
- Colt AR-15 AK-47, AKS
- Valmet
- Assault Pistols
- Mac-10
- KG-9 (Tech-9)
- MK-760, Smith & Wesson UZI
- AR-180
- Leader (Australian)
- Galil (Israeli made AK-47 design)
- Roller Lock Designs
- Sig
- Heckler & Koch M-1 Garand
- M-14
- Ruger Mini-14 M-1 Carbine

## PROFESSIONAL GUNSMITHING LEVEL 1

Instruction Hours: 175 | Modality: Self-Paced | Length: Thirty-two (32) Months or less | No Prerequisites

US Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith

*AVAILABLE BOTH ONLINE AND ON DVD*

### COURSE DESCRIPTIONS

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 175 hours of detailed, step-by-step video instruction by Master Gunsmith Robert (Bob) Dunlap on DVD. US Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith.

### COURSE 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.

**Testing and Certificate Requirements:** When you complete each of the 5 segments in the Professional Gunsmithing Level I Course (Introduction to Gunsmithing, Pistol smithing, 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.

### COURSE MATERIALS

- Gunsmithing FFL (Federal Firearms License) Starter Kit
- 3 Volume Set of Detailed Firearms Schematics - USB Drive
- Drill and Tap Chart
- Heat Treat Temperature Guide for Carbon Steel

## COURSE OUTLINE

LESSON	TITLE	HOURS
Lesson 1	Introduction to Professional Gunsmithing	5
Lesson 2	Handgun - Pistol & Revolver Design, Function, & Repair	35
Lesson 3	Shotgun Design, Function, and Repair	41
Lesson 4	Rimfire Design, Function, and Repair	27
Lesson 5	Rifle Design, Function, and Repair	44
Lesson 6	The Money Makers	4
Lesson 7	The Complete History of Smith & Wesson	3.5
Lesson 8	Buying and Collecting Used Guns Without Getting Burned	2
Lesson 9	Professional Gun Cleaning Secrets	2
Lesson 10	Super Tuning the Factory Rifle	3.5
Lesson 11	Relining and Restoring .22 Barrels	2
Lesson 12	Stock Refinishing	2
Lesson 13	Building the M1-Garand from a Parts Kit	2
Lesson 14	Glass Bedding for Accuracy	2
<b>TOTAL HOURS</b>		<b>175</b>

## PROFESSIONAL GUNSMITHING LEVEL 2

Instruction Hours 254.5 | Self-Paced | Length: Thirty-four (34) Months or less | No Prerequisites  
US Dep. of Labor Job Classification Code: DOT 632.281-010 Gunsmith  
*AVAILABLE BOTH ONLINE AND ON DVD*

### COURSE DESCRIPTION

This comprehensive course includes the fundamentals of gunsmithing. (DOT 632.281.010 - Gunsmith) The Professional Gunsmithing Level II Course includes the coursework outlined in Professional Gunsmithing Level I and includes the complete Machine Shop Course (30 hours) with materials and shop manuals and all additional training videos and materials described below.

### COURSE OBJECTIVES

Upon the completion of this course, students 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 also learn skills of Machine Shop, using a Lathe, Mill and other General Shop equipment, along with the skills of Metal Refinishing, Spring making, Metal Heat- treating, Custom rifle building and accuracy enhancement with the tuning of Advanced Trigger Systems. Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

### TESTING AND CERTIFICATE REQUIREMENTS

When you complete the segments in the Professional Gunsmithing Level II Course, (Introduction to Gunsmithing, Pistolsmithing, Shotguns, .22 Rimfire Rifles, Centerfire Rifles, Machine Shop Theory and Machine Shop Practical), 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.

### COURSE MATERIALS

- Gunsmithing FFL (Federal Firearms License) Starter Kit
- 3 Volume Set of Detailed Firearms Schematics - USB Drive
- Drill and Tap Chart
- Heat Treat Temperature Guide for Carbon Steel

