

# General Information

## Where / When

The Welding School classes and Technical Training programs are conducted at the Lincoln Electric Company Global Headquarters in Cleveland, Ohio.

Hours are:

- Welding School 8:00 a.m. – 2:30 p.m.
- Technical Training 8:00 a.m. – 4:30 p.m.

## Safety

All participants will be required to wear safety footwear and safety glasses with side-shields.

## Welding School

- **Ankle High Leather Shoes w/ Safety Toes Required.**
- **If Wearing Glasses, They Must Be the Safety Type.**

## Technical Training Programs

We will provide safety gear as needed.

### *Please Note*

*Lincoln Electric has an Emergency Plan in place, which will be explained to you at the start of the program in the event that an evacuation of the facility is necessary.*

## Equipment - Welding School

Locks and lockers are furnished. All other equipment is the responsibility of the student. Students should furnish any personal items such as a flashlight, channel locks and/or helmet. Items such as helmets, lenses, gloves, leathers and caps are available in the school at special student prices. If equipment is purchased at the school, the cost will range from \$25.00 to \$250.00, depending upon the number and the type of article purchased. Please Note The school is not responsible for articles left in lockers.

## Equipment - Technical Training Programs

Welding accessories like jackets, helmets and gloves will be provided but you may wish to bring your own.

## Included in Course Fee - Welding School

Price of classes includes: training handouts, welding consumables, steel practice coupons (also stainless steel and aluminum when applicable) and certificate.

## Included in Course Fee - Technical Training Programs

Price of seminar includes: lunch daily, snack at breaks, technical books, training handouts, tours, a group dinner (typically first night of program) and any incidentals.

## Parking

Participants may use the Lincoln Electric parking lot, but must observe our same employee rules:

- Do NOT Park in Areas that are "Reserved"
- Do NOT Park in Areas Painted "Red"

## Travel

Please do NOT make any travel arrangements until your reservation for class has been confirmed. The Cleveland Hopkins International Airport serves the Cleveland area.

## No Smoking

The Lincoln Electric Company strictly prohibits smoking on company premises, including the Lincoln Electric Welding School and training lab facilities and the parking lot. (Ask instructor for designated smoking area)

## Restricted Areas

Unless accompanied by an instructor, ALL areas of the plant are off limits. Furthermore, the Lincoln Electric Welding School or training labs should not be occupied unless accompanied by an instructor.

## Personal Conduct

All participants are expected to conduct themselves in a respectable manner at all times. Misconduct such as fighting, use of illegal drugs or alcohol, or carrying of weapons will not be tolerated. Deliberate damage, theft or any vandalism to tools, equipment or facilities will not be tolerated. During class, cellular phones and pagers are asked to be turned off. Appropriate time will be allotted throughout the course for conducting personal business.

## Personal Business

Lincoln phones are for company business and therefore should not be used for personal calls. Make all personal calls on the pay phones provided throughout the building.

## Cancellation Policy - Technical Training Programs

An enrollment agreement may be cancelled within five calendar days of signing, provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. This provision does not apply when the student has already started classes.