

Pennsylvania Gunsmith School®

OFFICIAL SCHOOL CATALOG



Training Professional Gunsmiths Since 1949

**Pennsylvania Gunsmith School®
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Pittsburgh, PA 15202
Phone (412) 766-1812**

Effective: July 1, 2025

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***Insert – Books, course materials, equipment (tools) and supplies**

Pennsylvania Gunsmith School®

To The Prospective Gunsmith

Pennsylvania Gunsmith School was founded in February 1949 to meet the demands of many returning World War II veterans who were in need of occupational training. Under the guidance of Mr. A. W. Thacker and several highly skilled Gunsmith artisans, the school was formed to fill the training void, which was once occupied only by apprenticeships. The original mission of the school was to provide highly technical training in a shorter period of time than the usual seven-to-eleven-year apprenticeship normally required. These talented individuals crafted the foundation and philosophies of the school that have carried on to this day.

The school was originally located on 6th Street, in downtown Pittsburgh, Pennsylvania to provide easy accessibility to the veterans. During the Korean Conflict, Mr. A. W. Thacker retired, and his nephew Mr. George R. Thacker was appointed President and Director. Under Mr. George R. Thacker's supervision, the school was transformed into an institution that is recognized worldwide as providing highly trained and skilled Gunsmiths. This transformation included several moves throughout the years to provide greater classroom and bench space and equipment modernization. From 1949 to 2008, Mr. Thacker talked and met with hundreds of Gunsmiths and Gunsmith employers to shape and mold the Master Gunsmithing Program™ into a training program meeting the demands of the Gunsmith industry. PGS remains under the guidance and direction of Mr. Thacker's son, G. Robert Thacker, and is a private vocational technical school training students *exclusively* in the field of Gunsmithing. Graduates of Pennsylvania Gunsmith School are located throughout the world.

Mission

Pennsylvania Gunsmith School's mission is to educate students in traditional, modern and innovative gunsmithing techniques through a hands-on approach. Students will achieve the foundation necessary to "think like a gunsmith", providing opportunity for gainful employment in the firearms industry.

Philosophy

It is our purpose to give each student a sense of pride and accomplishment by crafting useful tangible Gunsmithing tools and custom guns and in being able to see and admire the fruits of their training. This helps to overcome the normal insecurity felt when exploring a new career and to build within each student an awareness and appreciation of their own abilities.

Objective

The objective of the Master Gunsmithing Program is to train students for entry-level positions in the field of Gunsmithing so that they will be prepared to operate their own Gunsmithing shop, become employed as a Gunsmith by an established firm or become employed in a related field such as the machine trades or wood-working fields.

Graduates of the program would be prepared to work as a Gunsmith performing tasks such as Bluing, Custom Stockmaking, Machine Work, Rebarreling, Sight Mounting, Heat Treating, Repairing, Business and Customer Relations.

School Tours and Visiting Hours

PGS welcomes and encourages prospective students to visit the school virtually and in person to discuss the program and tour the facilities. Visits are scheduled Monday through Friday. Please call us and we will be glad to schedule a time for you to visit.

Master Gunsmithing Program® Curriculum

| <u>SEMESTER AND COURSE HOURS</u> | | |
|---|------------------------------------|--------------------------|
| Semester I | Introduction to Gunsmithing | 624 hours |
| | Introduction | 72 hours |
| | Heat Treatment | 16 hours |
| | Alternate Finishes | 256 hours |
| | Bluing | 280 hours |
| Semester II | Intermediate Gunsmithing I | 624 hours |
| | One Piece Stockmaking | 184 hours |
| | Two Piece Stockmaking | 160 hours |
| | Specialized Stockmaking Techniques | 120 hours |
| | Intro to Checkering and Engraving | 160 hours |
| Semester III | Intermediate Gunsmithing II | 624 hours |
| | Welding and Soldering | 56 hours |
| | Sight Mounting | 40 hours |
| | Ballistics and Reloading | 24 hours |
| | Machine Tool Introduction I | 208 hours |
| | Machine Tool Introduction II | 176 hours |
| | Barrel Fitting and Chambering | 120 hours |
| Semester IV | Advanced Gunsmithing | 624 hours |
| | Business Practice | 24 hours |
| | Custom Rifle Making | 200 hours |
| | Custom Gun Making & Design | 200 hours |
| | Custom Alterations & Repair | 200 hours |
| Total Master Gunsmithing Program Hours | | <u>2496 hours</u> |