## COURSE OUTLINE

LESSON	TITLE	HOURS
Lesson 1	Introduction to Professional Gunsmithing	5
Lesson 2	Handgun - Pistol & Revolver Design, Function, & Repair	35
Lesson 3	Shotgun Design, Function, and Repair	41
Lesson 4	Rimfire Design, Function, and Repair	27
Lesson 5	Rifle Design, Function, and Repair	44
Lesson 6	The Money Makers	4
Lesson 7	The Complete History of Smith & Wesson	3.5
Lesson 8	Buying and Collecting Used Guns Without Getting Burned	2
Lesson 9	Professional Gun Cleaning Secrets	2
Lesson 10	Super Tuning the Factory Rifle	3.5
Lesson 11	Relining and Restoring .22 Barrels	2
Lesson 12	Stock Refinishing	2
Lesson 13	Building the M1-Garand from a Parts Kit	2
Lesson 14	Glass Bedding for Accuracy	2
Lesson 15	Certified Cowboy Action Armorer's Course	12
Lesson 16	Complete Machine Shop Course: Lathe, Mill, General	30
Lesson 17	A Day at the Bench with Bob Dunlap	4
Lesson 18	Professional Metal Finishing & Hot Caustic Bluing	4
Lesson 19	Advanced Trigger Jobs and Systems	8
Lesson 20	Building the Custom Mauser Rifle	8
Lesson 21	Classic Slow Rust and Nitre Bluing	3.5
Lesson 22	Pillar Bedding for Accuracy	2
Lesson 23	Selecting, Understanding, & Buying Rifle & Pistol Scopes	2
Lesson 24	The Art of Making Flat Springs	1
Lesson 25	How to Make Coil Springs	1
Lesson 26	How to Case Harden Metal Parts	1
Lesson 27	How to Heat Treat Carbon Steels	1
Lesson 28	Custom Barreling Bolt Action Rifles	2
<b>TOTAL HOURS</b>		<b>254.5</b>



## MASTER GUNSMITHING COURSE

Instruction Hours 363 | Self-Paced | Length: Thirty-eight (38) Months or less | No Prerequisites

US Dep. of Labor Job Classification Code: DOT 632.281-010 Gunsmith

*AVAILABLE BOTH ONLINE AND ON DVD*

### COURSE DESCRIPTION

This comprehensive course includes the fundamentals of gunsmithing and includes coursework in building a gunsmithing business. (DOT 632.281.010 - Gunsmith) The Master Gunsmithing Course includes all coursework in Professional Gunsmithing Level I and Level II courses, includes the complete Welding Course (22 hours), with materials and shop manuals, and all additional training videos and materials described below.

### COURSE OBJECTIVES

Upon completion of this course, students will have comprehension of the entire customizing processes for 1911 pistols, AR-15 rifles, Glocks, barreling. AN extensive understanding of welding processes and best practices for Arc, TIG, Gas, MIG, and Plasma Cutting. A foundational understanding on the requirements for establishing a Gunsmithing Business with basic marketing procedures. Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

### TESTING AND CERTIFICATE REQUIREMENTS

When you complete all segments in the Master Gunsmithing Course, (Introduction to Gunsmithing, Pistolsmithing, Shotguns, 22 Rimfire Rifles, Centerfire Rifles, Machine Shop Theory, Machine Shop Practical and Welding), 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.

## COURSE OUTLINE

LESSON	TITLE	HOURS
Lesson 1	Introduction to Professional Gunsmithing	5
Lesson 2	Handgun - Pistol & Revolver Design, Function, & Repair	35
Lesson 3	Shotgun Design, Function, and Repair	41
Lesson 4	Rimfire Design, Function, and Repair	27
Lesson 5	Rifle Design, Function, and Repair	44
Lesson 6	The Money Makers	4
Lesson 7	The Complete History of Smith & Wesson	3.5
Lesson 8	Buying and Collecting Used Guns Without Getting Burned	2
Lesson 9	Professional Gun Cleaning Secrets	2
Lesson 10	Super Tuning the Factory Rifle	3.5
Lesson 11	Relining and Restoring .22 Barrels	2
Lesson 12	Stock Refinishing	2
Lesson 13	Building the M1-Garand from a Parts Kit	2
Lesson 14	Glass Bedding for Accuracy	2
Lesson 15	Certified Cowboy Action Armorer's Course	12
Lesson 16	Complete Machine Shop Course: Lathe Mill, General	30
Lesson 17	A Day at the Bench with Bob Dunlap	4
Lesson 18	Professional Metal Finishing & Hot Caustic Bluing	4
Lesson 19	Advanced Trigger Jobs and Systems	8
Lesson 20	Building the Custom Mauser Rifle	8
Lesson 21	Classic Slow Rust and Nitre Bluing	3.5
Lesson 22	Pillar Bedding for Accuracy	2
Lesson 23	Selecting, Understanding, & Buying Rifle & Pistol Scopes	2
Lesson 24	The Art of Making Flat Springs	1
Lesson 25	How to Make Coil Springs	1
Lesson 26	How to Case Harden Metal Parts	1
Lesson 27	How to Heat Treat Carbon Steels	1
Lesson 28	Custom Barreling Bolt Action Rifles	2
Lesson 29	Business Success System Package	18
Lesson 30	Certified 1911 Pistolsmith Customizing Course	27
Lesson 31	Certified AR-15/M4 Riflesmith Customizing Course	12
Lesson 32	Certified Glocksmith Customizing Course	17
Lesson 33	Bob Dunlap's Gunsmithing History and Philosophy	6
Lesson 34	Certified Advanced Welding Course	22
Lesson 35	Building the G3 from a Parts Kit	1.5
Lesson 36	How to Rebarrel and Blueprint Military Bolt Action Rifles	5
<b>TOTAL HOURS</b>		<b>363</b>

