



## Pennsylvania Gunsmith School®

812 Ohio River Blvd. • Pittsburgh, PA 15202

1.412.766.1812 (P) 1.412.766.0855 (F)

<https://pagunsmith.edu> [admissions@pagunsmith.edu](mailto:admissions@pagunsmith.edu)



**Traditional • Modern • Innovative™**

Can I share my story with you?

About 22 years ago, I was in your shoes, figuring out what to do next with my life. A mentor suggested I check out Pennsylvania Gunsmith School® (PGS). He knew I liked working with my hands and solving mechanical problems, and that I thrived academically under the hands-on curriculum at my high school, the same instructional philosophy as PGS.

I visited PGS, one of the few Gunsmithing Schools in the nation. I loved the idea of learning machining skills to make a custom rifle from a blank, developing wood working skills to craft a custom stock from a piece of walnut, and performing alterations and repairs utilizing the welding and machining skills I would learn in the Master Gunsmithing Program® there.

After 16 months, I was a proud PGS graduate, ready to begin my career. The Master Gunsmithing Program is still 16 months in length, though the curriculum is constantly updated to satisfy the needs of employers in the firearm industry.

My career has taken me from Gander Mountain staff gunsmith, regional gunsmith manager and hardlines manager; to Director of Operations with Pittsburgh Cerakote; to general manager of National Armory, an area retailer with several locations.

But the job I enjoy **most** is my dream job of the last six years as PGS **Director of Instruction**, back where it all began – doing what I love best, training new generations of Gunsmiths.

Our comprehensive, 2496 clock hour program is based in a shop setting just like what a Gunsmith experiences on the job. Graduates are equipped with the specialized skills to make a contribution to the industry right away.

See for yourself on a virtual tour conducted by me. See our students at the bench and bluing tanks, in the paint booth, and at lathes and other machines. Maybe you'll see yourself there, too.

Once you have made the decision to apply to PGS, you can find our Enrollment Application and Instructions in this document and also on our website under the "Admissions" tab.

Thanks for your time, and for more information or to schedule a virtual tour, call us at 412-766-1812.



Jamey Wojtasek  
PGS Director of Instruction

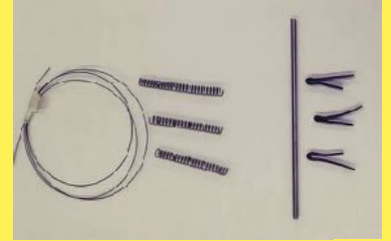
## Exactly what does a Gunsmith do?

- They are skilled craftsmen and women who use their minds as well as their hands.
- They blue, apply coatings and finishes; refinish or custom design wood stocks; fit composite stocks.
- They alter, accurize and repair guns.
- They use lathes, milling machines, drill presses and other equipment to provide specialty customizations for appearance, design and accuracy.
- They must exercise expert and precise judgment regarding the guns they work on.
- They are specialists in trouble shooting and diagnosis of mechanical problems and accurately correct them.

### Student Projects and Firearms (clockwise)



Custom stock with a classic cheekpiece; heat treatment to make springs; ballistics theory; bluing a mirror finish; crowning a barrel; machining a micrometer stop; case hardening and bluing a custom revolver; handcrafting tools like a precision square; alternate finishes on a 1911.



# Semester 1



## Introduction

Using only your hands and simple Gunsmithing hand tools, you'll create precision gauges and templates with a hacksaw and file, including a precision square – tools our graduates take into the profession.

*Skills sets: Spatial perception, hand to eye coordination, layout, gauging, hand-tooling, and filing techniques.*

## Heat Treatment

Students make hand-forged custom flat springs and various tooling, blacksmith skills using a hammer and anvil. You'll learn temperature colors on steel that are typically used in the Gunsmithing career.

*Skill sets: Basic Gunsmithing heat treatment as utilized in tooling, springs and fixtures.*



## Alternate Finishes

Parkerizing processes, Gunkote/Cerakote painting, Hot Rust Bluing and Color Case Hardening, learning the steps in firearm Cycle of Operation; some firearms can be used multiple times.

## Bluing

Additional projects developing your restoration skills: hand polishing, machine polishing, coloring and mirroring techniques and more.

*Skill sets for both: Firearm function and design, cycle of operation, firearm polishing from basic to advanced, plus various bluing processes and alternate finishes (spray-on finishes and coatings).*



## Semester 2



### Checkering and Engraving

Use the new Pulse Graver system in the Brian Powley Engraving Course. Students learn the basics of tool sharpening, layout, and basic engraving taught by internationally trained and known Master Engraver Brian Powley.

Study and learn the traditional gunstock art known as checkering: layout, spacing, deepening, pointing techniques and cutting borders.