Course Descriptions

Semester I Introduction to Gunsmithing

Introduction: The student learns to develop hand and mind coordination in making simple gages and templates.

Heat Treatment: Visual as well as furnace-controlled heat treating as it pertains to Gunsmithing metallurgy.

Alternate Finishes: Practice industry standard finishes other than traditional bluing such as Cerakote, Gunkote, Parkerizing, hot rust and color case hardening.

Bluing: Familiarization with polishing and bluing techniques as well as understanding firearm functioning.

Semester II Intermediate Gunsmithing I

One Piece Stockmaking: Developing skill sets in learning to craft a classic style rifle stock.

Two Piece Stockmaking: Further refining stockmaking skills by crafting a two-piece stock.

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Specialized Stockmaking Techniques: Advanced stock techniques in adjustable combs, stock finishing and repair, sling swivels, recoil pad installation, bedding techniques, etc.

Introduction to Checkering and Engraving: Learning basic and intermediate checkering and engraving to include tools, patterns and techniques.

Semester III Intermediate Gunsmithing II

Welding and Soldering: Learning to use oxy-acetylene welding, silver soldering, and soft soldering as they are used in Gunsmithing.

Sight Mounting: The student learns proper use of sight mounting jigs and layouts for the installation of both open and telescopic sights.

Reloading and Ballistics: A study of interior and exterior ballistics and the principles of reloading.

Machine Tool Introduction I and II: These courses teach the student to use the lathe, milling machine, etc. Valuable tools are made at this time.

Barrel Fitting and Chambering: Instruction includes fitting barrels to actions, reaming, and head spacing.

Semester IV Advanced Gunsmithing

Custom Rifle Making: Advanced development using previously learned skills to independently construct a custom rifle. Successful completion will clearly demonstrate skills learned during prior semesters and projects should be taken to a level aspiring to that of a member of a custom gun making guild.

Custom Gun Making & Design: Advanced development using previously learned skills to independently construct a custom rifle or shotgun or handguns and pistol accurization. This course will showcase outstanding achievement and provides the freedom to create high end firearms of the student's design and choosing. Successful completion will clearly demonstrate skills learned during prior semesters and projects should be taken to a level aspiring to that of a member of a custom gun making guild.

Custom Alterations & Repair: Development of previously learned skills to repair malfunctioning guns, repair broken parts, fabricate parts or to independently construct customizations that would typically be found in a Gunshop.

Business Practice: A lecture series concerning shop layout, pricing, simple bookkeeping, management of a Gunsmithing shop and learning to write an effective resume and cover letter.

Additional consumer information concerning the Master Gunsmithing Program can be found at <https://pagunsmith.edu> > Financial Aid > Informed Consumer Links > Facts About PGS.

Class Schedule and Size

The program is approximately 16 months in duration, exactly 2496 hours, 5 days per week, Monday through Friday, 8 hours per day from 8:00 AM to 4:30 PM with lunch period from 12:00 to 12:30 PM. A clock hour is 60 minutes in length. PGS reserves the right to change class schedules. Approximately 95% of the 2496 total clock hours involves practical training (shop setting); about 5% takes place in a classroom setting (theory).

The maximum class size is 20 students per instructor.

Physical Facilities

The school occupies approximately 10,500 square feet located in Avalon, a suburb of Pittsburgh. The space consists of classrooms, shop areas, a library/resource center, school store for purchase of supplies, locker area and administrative offices.