The Business Success Tool Kit Series: Contained in this 12-audio CD set are the core secrets to operating a successful and profitable business. Hosted by Accelerated Training Institute's President and successful entrepreneur Gene Kelly, along with Professional Business Coach April Palmer, this course includes:

- Step 1: Goal Setting that Works: The Designer Lifestyle and Business Vision You Always Wanted, but didn't Think You Could Have
- Step 2: Getting the Results You Want: Productivity and Profits Through a High-Performance Environment
- Step 3: How to Survive an Economic Slump (or any business cycle change): Making Sound Financial Decisions in Difficult Times
- Step 4: How to Attract Business Like a Magnet: Creating the Promise That Sells!
- Step 5: Advertising and PR That Works! : Knocking Down the Door to Do Business With You
- Step 6: Turning Your Highest Sales per Customer: Giving Them Reasons to Buy and Buy More! The Information Package 6 CDs covering topics to advance your success
- Interviews with American Gunsmithing Institute instructors and "how-to" information on shop set-up, flow, problem-solving, traps to avoid and more.
- Flat Rate Job Book which discusses how much you should charge for your work.
- Tax Secrets audio CD. This video discusses business structures you should consider which could be deductible on your taxes.

*Note: The Business Success Tool Kit Series and the Informational Package are bonus products included in the Master Gunsmithing Course and do not include certification testing.*

### **COURSE MATERIALS**

- Gunsmithing FFL (Federal Firearms License) Starter Kit
- 3 Volume Set of Detailed Firearms Schematics - USB Drive
- Drill and Tap Chart
- Heat Treat Temperature Guide for Carbon Steel
- Exclusive Gunsmithing Flat Rate Manual - How to Price Your Work
- Marketing Manual - How to Market Your Business

## ADVANCED MASTER GUNSMITHING COURSE

Instruction Hours 574 | Self-Paced | Length: Thirty-eight (38) Months or less | No Prerequisites

US Dep. of Labor Job Classification Code: DOT 632.281-010 Gunsmith

*AVAILABLE ON DVD*

### COURSE DESCRIPTION

This comprehensive course includes the fundamentals of gunsmithing and includes coursework in building a gunsmithing business. (DOT 632.281.010 - Gunsmith) The Master Gunsmithing Course includes all coursework in Professional Gunsmithing Level I and Level II courses, includes the complete Welding Course (22 hours), with materials and shop manuals, and all additional training videos and materials described below.

### COURSE OBJECTIVES

Upon completion of this course, students will have comprehension of Advanced Handgun repair, Advanced Shotgun repair, Advanced Rimfire repair, Pivot Barrel Shotguns repairs, comprehensive understanding of Design, Function, and repair of 65 additional firearm systems groups. Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

### TESTING AND CERTIFICATE REQUIREMENTS

No additional testing is required for the Advanced Master Gunsmithing Course beyond what is specified for the Master Gunsmithing Course, as it is only to provide students with value-added equipment to add to the trades covered in the courses.