*Skill sets: Basic and advanced wood checkering and re-checkering; introduction to metal engraving: lines, curves, scrolls and lettering; laser programmable engraving.*

### One-Piece Stockmaking

Your very first custom stock made entirely from a blank of wood. Inlet your bolt action using a variety of machines, band saws, disc sanders, belt grinders and hand tools. Layout and shape a classic sporter style stock, finishing with learning how to finely apply a desirable finish.



### Two-Piece Stockmaking

Using a basic style firearm, you'll practice making two-piece stocks for rifles and shotguns.

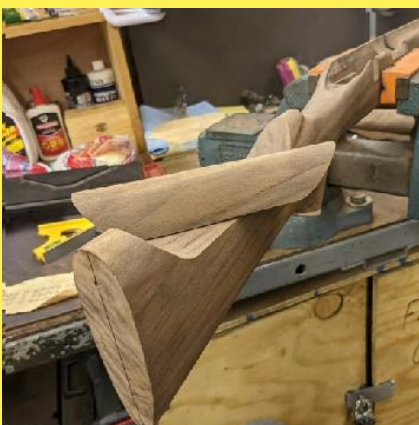
*Skill sets for both: Introductory custom stockmaking for a one-piece and two-piece stock.*



### Specialized Stockmaking Techniques

Adjustable combs and buttplates, bedding techniques, sling swivel installation, recoil pads, stock repair, customization and more.

*Skill sets: Stock finishing/refinishing, accessory installations, stock repairs, accurizing, milling and other power equipment operation.*



# Semester 3



## Welding & Soldering

Techniques and theory are put into practice performing different TIG and soldering operations as typically done in a gun shop.

**Skill sets:** *Welding in TIG and Oxyacetylene soft and silver soldering.*

## Sight Mounting

Learn to hand cut and fit dovetails for sights, drill and tap for scope bases, and set up a jig for speed and accuracy.

**Skill sets:** *Sight installation: dovetail, drilling and tapping.*



## Machine Tool Introduction I and II

Make a myriad of projects, all of them Gunsmithing tools, while mastering lathe and milling operations. Practice various set-ups and repetition to hone your skills.

**Skill sets:** *Lathe work on belt and geared head machines turning, knurling, threading, boring and tapering. Vertical knee milling machine work and grinding.*

## Ballistics & Reloading

A Gunsmith-focused course on reloading basics, internal, external and terminal ballistics.

**Skill sets:** *Simple ballistics and handloading overview.*



## Barrel Fitting & Chambering

Learn precision barrel threading and rifle chambering for different style actions.

**Skill Sets:** *Custom barrel fitting utilizing various techniques and precision reaming.*

# Semester 4

## Business Practice

Industry best practices, shop setup, licensing and ATF compliance brought to life through a series of engaging lectures and practical requirements.

**Skill sets:** *Basics of gun shop ownership including accountability, business ethics and operations, federal firearm laws and regulations, retailing, and creation of a visual portfolio and professional resume.*



## Custom Rifle Making

All the skills you have mastered come together to build a complete custom firearm from parts to bulls eyes and beauty.

**Skill sets:** *Aesthetically creating custom rifle builds from design to inception to finished product.*



## Custom Gun Making & Design

A project showcasing your gunsmith knowledge gained at PGS.

**Skill Sets:** *Aesthetically creating rifle, shotgun or handgun custom firearm builds from design inception to finished product.*



## Custom Alterations & Repair

Some of the very best experience you can gain is getting a variety of alterations and repairs under your belt, and grasping the complex firearm design and Cycle of Operation.

**Skill sets:** *Specialized custom alterations and repair using all previously learned skill sets.*



# PGS Graduates Proudly Display Their Diplomas

Our graduates' diplomas are among their most valuable possessions, representing 2496 clock hours of hard work and sacrifice. In late 2022, we honored WW II Veteran Pete Shaw and Fox News Co-Host Pete Hegseth (also a veteran) with Honorary Diplomas (with PGS Director Bob Thacker below). Here are a few graduates over the years. Come visit PGS for more alumni pics, taken in their shops and on the job.



## Graduate Testimonials

If your child - or grandchild - isn't a college kind of kid, get out to PGS for a tour to see if Gunsmithing is something they are interested in. The program is awesome and the instructors are top notch. This is an awesome trade to learn, and there are plenty of opportunities out there!

*James M., 2019 Graduate*

After getting out of the service, enrolling in PGS was simply a solid decision. The Master Gunsmithing Program is packed full of skills and knowledge to be had by anyone wishing to develop and hone their Gunsmithing abilities. The vast amount of bench time helped me solidify concepts and processes learned in the classroom. I couldn't be more pleased, and my Gunsmithing business is thriving!