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The classrooms and shop are equipped with furniture, equipment, tools, and training aids used to train the student Gunsmith. The shop area is equipped with individual workbenches and vises. The bluing and alternate finishes department contains a paint booth, belt grinders, polishing lathes, abrasive blast cabinets and multiple immersion bluing tanks. Equipment for engraving includes PulseGravers and a laser engraver. The Stockmaking department consists of wood mills and lathes, band saws, disc sanders and a jointer. The machine tool area includes engine lathes, milling machines, pedestal grinders and drill presses. The welding department contains complete oxy-acetylene and TIG welding equipment.

Admission Requirements and Procedures

A high school diploma or a GED (General Education Diploma) is required for admission. Graduation must be confirmed by submission of a complete transcript or a copy of a high school diploma or GED. The school does not admit "Ability to Benefit" (ATB) students.

The credential must be:

- Awarded by a high school recognized by the 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.

An applicant must be able to lawfully purchase and be in possession of firearms prior to and during the training program. Should an applicant be admitted to the school and later lose their firearms rights, then they must be terminated from school. Applicants are required to visit PGS either virtually or in-person.

All applications are considered without regard to race, religion, color, gender, sexual orientation, genetic information, age, disability or national origin.

Applications will be accepted from high school seniors. However, they must graduate before enrollment. The minimum age for enrollment is 18 years of age.

Staff feels strongly that it is in the best interest of the students to complete the entire 2496 clock hours at PGS. Although some training and experience may seem close enough to transfer, the vast majority of skills learned at PGS are specific to Gunsmithing. However, the school will consider appropriate transfer of credit provided the student can present to the school a transcript or written recommendation concerning previous educational or industrial experience. The school reserves the right to evaluate what portion, if any, of the program may be waived. This evaluation will be completed in a timely manner. The student would then be required to take the written test for that course and would be interviewed by the instructor. If appropriate and necessary, the individual will be asked to perform a sample of the work. If credit is awarded, the student will be notified as soon as possible, and the credit will be posted in the student's record. A written record of this review will be maintained in the student's file." In no case would anymore than 25% of the program be waived.

The school will not accept an applicant who wishes only certain courses of the program. All applicants who enter training will follow the prescribed curriculum. **Earned credits and hours are units of measure and are not necessarily an indicator of transferability to another institution. The receiving institution, rather than the providing institution, determines whether to accept earned credits and hours for transfer.**

Students are enrolled once each month with the exception of July and December. Please see the school calendar for the exact enrollment dates.

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If you wish to enroll, fill in the application form completely and mail it to the school along with your application fee of \$75.00, (check or money order only, NO CASH) with a transcript of grades showing your high school graduation date, or a copy of a high school diploma or your GED. Please see above for home school diploma requirements. If you are a veteran, also mail a copy of your DD-214 to the school. If you will be training under Vocational Rehabilitation, include the name, address, and phone number of your counselor with your application.

Tuition

Tuition may be paid prior to the beginning of each semester but no later than the first day of each semester.

| | | |
|--------------|------------|----------|
| Semester I | 624 hours | \$8955 |
| Semester II | 624 hours | \$8955 |
| Semester III | 624 hours | \$8955 |
| Semester IV | 624 hours | \$8955 |
| Total | 2496 hours | \$35,820 |

The tuition is subject to change. The school reserves the right to increase tuition upon two (2) months notice to the student. See the catalog insert for approximate cost of books, course materials, equipment (tools) and supplies.

Cancellation and Refund Policy

The \$75 application fee is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the school does not accept the application.

If an applicant does not cancel within five calendar days of the initial application and does not enroll in the program, the school will retain the \$75 application fee and refund all other monies paid.

If the school accepts the application and the student cancels the application within a five (5) day cancellation period after signing an enrollment agreement, all monies paid will be refunded including the entire \$75.00 application fee. After the five-day cancellation period, the refund policy will apply.