## COURSE OUTLINE

LESSON	TITLE	HOURS
Lesson 1	Introduction to Professional Gunsmithing	5
Lesson 2	Handgun - Pistol & Revolver Design, Function, & Repair	35
Lesson 3	Shotgun Design, Function, and Repair	41
Lesson 4	Rimfire Design, Function, and Repair	27
Lesson 5	Rifle Design, Function, and Repair	44
Lesson 6	The Money Makers	4
Lesson 7	The Complete History of Smith & Wesson	3.5
Lesson 8	Buying and Collecting Used Guns Without Getting Burned	2
Lesson 9	Professional Gun Cleaning Secrets	2
Lesson 10	Super Tuning the Factory Rifle	3.5
Lesson 11	Relining and Restoring .22 Barrels	2
Lesson 12	Stock Refinishing	2
Lesson 13	Building the M1-Garand from a Parts Kit	2
Lesson 14	Glass Bedding for Accuracy	2
Lesson 15	Certified Cowboy Action Armorer's Course	12
Lesson 16	Complete Machine Shop Course: Lathe, Mill, General	30
Lesson 17	A Day at the Bench with Bob Dunlap	4
Lesson 18	Professional Metal Finishing & Hot Caustic Bluing	4
Lesson 19	Advanced Trigger Jobs and Systems	8
Lesson 20	Building the Custom Mauser Rifle	8
Lesson 21	Classic Slow Rust and Nitre Bluing	3.5
Lesson 22	Pillar Bedding for Accuracy	2
Lesson 23	Selecting, Understanding, & Buying Rifle & Pistol Scopes	2
Lesson 24	The Art of Making Flat Springs	1
Lesson 25	How to Make Coil Springs	1
Lesson 26	How to Case Harden Metal Parts	1
Lesson 27	How to Heat Treat Carbon Steels	1
Lesson 28	Custom Barreling Bolt Action Rifles	2
Lesson 29	Business Success System Package	18
Lesson 30	Certified 1911 Pistolsmith Customizing Course	27
Lesson 31	Certified AR-15/M4 Riflesmith Customizing Course	12
Lesson 32	Certified Glocksmith Customizing Course	17
Lesson 33	Bob Dunlap's Gunsmithing History and Philosophy	6
Lesson 34	Certified Advanced Welding Course	22
Lesson 35	Building the G3 from a Parts Kit	1.5
Lesson 36	How to Rebarrel and Blueprint Military Bolt Action Rifles	5
Lesson 37	Handgun Advanced Training Expansion Module	36
Lesson 38	Shotgun Advanced Training Expansion Module	36
Lesson 39	Rimfire Advanced Training Expansion Module	15
Lesson 40	Pivot Barrel, SS, O/U, SxS, Double Barrel Shotguns	24
Lesson 41	Complete Library of Armorer's Courses - 66 Titles	100
<b>TOTAL HOURS</b>		<b>574</b>

The Business Success Tool Kit Series: Contained in this 12-audio CD set are the core secrets to operating a successful and profitable business. Hosted by Accelerated Training Institute's President and successful entrepreneur Gene Kelly, along with Professional Business Coach April Palmer, this course includes:

Step 1: Goal Setting that Works: The Designer Lifestyle and Business Vision You Always Wanted, but didn't Think You Could Have

Step 2: Getting the Results You Want: Productivity and Profits Through a High-Performance Environment

Step 3: How to Survive an Economic Slump (or any business cycle change): Making Sound Financial Decisions in Difficult Times

Step 4: How to Attract Business Like a Magnet: Creating the Promise That Sells!

Step 5: Advertising and PR That Works! : Knocking Down the Door to Do Business With You

Step 6: Turning Your Highest Sales per Customer: Giving Them Reasons to Buy and Buy More!

The Information Package 6 CDs covering topics to advance your success

Interviews with American Gunsmithing Institute instructors and "how-to" information on shop set-up, flow, problem-solving, traps to avoid and more.

Flat Rate Job Book which discusses how much you should charge for your work.

Tax Secrets audio CD. This video discusses business structures you should consider which could be deductible on your taxes.

*Note: The Business Success Tool Kit Series and the Informational Package are bonus products included in the Master Gunsmithing Course and do not include certification testing.*

### **COURSE MATERIALS**

- Gunsmithing FFL (Federal Firearms License) starter kit
- 3 Volume Set of Detailed Firearms Schematics - USB Drive
- Drill and Tap Chart
- Heat Treat Temperature Guide for Carbon Steel
- Exclusive Gunsmithing Flat Rate Manual - how to price your work
- Marketing Manual - How to market your business

**ADVANCED MASTER TOOL LIST FOR VA CHAPTER 31 STUDENTS**

This list of tools is only available to the students who qualify under the Veterans Readiness and Employment, Title 38, Chapter 31:

- Bench Top Lathe 7" x12". (A small but ideal and effective lathe for general gunsmithing, you will be able to turn threads, set back pistol barrels, make firing pins and hundreds of other repairs.)
- Belt Sander with Disc Sander (for fitting, polishing parts, and installing recoil pads)
- Bench Grinder and Wire Brush
- Bench Top Drill Press
- Gunsmithing Bench Vise (a solid vise with wide parallel jaws)
- Foredom Hand Grinder with Cutters and Bits, including Flex Shaft, Handle and Variable Speed Foot Control
- Oxy-acetylene Torch, Tip and Regulator Kit (tanks not included)
- Gun Coat Airbrush Metal Finishing Kit (refinish firearms with multi-color state of the art finishes)
- AGI Oil Mat
- AGI Hand Tool Set:
- Complete Set of Gunsmithing Screw Drivers
- Brass Punch Set
- Steel Pin Punch Set
- 2-ounce Ball Peen Hammer
- 4-ounce Ball Peen Hammer
- Plastic Mallet
- Pliers Set and Diagonal Cutter
- Dental Pick Set
- Nicholson Professional File Set
- Needle File Set
- Safety Glasses
- Thread Gauge
- Gunsmith's Bench Block
- Precision Tools:
- Digital Calipers
- Laser Bore Sighting System (for collimating scopes)
- Electronic Trigger Pull Gage
- Rifle Holding Cleaning Fixture and Cradle
- Gun Parts Corp Reference Manual
- Brownell's Gunsmiths Tool Catalog
- 6"x1/2" Norton Trigger & Sear Stones
- Gunsmith Parallel Jaw Pliers
- Mauser Bolt Extractor Pliers
- Hollands Scope Mount
- Tipton Gun Vise
- Jacks First Schematic – USB Drive

*\*The tools in this package are representative but models, manufacturers or items are subject to availability and change without notice.*

## PRACTICAL GUNSMITHING

Instruction Hours: 13 | Self-Paced | Length: Twelve (12) Months or less | No Prerequisites

US Dep. of Labor Job Classification Code: DOT 632.281-010 Gunsmith

AVAILABLE BOTH ONLINE AND ON DVD

### COURSE DESCRIPTION

In this course, students quickly learn how to customize and make all these common necessary repairs below. This course includes basic hand tools and workbook, "Gunsmithing Made Easy."

Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith More than 13 hours of DVD instruction

### COURSE OBJECTIVES

Provides the student with a comprehensive overview of firearms terminology, basic tool usage, proper shop set-up, and minimum entry level knowledge to work in the firearms industry.

(DOT 632.281.010 - Gunsmith) 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.

### TESTING AND CERTIFICATE REQUIREMENTS

When you complete this course, you will take an examination to test your knowledge. When you pass your exam with a score of 80% or higher, you will receive a Certificate of Completion.

### COURSE OUTLINE

LESSON	TITLE
Lesson 1	Install a recoil pad
Lesson 2	Cast a chamber to determine caliber and condition
Lesson 3	Install a red ramp in a handgun front sight
Lesson 4	Bed an action using epoxy
Lesson 5	Repair a broken firing pin
Lesson 6	Fit new magazines
Lesson 7	Install sling swivels
Lesson 8	Repair grips
Lesson 9	Remove broken screws
Lesson 10	Remove dents from shotgun barrels
Lesson 11	Professional scope mounting and collimating
Lesson 12	Repair damaged .22 LR chambers
Lesson 13	Repair stocks
Lesson 14	Cold bluing techniques
Lesson 15	Legally shorten a shotgun barrel
Lesson 16	Polish chambers to correct extraction & feeding problems
Lesson 17	Grind gunsmithing screwdrivers
Lesson 18	Set up your shop with the tools you really need



## ONLINE LOCKSMITHING

Instruction Hours: 19 | Self-Paced | Length: Twelve (12) Months or less | No Prerequisites

US Dep. of Labor Job Classification Code: DOT 709.281-010 Locksmith

AVAILABLE ONLINE

### COURSE OBJECTIVES

When completed 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.

### 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.

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.

### LOCKSMITHING COURSE CURRICULUM

**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 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.

## 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.

### COURSE OUTLINE

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 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

# MACHINE SHOP

Instruction Hours 30 | Self-Paced | Length: Twelve (12) Months or less | No Prerequisites

US Dep. of Labor Job Classification Code: DOT 600.380-018 Machinist

AVAILABLE BOTH ONLINE AND ON DVD

## 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.

## COURSE 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 Code 3632. 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 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. For more information, visit [www.bls.gov](http://www.bls.gov).

## 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.

## COURSE OUTLINE

LESSON	TITLE
Lesson 1	The Lathe
Lesson 2	The Vertical Mill
Lesson 3	General Machine Shop

## WELDING

Instruction Hours 22| Self-Paced | Length: Twelve (12) Months or less | No Prerequisites  
 US Dep. of Labor Job Classification Code: DOT 819.384-010 Welder, Combination  
 AVAILABLE BOTH ONLINE AND ON DVD

### 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.

### COURSE 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 51-4851 California 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 49-9071 California 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. All contractors/builders must be licensed by the Contractors State License Board in order to perform work in California. The list of classifications and scope of work for each is available on the Board's website at [www.cslb.ca.gov](http://www.cslb.ca.gov).

### 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.

### COURSE OUTLINE

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

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