*Robert M., 2019 Graduate*

(After discharge from the service), I looked up several gunsmith schools and after comparing schools I decided that Pennsylvania Gunsmith School was going to be my Alma Mater. From the beginning, I was taught the importance of knowing how to fabricate by hand; another course was Social Media Management (*PGS: part of our Business Practice course*) which helped me overcome my lack of interest in on-line self-promotion. Because of PGS' encouragement, I now have a platform on YouTube and Instagram account where I have been able to interact with several big names in the firearms industry. Being an alumnus of PGS has been my proudest achievement. I graduated with Honors... and recognition from the American Pistolsmith Guild for my custom 1911 project. PGS pushed my abilities and imagination to new heights and there is still a lot more to come, both from me and my fellow innovative PGS (graduates) gunsmiths.

*Mark W., 2018 Graduate*

It had been my dream to learn Gunsmithing, and ads from PGS were in American gun magazines that I bought religiously. However, it wasn't til I was 37 that I got the chance to go. The instructors were excellent, friendly and patient. I still keep in contact with friends I made. I would do it all again. Thank you, PGS.

*Orn J. (Citizen of Iceland), 2005 Graduate*

I learned everything I needed to kickstart myself into a great career anywhere I wanted to go in the country. If you're interested in building, repairing or refinishing guns, I'd highly recommend the Master Gunsmithing Program. Between the top of the line instructors and the in-depth hands-on learning style, PGS was the perfect place for me to learn. Having graduated and obtained a job in the field, I'm proud to have attended PGS.

*Braeden H., 2022 Graduate*

PGS is an amazing hands-on school. There is a lot to learn, and advance your skills. The staff is nice and easy to work with. The semesters demand your best and it is worth it.

*Johnathon S., 2021 Graduate*

PGS was a great learning experience for me. I am glad to be in the industry.

*Sean P., 2015 Graduate*

PGS was a great experience. You are given the skills and abilities to make an immediate impact in the industry.

*Pete W., 2022 Graduate*

I've been to many civilian and military schools and I can say that PGS is one of the best I ever attended. The excellent instruction fully prepared me to start my career in the firearms industry.

*Peter H., 2021 Graduate*

PGS was good for me. I needed to learn about the industry, and the skills I learned really helped my knowledge.

*Nathan H., 2015 Graduate*

I had the privilege of not only being a student but also an instructor at PGS. This is all hands-on learning that gives skills that will carry someone to many career fulfilling opportunities.

*Mike R., 1982 Graduate*

PGS was one of the best experiences for me and here I am five years later still going back to the work books because the information is just so valuable.

*Tyler W., 2017 Graduate*





**Pennsylvania Gunsmith School®**  
**Facts about PGS**

Welcome to our Student Consumer Information page; we hope you find it helpful as you decide on a career and corresponding education. Please also schedule a visit to learn more about our school.

This information is presented in compliance with Higher Education Opportunity Act (HEOA) regulations.

**Master Gunsmithing Program®**

O\*Net Information (U.S. Dept. of Labor site)

[www.onetonline.org](http://www.onetonline.org) - Enter *Gunsmith* in the upper right "Occupation Quick Search" box.

*There is no specific Standard Occupational Classification (SOC) for Gunsmith at O\*Net; the occupations are listed in rank order below as to relevance of the title, description, tasks and work activities associated with the keyword **Gunsmith**:*

SOC 49-9099.00: Installation, Maintenance and Repair Workers, All Other

SOC 51-4081: Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic

SOC 51-4199: Metal Workers and Plastic Workers, All Other

CIP Code (Classification of Instruction Programs; assigned by U.S. Dept. of Education): 47.0402

OPEID Code (Dept. of Education): 02330600 (postsecondary education identification code)

**Award:**

Diploma in the Master Gunsmithing Program® with credentials as a Sporting Arms Ordnance Technician™

**Program Length:**

2496 clock hours of instruction (16 months total length; four instructional semesters).

**Costs:**

For information concerning tuition, estimated costs for books, course materials, equipment (tools), and supplies and estimated costs for living expenses see

[Other Consumer Disclosures](#)

[For students enrolling during the time period 4/1/2019-3/31/2020:](#)

**Graduation Rate:** 79.5% (Of 39 students who started, 31 completed the program.)

**On-Time Completion Rate:** Technically none of the 31 graduates graduated on time due to a required leave of absence for the mandated COVID-19 school closure. However, we consider the on time completion rate to be 90% since only 3 of the 31 graduates had an additional leave of absence.

**Placement Rate:** 77% (24 of 31 graduates available for placement were verified as employed in the field or a related field; updated to reflect additional documentation).