Once the student makes a verbal request for the refund, the student has five additional days to present the school with a written request for the refund.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five (5) days following the first day of class or a tour of the school facility and inspection of equipment, whichever occurs first.

The school will use the last day of attendance to determine the number of days/hours attended. Each semester is 78 days and 624 hours. Refunds due students who withdraw or are terminated are calculated as follows:

| Days attended in Semester | Hours attended in Semester | Refund of Tuition |
|---------------------------|----------------------------|-------------------|
| 1-7 | 1-56 | 75% |
| 8-20 | 57-160 | 55% |
| 21-39 | 161-312 | 30% |
| 40-78 | 313-624 | 0% |

Any refunds due and advance payments will be refunded within thirty (30) days of cancellation, withdrawal or termination. Books, course materials, equipment (tools) and supplies purchased in the school store are not returnable. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

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For students who participate in the Federal Financial Assistance Title IV Programs the school will abide by the Federal Return to Title IV Regulations that stipulate how much must be returned to these programs. In summary, the school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance up through the 60% point in each payment period. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. School charges that were previously paid by Title IV funds might become a debt that the student will be responsible for paying. Please see the Financial Aid Administrator for more information regarding the Title IV refund policy. Refunds are allocated in the following order:

1. Direct Unsubsidized Federal Loan
2. Direct Subsidized Federal Loan
3. Federal Parent Loan (PLUS)
4. Federal Pell Grant
5. Other Title IV Aid
6. Other federal, state (PHEAA), private aid
7. Student

For students who have all or a portion of their tuition and tools, books and supplies paid for by a third party, such as the Veterans Administration Chapter 31 program, Vocational Rehabilitation, state grant programs, etc., the school will abide by the appropriate agency's procedure as to how refunds are calculated and, if applicable, where the school refund is to be applied. Please see the Financial Aid Administrator for more information regarding specific agency refund policies.

Refund Policy for Repeated Courses

If a student withdraws or is terminated while repeating a course, PGS will calculate both the regular semester tuition due and the repeat course tuition due. See above for the regular semester tuition refund policy. The tuition for the repeat course due will be calculated as follows:

Actual course hours repeated (scheduled to date from first day of repeated course through last day of attendance) divided by the total course hours scheduled to be repeated = percentage of course completed.

| Percentage of Repeated Course Completed | Refund of Repeated Course Tuition |
|---|-----------------------------------|
| Less than 10% | 75% |
| 10% - 25% | 55% |
| 26% - 50% | 30% |
| More than 50% | 0% |

Financial Assistance

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. Students may apply for financial assistance twice during the program: once for Semesters I and II (freshman year) and again for Semesters III and IV (sophomore year). A financial aid academic year is exactly 1248 hours, approximately 8 months or ½ of the program. Students may be eligible for:

- *Federal Pell Grant*: Eligibility/amounts determined by the FAFSA (Free Application for Federal Student Aid).
- *Pennsylvania Higher Education Assistance Agency PA State Grant* – Pennsylvania residents may apply; eligibility and actual amounts are determined by PHEAA.
- *Direct Student Loan*: FAFSA data determines eligibility and whether loan amounts are subsidized (federal government pays interest during school and six-month grace period) or is unsubsidized (interest accrues during this period).

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- *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 is required.

Further information may be obtained from the school Financial Aid Office. Please feel free to call and we will be glad to discuss the programs with you.

Veterans Benefits

The school is approved for veteran training including Chapters 30, 31, 33, 35, and 1606/1607. If you are a veteran, please contact your local Veterans Administration office for details concerning your educational benefits. Information is also available at www.benefits.va.gov/gibill or by calling the Education Center hotline at (888) 442-4551. Consider all chapter benefits before making a decision on which benefit to apply for. Veterans are strongly encouraged to file the FAFSA to determine eligibility for federal and state grant programs.

