Pennsylvania Gunsmith School®

OFFICIAL SCHOOL CATALOG

Training Professional Gunsmiths Since 1949

Pennsylvania Gunsmith School®
812 Ohio River Boulevard, Avalon
Pittsburgh, PA 15202
Phone (412) 766-1812

Effective: July 1, 2026

Table of Contents

To The Prospective Gunsmith **3**

Mission **3**

Philosophy **3**

Objective **3**

School Tours and Visiting Hours **3**

Master Gunsmithing Program® Curriculum **4**

Course Descriptions **4**

Class Schedule and Size **5**

Physical Facilities **5**

Admission Requirements and Procedures **6**

Tuition **7**

Cancellation and Refund Policy **8**

Refund Policy for Repeated Courses **9**

Financial Assistance **9**

Veterans Benefits **9**

State Vocational Rehabilitation **10**

Satisfactory Progress Policy and Grading System **10**

Attendance **12**

Changes **12**

Leave of Absence **12**

Standards of Conduct **13**

Termination / Withdrawal **13**

Required Levels of Performance For Graduation **13**

Student Services **14**

Administration **14**

Instructional Staff **14**

Accreditation **15**

Complaint Procedures **15**

Approvals **15**

Memberships **16**

School Calendar **17**

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

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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.

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

Master Gunsmithing Program® Curriculum

SEMESTER AND COURSE HOURS

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	136 hours	
	Specialized Stockmaking Techniques	144 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			**2496 hours**

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: To learn and understand: safety procedures, firearm cycle of operation, firearm design, metal preparation, abrasive blasting, polishing and finishing techniques, alternate finishes, painted coatings, Parkerizing, case color hardening, hot rust bluing, immersion bluing, cleaning, maintenance and lubrication.

Bluing: To learn and understand safety procedures, firearm cycle of operation (function), firearm design, metal preparation, polishing and finishing techniques, immersion bluing, hot rust bluing techniques, and Lubrication, cleaning and maintenance.

Semester II Intermediate Gunsmithing I

One Piece Stockmaking: Developing skills in custom one-piece gunstocks from wood stock blanks

Two Piece Stockmaking: Developing skills in custom two-piece gunstocks from wood stock blanks

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

Specialized Stockmaking Techniques: Developing skills in recoil pads, stock repair, refinishing, bedding, swivels, etc.
Introduction to Checkering and Engraving: The basic purpose of this course is to familiarize the student in both checkering and engraving techniques and patterns. Since both are very tedious and time consuming to develop proficient skills, this course is meant to expose the student Gunsmith to them and create excitement for further development as their career emerges.

Semester III Intermediate Gunsmithing II

Welding and Soldering: Learn to use oxy-acetylene welding, silver soldering, soft soldering, and TIG welding 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. Projects are selected to instill necessary machine skills and safety habits for machine operations. Valuable tools are also 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 using 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. Students will display outstanding achievement and will clearly demonstrate skills learned during prior semesters.
Business Practice: Business Practice is an employment preparation course consisting of a lecture series and practical application exercises. This course is designed to help you, the student, secure a Gunsmithing position either as an employee or an independent owner/operator.

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

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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 (books, videos, computer, printer, wifi), school store for purchase of supplies, locker area and administrative offices.

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 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 before enrollment. The school does not admit students without a high school diploma or GED.
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 and provide documentation of high school graduation before enrollment. The minimum age for enrollment is 18 years of age.

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

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 a state or VA vocational rehabilitation program, include the name, address, and phone number of your counselor with your application.

An admissions committee will review the application to determine if it is materially complete and meets basic admissions criteria. After a thorough review of the essay questions and staff communication with the applicant, the school director in consultation with the committee, will make the final determination if the applicant has the ability to benefit from the training and determine acceptance of the application for enrollment.

Transfer of Credit, Prior Learning, and Prior Experience

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

The Pennsylvania Gunsmith School (PGS) believes it is in the best interest of students to complete the full 2,496 clock-hour program, as most Gunsmithing skills taught at PGS are highly specialized. However, PGS will consider awarding credit through two avenues:

1. Transfer of credit from prior postsecondary coursework, and
2. Credit for prior learning or prior relevant experience gained outside traditional educational settings.

PGS may award credit when a student presents official documentation—such as transcripts, employer verification, military records, or other credible evidence—demonstrating that prior coursework or experience:

- Is comparable in scope and content to PGS coursework,
- Was completed or gained within the last 10 years,
- Shows competencies reasonably aligned with the PGS program.