**Title IV Median Loan Debt:** 15 of the 31 students graduating had federal student loan debt, with the median being \$12,000 (about \$120 per month for 120 payments; assumes student is paying the interest on unsubsidized loans while enrolled).

**Private Education Median Loan Debt:** Of the 15 with federal student loan debt, 1 also had private loan debt.

**Related Occupations:** This program prepares students for employment as a Gunsmith, and occupations such as machinist, welder, metal worker, wood worker and other related fields.

**Calculation Information:** Included in the calculation of the placement rate are all students who started the program between 4/1/19 – 3/31/20; data is based on information reported to PGS by students or their employers. The Placement Director collects appropriate documentation to support reported rates; graduation and placement rates are reported to the PA Dept. of Education and ACCSC (Accrediting Commission of Career Schools and Colleges).

The following graduates are excluded from the placement calculation: graduates who continue on with education in an accredited institution of higher education (postsecondary) on at least a half-time basis; and graduates who fall into one of these categories: death, incarceration, active military deployment, onset of a medical condition that prevents employment, or international students who returned to their country of origin.

**Types of Positions:** Graduates found positions as Gunsmiths (self-employed or gunshop employee) or related fields such as firearms manufacturing or machining. Employment confirmation was compiled between student graduation date and date report was prepared; some students secured employment before graduation. The Placement Director makes every effort to document employment as soon as possible.

[When evaluating Gunsmithing Programs, be sure to compare --](#)

. Actual bench time working on firearms (*PGS: 2496 total clock hours; intense hands-on training at work benches most of the time.*)

. Graduation credential; if an Associate Degree, 25% of content could consist of general academic courses such as English and electives. (*PGS: does not offer general academic courses.*)

. Costs, including the number of clock hours of actual Gunsmithing instruction, as well as tuition charges, to obtain an apples-to-apples comparison. (*PGS: \$34,320 ÷ 2496 clock hours = \$13.75/hour*)

. Tool policies: do students leave with tools and supplies to begin their career, as well as custom firearms to share with customers and/or employers? (*PGS: Students leave with all the tools and supplies they purchased, as well as an array of sample custom firearms to begin their career.*)

. Instructional philosophy: is the curriculum reviewed and modified to meet the needs of employers? (*PGS: A Program Advisory Committee of employers and private gunsmiths meets twice yearly to assure our proprietary curriculum meets and exceeds the demands of employers.*)

## **Questions and Answers about PGS**

### **What are the Admissions requirements?**

A high school diploma or GED; students must be able to qualify for a FFL (Federal Firearms License), although procurement of this license is part of the post-graduate employment or entrepreneurial process.

Minimum age is 18, or 17 with parent/guardian approval.

Those who love fine firearms and appreciate quality hand and machine work should apply. Previous experience is not necessary, only the desire to become a skilled craftsman.

### **What is the class schedule?**

Monday through Friday, 8 am – 4:30 pm. Students are enrolled the first weekday of each month (except July and December).

### **Is housing available?**

Many apartment buildings are within a short drive or walk from PGS. Avalon is a small community with shopping, restaurants, churches and schools, about five miles from downtown Pittsburgh.

### **What are the faculty qualifications?**

Instructors must have at least three years of practical experience and are trained to teach Gunsmithing. They enjoy imparting knowledge to students, and many are avid hunters and shooters

### **Can I visit PGS through a Virtual Tour?**

PGS recommends virtual tours first using Zoom (or other apps), for your convenience. Hosted by our Director of Instruction, it is in many ways superior to on-site tours because of the access to areas off limits to visitors on-site and depth of technical information conveyed.

### **Can I also visit PGS in person?**

PGS encourages on-site visits to meet with staff, faculty and students, tour the shop, and answer questions about a career in Gunsmithing. We prefer that virtual visits be done first, for your convenience, with exceptions if internet access unavailable. Please call to schedule yours once the virtual visit is completed.

### **Do you accept State Vocational Rehabilitation (VR) students?**

State aid is available in varying amounts to qualified students. PGS has successfully trained many VR students. Contact your local Vocational Rehabilitation Office.

### **What about veterans education benefits?**

PGS is approved for most VA programs, including Post 9/11. Visit <https://www.va.gov> for more information.

### **Do you enroll students from other countries?**

Yes, from many different countries. Contact us and also consult <https://studyinthestates.dhs.gov> for details on how to begin the process.

### **What are the careers in Gunsmithing?**

With a thriving firearms industry, the demand for quality Gunsmithing services is steadily increasing. Existing shops and some retailers are hiring in-house staff.

Private industry positions in manufacturing and related careers as a machinist, woodworker, metal refinisher or model builder provide additional career avenues.