A Covered Individual (an individual who is entitled to educational assistance under chapter 31, Veteran Readiness and Employment, or chapter 33, Post-9/11 VA education benefits) can attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

PGS will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Students using Ch. 33 and Ch. 31 VA benefits may be asked to provide additional information necessary to the proper certification of enrollment by the SCO.

Students are responsible for any direct costs not covered by their VA benefits, i.e. tools, books, supplies, parts, etc. and partial tuition if the student is not 100% eligible for Ch. 33.

State Vocational Rehabilitation

Financial aid is available in varying amounts to qualified students with disabilities. The school has trained vocational rehabilitation students from many different states. For further details concerning your eligibility under this program, contact your State Office of Vocational Rehabilitation.

Satisfactory Progress Policy and Grading System

| Grade Point | Letter Grade |
|-------------|---------------|
| 3.4 – 4.0* | A (Excellent) |
| 2.7 – 3.3 | B (Very Good) |
| 2.0 – 2.6 | C (Average) |
| 1.8 – 1.9 | D (Poor) |
| 0 – 1.7 | F (Failing) |

Satisfactory progress is checked at the end of each semester. Student must have a 2.0 or higher cumulative GPA (Grade Point Average) at the end of each semester to be considered making satisfactory progress. At the end of each semester, grades are entered on progress reports and a report card is

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issued to the student. Transcripts are available upon request. Extra credit is given for work done over and above the requirements. (1.0 maximum added to course GPA). *With extra credit, the actual highest grade point achievable is 5.0.

Each project will be evaluated by the instructor and assigned a grade point of 4.0, 3.5, 3.0 etc. Required incomplete projects will receive a grade point of zero (0). [NOTE: All required projects must be completed in Machine Tool Introduction I and II to pass those courses.] The total of the grade points divided by the number of required projects for the course equals the grade point average for the course. **Students must earn a minimum of 1.8 for each course in each semester.** Courses with a grade lower than 1.8 MUST be repeated in full (all required hours and projects) before the student can move on to the next semester. Students are responsible for the added tuition and supply costs incurred by repeating a course. Financial aid may not be used to pay for the repeated course. Students may have to wait until the failed course is offered again. Courses may only be repeated once unless the Director approves a student's appeal to take a course a third time.

To calculate the cumulative GPA, first take the grade for each course completed and multiply by the number of hours in the course. Then add all the products together and divide by the total hours completed to date. For example, this student's grade for Semester 1 would be calculated as follows:

| Course | Grade | Hours | Grade x Hours |
|--------------------|-------|-------|---------------------------|
| Introduction | 3.5 | 72 | 3.5 x 72 = 252 |
| Alternate Finishes | 3.0 | 256 | 3.0 x 256 = 768 |
| Bluing | 3.0 | 280 | 3.0 x 280 = 840 |
| Heat Treatment | 2.0 | 16 | 2.0 x 16 = 32 |
| | | Total | 1892 |
| | | | ÷ 624 total hours to date |
| | | | = 3.03 = GPA |

NOTE: **Even though students may pass a course with a 1.8 grade, the cumulative grade point average must be 2.0 or higher at the end of each semester.** Below is an example of a student who received at least the minimum grade for all courses in the first semester but was **not** making satisfactory progress at the end of the semester:

| Course | Grade | Hours | Grade x Hours |
|--------------------|------------|-------|---------------------------|
| Introduction | 3.0 | 72 | 3.0 x 72 = 216 |
| Alternate Finishes | 1.8 | 256 | 1.8 x 256 = 461 |
| Bluing | 1.8 | 280 | 1.8 x 280 = 504 |
| Heat Treatment | 2.0 | 16 | 2.0 x 16 = 32 |
| | | Total | 1213 |
| | | | ÷ 624 total hours to date |
| | | | = 1.94 = GPA |

The cumulative GPA for each semester is calculated using this method: The grades for all courses completed to date are totaled, and then divided by the total hours completed to date. Students who earn at least a 2.0 at the end of each semester are considered to be in "good academic standing".

Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the following semester. This is considered "unsatisfactory academic standing". If the student receives federal financial assistance, they will also be placed on Financial Aid Warning. Students who bring their GPA up to at least a 2.0 at the end of the semester during which they are on probation will be considered to be in good academic standing. Students who fail to bring their cumulative GPA up to at least 2.0 at the end of the semester on which they are on academic probation/financial aid warning are subject to dismissal.

NOTE: Students receiving federal financial assistance retain their eligibility only if they are making satisfactory progress or are on financial aid warning.

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The maximum time frame in which the program must be completed is 150% of the normal duration of the program or 3744 hours (called the 150% rule). There are no credit or non-credit remedial courses or make-up work. PGS does not award any non-punitive grades (i.e. incomplete, audited, non-credit).

When a student is on an approved leave of absence or withdraws from training and later re-enters training, the student will start at that particular point in the curriculum that had been completed. Grades previously earned will be included when calculating the student's GPA for the remainder of the program. Upon request, the school will consider allowing a student who withdraws then re-enrolls to re-take a course in its entirety that was previously started. All applicable costs for tuition and tools, supplies, 150% rule, etc. will apply. Financial assistance (Title IV, VA, OVR, etc.) may not apply to repeated coursework. When repeating an entire course, project grades previously earned in that course will not be counted in the calculation of the re-enrolled student's GPA.

NOTE: The maximum time frame that a person may re-enter after withdrawal and continue training is four years. Otherwise, a person must start at the beginning of the program and complete all 2496 clock hours.

Unsatisfactory Progress Policy for Students using Veterans Educational Benefits

The law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Based upon this requirement, any students using Veterans Education Benefits will be dismissed when not meeting the requirements listed in our current approved catalog. **The verbiage (on page 8 of the current catalog) of "subject to dismissal" is removed from these students and "will be dismissed" applies.**

Further information for Veterans failing to make satisfactory progress:

- 1) Benefits can be resumed if the student reenrolls in the same educational institution and in the same program.
- 2) When a student has failed to maintain prescribed standards of progress, VA will be informed promptly so that benefit payments can be discontinued in accordance with the law. The termination date assigned by the school will be the last day of the term or other evaluation period in which the student's progress became unsatisfactory.

Upon recertification to VA the school's certifying official will maintain in the student's file a statement that describes the conditions for the student's continued certification to VA. These conditions will prescribe the minimum performance standards to be achieved by the student during the next enrollment/evaluation period.

Attendance

Absences: All absences, tardiness and class cuts are recorded daily and are made a part of the student's permanent educational record. The minimum required attendance is 90% of the duration of the program. When a student has missed over 10% of the hours scheduled to date, the student will be subject to probation or dismissal. The Director will consider mitigating circumstances.

Tardiness and Leaving Early: Time missed because of tardiness and leaving early is counted toward the student's overall absence rate. Excessive tardiness, time away from the bench or leaving early may be cause for probationary action. *Regulatory Agencies:* All attendance will be recorded in accordance with the requirements of the regulatory agencies.

Changes

The school reserves the right to change or modify the program contents, equipment, staff, materials, policies or school calendar, as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional tuition charges to the student.

Leave of Absence

If a student finds it necessary to interrupt training, a temporary leave of absence may be requested. The leave of absence **MUST BE APPROVED** by a PGS Official. A "Request for a Leave of Absence" form is available in the office. The student will be interrupted as of the last date of attendance and upon re-entrance into school, the student will resume training at the point in the curriculum that was last completed before the LOA began. Please refer to the Student Handbook for specific regulations regarding leaves of absence.

Standards of Conduct

Each student, upon enrollment, is given a Student Handbook. Each student accepts the responsibility for maintaining conduct that is not derogatory of the school or trade. Improper conduct includes but is not limited to: cheating, being under the influence of drugs or alcohol on school premises, physical or verbal abuse of other students or staff members. Any student that does not maintain a high standard of conduct both in and out of school will be subject to disciplinary action or dismissal. **Any action by a student that causes the loss of his/her ability to legally purchase/possess a firearm will be grounds for immediate dismissal.** The Director reserves the right to consider mitigating circumstances.