PGS applies consistent criteria when evaluating any type of transfer or prior learning credit:

- Comparability and applicability to PGS coursework and program outcomes
- Source and credibility of the institution or experience
- Age of the previously earned credit or experience
- Grade earned (if applicable)
- Academic or skill preparedness demonstrated at the time the credit or experience was completed

Depending on the nature of the credit requested, students may be required to:

- Take written tests,
- Complete interviews with instructors, and/or
- Demonstrate hands-on skills or sample work.

If credit is awarded, PGS will:

- Notify the student promptly,
- Record the awarded credit in the student's official record, and
- Maintain documentation regarding the source of credit and basis for approval in the student's file.

Limits and Requirements

- No more than 25% of the program may be waived through transfer or prior learning/experience.
- PGS does not permit enrollment for individual courses; all students follow the prescribed curriculum.

Additional Information

- Accreditation status of the institution from which credit originates may be considered but is not the sole factor.
- Earned credits and hours at PGS are not guaranteed to transfer to another institution.

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	$9,200
Semester II	624 hours	$9,200
Semester III	624 hours	$9,200
Semester IV	624 hours	$9,200
Total	2496 hours	$36,800

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.

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of Pennsylvania Gunsmith School®. All rights reserved.

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.

An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting cancellation within five business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

The school will use the last day of attendance to determine the number of days/hours attended. Each semester is 78 days / 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.

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

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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).
- *Direct PLUS Loan:* Parent Loan for dependent students. Parents can borrow up to $20,000 per academic year. 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

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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 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. Once the course is successfully passed, only the passing grade will be used in calculating the student's GPA. 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:

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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 <u>cumulative</u> 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 **<u>not</u>** 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.

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). Incomplete courses have no effect on GPA and are marked with a "W" on the student's transcript.

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.

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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

A student who needs to interrupt training may request a Leave of Absence (LOA). The LOA must be approved by a PGS official before the leave begins, except in unforeseen circumstances in which the student may request the LOA verbally and must submit written documentation as soon as possible. Emergency LOAs may be approved when warranted by circumstances and must include supporting documentation.

Acceptable reasons for requesting an LOA include:

- Illness or injury
- Family emergency
- Military duty
- Jury duty
- Repeat of a failed course
- Other serious personal circumstances that justify temporarily interrupting training

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

Students must complete a Request for Leave of Absence form, available from the office staff. If approved, the day after the student's last date of attendance becomes the LOA start date, and the student will resume training at the point in the program last completed. LOAs do not result in additional charges, though re-entry will likely require alignment with the appropriate class cohort. The school must determine that there is a reasonable expectation the student will return.

An LOA or combination of LOAs may not exceed 180 days within any 12-month period.

PGS does not treat an approved LOA as a withdrawal. The student is responsible for notifying the school immediately if their LOA status changes or if they do not plan to return. If the student does not return by the approved end date, the school must treat the student as a withdrawal and apply the refund policy.

If the student has a Federal Student Loan and does not return from the LOA, school officials will notify US DOE that enrollment was terminated as of the first day of the LOA. The length of time spent on the LOA will be counted against the student's 6 month's grace period; repayment will begin 6 months after the last date of recorded attendance.

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, probation 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 must be paid in full. Only cash or credit card will be accepted in the two weeks prior to graduation.

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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 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 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, Director of Admissions
Connie Travis, Purchasing Manager and Administrative Support Specialist

Instructional Staff

Director of Instruction: Jamey Wojtaszek

Instructors: Dennis Morris
Brian Powley
Peter Warner
Jamey Wojtaszek

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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
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., Ottsville, PA

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.

Emergency Preparedness

Please see the Student Handbook for PGS' complete and comprehensive Emergency Preparedness Plan.

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

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

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

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.

School Calendar

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)

2027

January 1 to January 3	School Closed – Winter vacation
January 4	First school day after winter vacation
January 4	New student enrollment
February 1	New student enrollment
March 1	New student enrollment
March 25	School Closed – In-Service Day
March 26 to March 29	School closed – Spring Break
April 1	New student enrollment
May 3	New student enrollment
May 31	School closed - Memorial Day
June 1	New student enrollment
July 2	Last school day before summer vacation
July 3 to July 18	Summer vacation
July 19	First school day after summer vacation
August 2	New student enrollment
September 1	New student enrollment
September 6	School closed Labor Day
September 7	School closed -– In-Service Day
October 1	New student enrollment
November 1	New student enrollment
November 24	Last school day before Thanksgiving vacation
November 25 to November 29	Thanksgiving vacation
November 30	First school day after Thanksgiving vacation
December 17	Last school day before winter vacation
December 18 to December 31	Winter vacation (return January 3, 2028)

Copyright © 2026 Pennsylvania Gunsmith School®
Copy or reproduction is strictly forbidden without the prior written consent of
Pennsylvania Gunsmith School®. All rights reserved.