Many students choose to open their own gunshop upon graduation. While PGS does not guarantee placement, our staff will partner with students to help them land that first critical job.

### **Why PGS Compared to Other Schools?**

- . 2496 clock hours of GUNSMITHING career training on-site by experienced staff.
- . Students learn in a shop setting with equipment used in a typical gunshop.
- . Students make useful Gunsmithing tools while learning critical skills.
- . Students purchase essential, quality tools and supplies carefully chosen by instructional staff; used on-the-job.
- . Students leave prepared to make a contribution to the industry right away.

# **Pennsylvania Gunsmith School®**

Accredited by ACCSC (Accrediting Commission of  
Career Schools and Colleges)

Member of the Mid-Atlantic Association of Career Schools  
(MAACS)

Member of Career Education Colleges & Universities (CECU)

Member of the Better Business Bureau

Approved for Veterans Training (including Post 9/11)

Designated a Military Friendly® School for the 2023-24  
Military Friendly® Cycle (Gold Ranking)

State Vocational Rehabilitation Training Benefits

Participates in the federal Title IV grant and  
student and parent loan programs  
(for those students who apply and qualify)

NRA Memberships include:

G. Robert Thacker: NRA Patron Member

Faculty: NRA Members and Life Members



## Master Gunsmithing Program<sup>®</sup> Curriculum

Your education at PGS will prepare you for employment as an entry-level Gunsmith, and our curriculum has been designed over many years to produce skilled, knowledgeable technicians who can add valuable services to any store, company or community.

At PGS, you will learn how to polish and blue guns; do repairs; customize firearms; operate drill presses, lathes, milling machines, grinders, etc. You'll learn how to weld, and fit and chamber rifle barrels. Business Practice in Semester IV will prepare you for employment, whether as an independent Gunsmith or in the employment of others.

- Intense, concentrated 16-month program comprises two academic years of instruction.
- Carefully designed, progressive courses build skills in a planned and organized manner.
- All instruction under the supervision of experienced Gunsmithing instructors.

**Semester I: Introduction to Gunsmithing** 624 hours

- Introduction
- Heat Treatment
- Alternate Finishes
- Bluing

**Semester II: Intermediate Gunsmithing I** 624 hours

- Introduction to Checkering and Engraving
- One Piece Stockmaking
- Two Piece Stockmaking
- Specialized Stockmaking Techniques

**Semester III: Intermediate Gunsmithing II** 624 hours

- Welding and Soldering
- Sight Mounting
- Ballistics and Reloading
- Machine Tool Introduction I
- Machine Tool Introduction II
- Barrel Fitting and Chambering

**Semester IV: Advanced Gunsmithing** 624 hours

- Business Practice
- Custom Riflemaking
- Custom Gun Making and Design
- Custom Alterations and Repair

**Total Clock Hours of Instruction: 2496**

Students attend class Monday through Friday, 8 am to 4:30 pm. A new group of students begins the first weekday of every month (except July and December).



## How much does it cost to go to school?

(Does not include living expenses)

**Tuition** is due the first school day of each semester and is \$8580 per semester.

### **Tools, Books and Supplies**

Additional costs of your Gunsmithing training at PGS are the tools, supplies and firearm components such as actions, barrels and stock blanks needed as the student progresses through the program. PGS maintains a school store for the convenience of our students, and the above items may be purchased through the school store or any source the student wishes. PGS follows ATF regulations for those under 21 years of age for receivers and actions.

Also for the convenience of our students, PGS offers pre-assembled “tool kits” for Semesters 1, 2 and 3 with all required tools and supplies, plus a small kit of tool holders for the lathe for Semester 4. The basic supplies and tools PGS stocks in the school store are chosen from a variety of companies because of their appropriateness to the Gunsmithing curriculum taught at PGS.

Students can choose to purchase supplies from other sources on their own; a list of the required items will be given to the student upon request. Students should have the required items on hand at the beginning of the specific semester. Some items may not need to be purchased if the student has any of the books, tools or supplies already, or has access to them.

Our Master Gunsmithing Program<sup>®</sup> utilizes all of the required tools and supplies to create not only instructional material but also valuable tools, fixtures and custom guns – invaluable to the student seeking employment or for display in their own shop.

The amounts listed below are for the required tools and supplies to complete the educational objectives for each semester, *estimated at current market prices*. Please remember that the student’s primary objective is to obtain training as a Gunsmith. Some choose to purchase optional supplies or more expensive woods, actions and accessories than is absolutely necessary – spending more than the amounts listed below. Each person’s financial resources are different, so plan according to your resources, and not to your desires.