Termination / Withdrawal

The school reserves the right to dismiss a student at any time for unsatisfactory progress, excessive absences, violation of safety rules, improper or illegal conduct or nonpayment of tuition and/or tool charges. Should a student lose their firearms rights (see BATFE Form 4473), they will be terminated from school. In the event a student is terminated, unearned tuition will be refunded accordance with the school refund policy. A student who has been terminated by the school may apply for re-entrance in writing to the Director, explaining why the situation occurred and what steps the student will take to correct the problem. The Director will review the circumstances, and the student will be notified in writing of the decision.

A student may withdraw at any point in the training and the refund policy will be in effect. Either verbal or written notice should be given to the Director. A person who has withdrawn from training may re-enroll in the school with the Director's approval. If the tuition has increased, the new tuition rate will be in effect from the point of re-entrance into training.

Required Levels of Performance for Graduation

To be eligible for graduation and awarded a Diploma, the student must meet the following requirements:

- 1) All program requirements must be met:
 - All course projects and worksheets turned in to your instructor.
 - Cumulative grade point average must be at least 2.0.
 - Each course must be passed with a minimum grade of 1.8.
 - Attendance must be 90% or greater.
- 2) Tuition and tool accounts, including return of or payment for card key, must be paid in full. Only cash or credit card will be accepted in the two weeks prior to graduation.

Student Services

Placement Assistance

The prospective Gunsmith will naturally want to know what the employment prospects are after graduation. Some graduates decide to open their own shops. Others prefer to obtain employment with other established Gunsmithing shops, as a Gunsmith in a sporting goods store, or as a Gunsmith for the U.S. Government. The Director of Career & Employer Services will assist students and graduates with their job search. PGS often receives requests for qualified graduates and contacts are maintained with local and national companies and interviews will be coordinated. In the students' 4th semester, the Director of Career & Employer Services will begin assisting students in their job search. The 4th semester

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also contains the Business Practice Course, which will help prepare the student for employment. Although the school provides placement assistance, *THE SCHOOL DOES NOT GUARANTEE EMPLOYMENT.*

Student Employment

Many students work part-time while attending school to help defray their expenses. There is no guarantee or promise of the availability of positions.

Housing, Transportation and Child Care

The school does not provide housing, transportation, or childcare for students. However, the office staff can provide a current list of available rental units and assist in researching transportation and childcare options.

Advising and Counseling

The school provides academic advising to students to ensure satisfactory progress throughout the program. Special attention is given to students that need additional assistance. The school also provides students with referrals to off-site counseling services as needed by contacting the Assistant Director.

Foreign Students

If you are a citizen of a country other than the United States and you are interested in enrollment, contact the school for details. Also, contact the U. S. Embassy or American Consulate in your country concerning your desire to study here.

Administration

G. Robert Thacker, Director, President
Carrie C. Wilson, Director of Financial Aid, VA School Certifying Official, Acting Director
Beth Apel, Director of Career and Employer Services
Kelly Goldstrohm, Director of Admissions
Connie Travis, Purchasing Manager and Administrative Support Specialist

Instructional Staff

Director of Instruction: Jamey Wojtaszek

Instructors: David Crispen
Dennis Morris
Brian Powley
Peter Warner
Jamey Wojtaszek

Program Advisory Committee

PGS has a committee of advisors that includes practicing Gunsmiths and employers of Gunsmiths to ensure that the program content meets the needs of the industry.

Dean Batchelder, Gunsmith Technical Support, Brownell's, Inc., Montezuma, IA
Michael Pater, Attorney-at-Law, Butler, PA
Joshua Rowe, Co-Owner, Allegheny Arms & Gun Works, Bethel Park,
Anthony Veronesi, Veronesi's Gunsmithing, Seminole, PA
David Gregor, U.S. Trinity Customs, Northlake TX
John Kreiger, Kreiger Barrels, Richfield, WI
Sharon Dressell, Paul & Sharon Dressell Rifle Makers, Yakima, WA
Cameron Childers, Childers Guns, Fairmont, WV
Andreas Papst, Krieghoff Int'l.