Semester	Tuition	Tool Kits	Addl. Supplies	Stock Woods, Finishes, Etc.	Barrels, Actions, Parts, Etc.	Total Tools, Supplies, Parts, Etc.
I: Introduction to Gunsmithing	\$8580	\$2460	\$400			\$2860
II: Intermediate Gunsmithing I	\$8580	\$1825	\$95	\$260	*	\$2180
III: Intermediate Gunsmithing II	\$8580	\$950	\$250			\$1200
IV: Advanced Gunsmithing	\$8580	\$80	\$500	†	\$3000	\$3580

\* Most students can utilize firearms from Semester 1 or have access to appropriate stockmaking firearms;

† Amount included in \$3000 project parts total.

Miscellaneous household items such as shop towels, q-tips, notebooks, pens and paper will be needed throughout the program; many of these items the student may already have.

### **Firearms Needed for Alternate Finishes, Bluing and Repair Projects**

PGS does not operate a gun shop; work performed by students on alternate finishes, bluing and repair projects comes from their personal collection, or from family and friends. We advise students on the recommended firearms to procure, allowing them ample time to share their needs with family and friends, and minimize the need to purchase firearms for instructional purposes.

**Is Financial Assistance available?** Yes, for those who apply and qualify. Please see the two-sided handout in this packet for information on specific sources and instructions on applying.



## Financial Assistance Programs

Student financial assistance is funding which helps pay for education. Grants do not have to be repaid; loans do. To qualify, a student must be a U.S. citizen or eligible non-citizen, not be in default on a student loan or owe a refund on a grant, and for some types of aid, qualify for financial need (federal Pell grant, some state grants and subsidized student loan).

- Federal Pell Grant: Eligibility/amounts determined by the FAFSA (Free Application for Federal Student Aid). Maximum award of \$7395 per academic year (eight-month period at PGS). Those with a Bachelor's Degree are not eligible.
- Direct Student Loan: FAFSA data determines whether the \$3500 (first year) and \$4500 (second year) are subsidized (federal government pays interest during school) or is unsubsidized (interest accrues during this period). Interest rate is 4.99%.
- Additional Direct Student Loan: Dependent students are eligible for an additional \$2000 each academic year; Independent students (or dependent students whose parent is denied a federal PLUS loan), an additional \$6000 each academic year. Interest rate is 4.99%.
- If a dependent student (as defined by the FAFSA) qualifies for and borrows the maximum student loan amount for the two-year program (\$12,000), the monthly payment under the standard (10-year) payment plan will be approximately \$129 per month. [ $\$3500 + \$4500 + \$2000 + \$2000 = \$12,000$ ]
- If an independent student (as defined by the FAFSA) qualifies for and borrows the maximum student loan amount for the two-year program (\$20,000), the monthly payment under the standard (10-year) payment plan will be approximately \$214 per month. [ $\$3500 + \$4500 + \$6000 + \$6000 = \$20,000$ ]
- Direct PLUS Loan: Parent Loan for dependent students. Parents can borrow up to the cost of education (tuition, tools, living expenses) minus other financial aid (grants, student loans, etc.). Credit check required. Interest rate: 7.54%. Parents can elect to defer payments until student graduates.

*Note: Student loan amounts and interest rates subject to change, depending on current federal regulations.*

PGS encourages students (and parents) to minimize their borrowing to the extent possible so that repayment is manageable and allows for flexibility to move if necessary, upon graduation, for employment.

Budgeting, living minimally both before and during enrollment, saving as much as possible before entering PGS, working part time while in school, avoiding high interest credit cards, enlisting family help – these are all ways that students can and should prepare for entry into PGS, especially when there is a wait list.

- State Grants: FAFSA submission required and also determines eligibility. Be sure to meet your state's deadline, e.g. PA State Grant Deadline is August 1 annually for PGS as a career or technical school. (Vermont and Rhode Island are two states that permit students to use grants at many out-of-state schools.)
- Veteran's Benefits: Includes GI Chapters 30, 31, 33, 35, 1606/1607, EAP. Apply at <https://www.va.gov>. Also, contact the VA Education Center at 1-888-442-4551; consider all chapter benefits before making a decision on which benefit to apply for. You are also encouraged to file the FAFSA to determine eligibility for federal loan and grant and state grant programs.
- OVR Benefits: Students retraining after an injury or illness, also conditions such as ADHD, could be eligible for assistance from their state Vocational Rehabilitation Office. Check with your state to see if you qualify.



## How To Apply: Enrollment & Financial Aid

Complete and return the Pennsylvania Gunsmith School® “Application for Admission”, along with a transcript of your high school grades and required application fee as listed on the Application Submission Information Sheet found on the website under the “Admissions” tab. Veterans who have any length of time in the U.S. Armed forces must submit Member Copy 4 of their DD-214. Please ensure that the application is fully complete and accurate.

Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>  
As easy as 1-2-3 –

1. Apply for an FSA ID to electronically sign your FAFSA (click create an **FSA ID** after selecting “I am a student and want to access the FAFSA Form”).
2. Complete the FAFSA (our school code is 016508) and sign with your FSA ID. Be sure to submit your FAFSA and print out a Confirmation Page.
3. Check the status of your processed FAFSA (now called a Student Aid Report) and make corrections if necessary.

Explore scholarships and grants through your employer, local community, high school and family affiliations. A reputable on-line website is [www.fastweb.com](http://www.fastweb.com). Invest some time and energy; it may pay off!

Are you eligible for veteran benefits or vocational rehabilitation assistance? Check with a VA or OVR counselor and begin the process early; paperwork takes time to process.

With the submission of a FAFSA, you’ll be completing the first step to obtain a federal Direct Student Loan. If eligible, our Financial Aid Department will assist you in the final steps, completing Entrance Counseling and a Master Promissory Note.

### Helpful Websites

We believe that an informed student is a financially empowered student. Therefore, we encourage you to visit the following websites to learn more about funding your education:

<https://studentaid.gov/h/apply-for-aid/fafsa> File the FAFSA, obtain an FSA ID (electronic signature) and more

<https://studentaid.gov> Easy to understand information about planning and paying for school; combines content and interactive tools from several Department of Education websites

[www.finaid.org](http://www.finaid.org) Information on grants, direct loans, scholarships, military benefits, as well as calculators to help with budgeting and repayment

[www.youcandealwithit.com](http://www.youcandealwithit.com) Information on budgeting, credit cards, student loans and saving; calculators, too

[www.mysmartborrowing.org](http://www.mysmartborrowing.org) Info to help you make smart decisions about career choices and paying for your education.

[www.pheaa.org](http://www.pheaa.org) PA Higher Education Assistance Agency; grant information for PA residents

<https://www.va.gov> Learn all about VA education benefits; apply on-line here, as well

[www.sss.gov](http://www.sss.gov) Selective Service; register on-line and confirm registration, if needed

<http://www.irs.gov/uac/Tax-Benefits-for-Education:-Information-Center> Information on education tax credits and student loan interest deduction

[www.upromise.com](http://www.upromise.com) Earn money for school; make purchases from Upromise partners and a portion accumulates in your Upromise account for tuition and/or student loan payments

## **PGS Application Submission Information Sheet**

The PGS Master Gunsmithing Program® admissions policies are designed to admit only those students who are reasonably capable of successfully completing and benefiting from the training offered. Once all the materials required below have been submitted in their entirety, PGS staff will begin the application review process. The school reserves the right to require additional testing or more information during the application process.

Please follow us on Instagram and Facebook for examples of student projects at PGS to give you a greater insight on Gunsmithing as a career.

### **Admissions Requirements**

1. Submit completed application for enrollment and \$75 fee (check or money order payable to Pennsylvania Gunsmith School®)
2. Submit DD-214 (member version - 4) if a Veteran or served any time in any branch of the U.S. military
3. Possess a high school diploma or equivalent and submit transcript or GED with subject test scores. The credential must be:
  - Awarded by a high school recognized by the state department of education in which the applicant lives, or
  - Awarded by a high school or home school program that is recognized in the state in which it is issued, or
  - Awarded by a high school or home school program that is accredited by a recognized accrediting association or agency.

If the above documentation (diploma credential, and proof of recognition by either the state or a recognized accrediting body) is not submitted, then the applicant must take and pass the GED exam.

4. Applicants are required to take a virtual tour of PGS via Zoom or other App; contact PGS at 412-766-1812 to arrange. Applicants and their families are encouraged to also visit PGS for an on-site tour of the school at some point in the application process, and speak with administrative and instructional staff, and students. Although the Zoom Tour hosted by our Director of Instruction is in many ways superior to the on-site tour because of the access to areas requiring personal protective equipment (PPE) and depth of technical information conveyed, if you are unable to Zoom due to technical issues PGS will make an exception and schedule an on-site tour without a prior virtual tour.
5. If pursuing state or VA vocational rehabilitation, provide name, address and phone number of counselor.