Accreditation

The school is accredited by The Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA, 22201, (703) 247-4212.

Complaint Policy and Procedures

Student concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved at this level should be brought to the Director of Instruction and then the Assistant Director or Director. The Assistant Director is responsible for the complaint policy and procedure. Complaints will be fully and fairly reviewed. Staff will communicate the status of the complaint to the student in writing.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA, 22201, (703) 247-4212 (www.accsc.org) or at complaints@accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/student-Corner/Complaints.aspx>.

Approvals

- Licensed by the State Board of Private Licensed Schools, Harrisburg, PA
- Accredited by the Accrediting Commission of Career Schools and Colleges
- Approved by the U. S. Department of Education for Federal Student Aid
- Approved for Veteran Training
- Approved by the PA Office of Vocational Rehabilitation
- Authorized under Federal Law to enroll non-immigrant alien students
- Designated a Military Friendly® School for the 2024-25 Military Friendly® cycle

A student may review any one of these approvals by contacting the school Director or the Assistant Director.

Memberships

Better Business Bureau (BBB)
Mid-Atlantic Association of Career Schools
Career Education Colleges and Universities
NRA - Patron Member, Director; Members and Life Members, Instructional Staff
Pennsylvania Association of Student Financial aid Administrators – Director of Financial Aid

School Calendar

2025

| | |
|----------------------------|--|
| January 1 to January 5 | School Closed – Winter vacation |
| January 6 | First school day after winter vacation |
| January 6 | New student enrollment |
| February 3 | New student enrollment |
| March 3 | New student enrollment |
| April 1 | New student enrollment |
| April 17 | School Closed – In-Service Day |
| April 18 to 21 | School closed – Spring Break |
| May 1 | New student enrollment |
| May 26 | School closed - Memorial Day |
| June 2 | New student enrollment |
| June 27 | Last school day before summer vacation |
| June 28 to July 13 | Summer vacation |
| July 14 | First school day after summer vacation |
| August 1 | New student enrollment |
| September 1 | School closed Labor Day |
| September 2 | School closed -- In-Service Day |
| September 3 | New student enrollment |
| October 1 | New student enrollment |
| November 3 | New student enrollment |
| November 26 | Last school day before Thanksgiving vacation |
| November 27 to December 1 | Thanksgiving vacation |
| December 2 | First school day after Thanksgiving vacation |
| December 17 | Last school day before winter vacation |
| December 18 to December 31 | Winter vacation (return January 5, 2026) |

2026

| | |
|----------------------------|--|
| January 1 to January 4 | School Closed – Winter vacation |
| January 5 | First school day after winter vacation |
| January 5 | New student enrollment |
| February 2 | New student enrollment |
| March 2 | New student enrollment |
| April 1 | New student enrollment |
| April 2 | School Closed – In-Service Day |
| April 3 to April 6 | School closed – Spring Break |
| May 1 | New student enrollment |
| May 25 | School closed - Memorial Day |
| June 1 | New student enrollment |
| June 26 | Last school day before summer vacation |
| June 27 to July 12 | Summer vacation |
| July 13 | First school day after summer vacation |
| August 3 | New student enrollment |
| September 1 | New student enrollment |
| September 7 | School closed Labor Day |
| September 8 | School closed -- In-Service Day |
| October 1 | New student enrollment |
| November 2 | New student enrollment |
| November 25 | Last school day before Thanksgiving vacation |
| November 26 to November 30 | Thanksgiving vacation |
| December 1 | First school day after Thanksgiving vacation |
| December 17 | Last school day before winter vacation |
| December 18 to December 31 | Winter vacation (return January 4, 2027) |