6. Foreign students: Please see two additional requirements on application items checklist.

APPLICATION ITEMS TO APPLY FOR ENROLLMENT AT PGS

- Application Completed in full
  - Employment History
  - Two Short Answer Questions on page 2
  - Two Complete References (personal, professional)
  - 4473 Questions with Responses (page 3 of application)
  - Application Signed
- High School Transcript or GED
- If veteran/served ANY time in military, DD-214 (member version - 4)
- \$75 fee (Check or Money Order payable to Pennsylvania Gunsmith School)

If an applicant from a country other than the USA, please submit:

- Credential Evaluation from accepted source
- If applicant's native language is not English, proof of proficiency in reading, listening, speaking and writing of the English language (e.g. TOEFL)

Call PGS for further information regarding international applicants.



## Application for Admission to the Master Gunsmithing Program<sup>®</sup> Pennsylvania Gunsmith School<sup>®</sup>

**The information given in this application will be treated as confidential. Please answer ALL questions carefully and in full.**

### General Information

Name of Applicant:			Date of Application:		
Cell Phone Number: (      )			Social Security Number:		
Home Address:					
City:			State:		Zip Code:
Date of Birth:	Age:	Marital Status:		Email Address:	
Alternate Contact Person (Name/Relationship/Phone Number):					
Education funding will include (check any that apply) <input type="checkbox"/> Self Pay <input type="checkbox"/> Will apply for federal/state financial aid <input type="checkbox"/> VA Education Benefits (e.g. Post 9/11) <input type="checkbox"/> Will apply for state or VA Vocational Rehabilitation <input type="checkbox"/> Other					
Veteran/Enlisted or served any time in military? Yes <input type="checkbox"/> No <input type="checkbox"/>			Type of Discharge:		
			Date of Discharge:		
High School Name and Address:				Date Graduated:	
Have you attended any postsecondary school?    Yes <input type="checkbox"/> No <input type="checkbox"/>					
Name of Postsecondary School Attended		City, State		Degree Granted	Dates of Attendance
Race/Ethnicity (statistical purposes only):			Are you a citizen of the United States?    Yes <input type="checkbox"/> No <input type="checkbox"/>		
Special Training in Gunsmithing:					
Have you applied to any other gunsmith school? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which school(s)					

Please do not write in this space	
Date Received:	Application Fee:



# Application for Admission to the Master Gunsmithing Program® Pennsylvania Gunsmith School®

## Employment History (Attach separate page if needed.)

Employer	City, State	Job Title	Dates of Employment

## Short Answer Questions

- *Choose 2 questions to answer.*
- *For each question, answer must be a minimum of 4 sentences.*
- *Attach additional page if needed.*

1. Why do you want to become a Gunsmith?
2. How did your interest in Gunsmithing and PGS develop?
3. What are your career goals?

Short Answer Question # \_\_\_\_\_ (MUST be a minimum of 4 sentences)

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Short Answer Question # \_\_\_\_\_ (MUST be a minimum of 4 sentences)

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## References

Provide two non-family references (e.g. employer, co-worker, teacher, guidance counselor, coach, mentor, etc.)

Name	Phone Number	Email Address	Relationship

Name	Phone Number	Email Address	Relationship



## Application for Admission to the Master Gunsmithing Program® Pennsylvania Gunsmith School®

*The following questions are from BATFE Form 4473: Firearms Transaction Record Part I. The information provided is used to determine whether an individual is prohibited under law from receiving/possessing a firearm. You must answer ALL questions honestly and to the best of your ability.*

**\*\*A prohibited person cannot attend PGS.\*\***

	Yes	No
Are you under indictment or information in any court for a felony, or any other crime for which the judge could imprison you for more than one year? ( <i>Information is a formal accusation of a crime verified by a prosecutor.</i> )		
Have you ever been convicted in any court of a <b>felony</b> , or any other crime for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation?		
Are you a fugitive from justice?		
Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, narcotic drug, or any other controlled substance? <b>Warning: The use or possession of marijuana remains unlawful under Federal law regardless of whether it has been legalized or decriminalized for medicinal or recreational purposes in the state where you reside.</b>		
Have you ever been adjudicated mentally defective (which includes a determination by a court, board, commission, or other lawful authority that you are a danger to yourself or to others or are incompetent to manage your own affairs) OR have you ever been committed to a mental institution?		
Have you been discharged from the Armed Forces under <b>dishonorable</b> conditions?		
Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner?		
Have you been <b>convicted</b> in any court of a misdemeanor crime of domestic violence?		
Have you ever renounced your United States citizenship?		
Are you an alien <b>illegally</b> or <b>unlawfully</b> in the United States?		
Are you an alien who has been admitted to the United States under a nonimmigrant visa?		

- **The school reserves the right to accept or reject any applicant.**
- **PGS does not discriminate on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin.**
- **I certify that the statements in this application are true and correct.**
- **I understand that falsification automatically voids this application.**
- **I understand that falsification when discovered will immediately terminate my enrollment in school.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Parent/Guardian if Applicant is Under 18 Years of Age