



American Gunsmithing Institute

Course Catalog

JANUARY 2022 – December 2022



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LETTER FROM THE PRESIDENT

The American Gunsmithing Institute

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



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

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

Our promise to you; when you have finished the Professional Gunsmithing Course from AGI, you will be able to pick up any firearm, even one you have never seen before, determine what type of system it uses and, with that knowledge, analyze the problem and make the appropriate repair. We teach you how all the systems work, the mystery and confusion will be gone. You will actually understand what the problem is and why you are fixing it in a particular way. You will have become a real gunsmith. We are working to preserve the Gunsmithing Arts and through every course we design and produce. Our goal is to build lifetime relationships and referrals. We hold ourselves to a higher standard.

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

Gene Kelly

MISSION



MISSION

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



Purpose And Objective

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



Opportunities in Gunsmithing

The Gunsmithing Market

A tremendous market for gunsmiths exists that is often overlooked, with more than 70 to 80 million firearms owners in the U.S. According to the National Rifle Association (NRA), more than 40% of households own a firearm! These firearms owners have over 500,000 million firearms including all types. The firearms-bearing market includes hunters, sport shooters, law enforcement professionals, collectors, and the booming self-defense market.

With new, restrictive gun laws making it harder to buy new guns, gun owners need a professional to keep their guns in good working order. All this adds up to a tremendous opportunity for trained, competent gunsmiths. In fact, there are probably thousands of firearms within a few miles of where you live. If you maintained just a fraction of those, you'd be busier than you could ever imagine.



Professional Gunsmithing Level 1



| PROFESSIONAL GUNSMITHING LEVEL I COURSE

Instruction Hours: 175 | Modality: Self-Paced | Length: Thirty-two (32) Months or less | No Prerequisites US Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith

Course Description

This comprehensive course teaches the fundamentals of gunsmithing and prepares the student for career as a professional gunsmith. The Professional Gunsmithing Level I Course includes 175 hours of detailed, step-by-step video instruction by Master Gunsmith Robert (Bob) Dunlap on DVD. US Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith

Course Objectives

Upon completion of this course the student will be able to analyze problems encountered in common firearms, including Handguns, Shotguns, Rimfire and Centerfire Rifles, being able to identify the failure points with feeding, lock-up, extraction and ejection, firing, safeties and other mechanical aspects, with the knowledge to then make the appropriate repairs. Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

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

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to faculty@atitradeschools.com, after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

Testing and Certificate Requirements: When you complete each of the 5 segments in the Professional Gunsmithing Level I Course (Introduction to Gunsmithing, Pistol smithing, Shotguns, .22 Rimfire Rifles and Centerfire Rifles), you will take an examination to test your knowledge. When you pass each exam with a score of 80% or higher, you will pass that portion of the course and receive a Certificate of Completion.

Grading System: Students are graded on a pass/fail basis.

Passing Grade: A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Course.

Failing Grade: A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Course.

Professional Gunsmith Level I Course

Lesson	Title	Hours
Lesson 1	Introduction to Professional Gunsmithing	5
Lesson 2	Handgun – Pistol & Revolver Design, Function, & Repair	35
Lesson 3	Shotgun Design, Function, and Repair	41
Lesson 4	Rimfire Design, Function, and Repair	27
Lesson 5	Rifle Design, Function, and Repair	44
Lesson 6	The Money Makers	4
Lesson 7	The Complete History of Smith & Wesson	3.5
Lesson 8	Buying and Collecting Used Guns Without Getting Burned	2
Lesson 9	Professional Gun Cleaning Secrets	2
Lesson 10	Super Tuning the Factory Rifle	3.5
Lesson 11	Relining and Restoring .22 Barrels	2
Lesson 12	Gunsmithing FFL (Federal Firearms License) starter kit	
Lesson 13	3 Volume Set of Firearms Schematics - 2000+ pages	
Lesson 14	Drill and Tap Chart	
Lesson 15	Stock Refinishing	2
Lesson 16	Building the M1-Garand from a Parts Kit	2
Lesson 17	Glass Bedding for Accuracy	2

Professional Gunsmithing Level I Course Curriculum

Pistolsmithing Segments

DESIGN, FUNCTION AND REPAIR AUTOMATIC PISTOLS

Single Action–Locked Breech

- Colt 1911 Design Browning Hi-Power
- Beretta Brigadier, Model 1951

Double Action Automatics–Locked Breech

- Sig P220 and Series Beretta 392, Taurus
- S&W Glock

Straight Blowback Automatic Pistols

- Melior .22
- High Standard Duramatic Browning Buckmark Smith & Wesson 422
- Ruger Standard Automatic (Mark II) High Standard HD Military
- High Standard Sport King Beretta .380
- Colt Woodsman

Single Action Revolvers

- Colt

Double Action Revolvers

- Colt

- Colt Trooper 3 (Dan Wesson) Charter Arms
- High Standard, H & R, Iver Johnson and Sentinel Smith & Wesson

Shotguns Segments

Pumps

- Remington 870
- Mossberg 500
- Ithaca Model 37
- Winchester Model 1200
- Savage Model 67
- Noble (Smith and Wesson) 916 Squibman Model 30
- Savage Model 520

Shotguns–Auto

- Browning A5 (Remington and Savage models) Remington Model 1100
- Browning B-2000 Browning B-80 (Beretta) Winchester 50 and 59

Pivot Single Barrel Shotguns

- Winchester 37

Pivot Double Barrel Shotguns

Miscellaneous Shotguns

Rimfire Riflesmithing Segments

Cal Rimfire Rifles

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

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

Centerfire Riflesmithing Segments

Rifles, Bolt Action Designs

- Mauser M98 Springfield 03A3 Remington 700
- Winchester Model 70 (Post-64) Enfield P-14 and Remington 30 Savage 110
- Brno 22 Hornet
- Brno 7 x 57
- Short Magazine Lee Enfield (SMLE) French Mas Model 35
- Mannlicher Schonauer Mannlicher Bethier Mannlicher Carcano

Lever Action Designs

- Savage 99
- Winchester 94 Pre-64 and Post-64 Marlin 336, Model 94
- Browning BLR

Semi-Automatic Rifles

- Remington 740 and 760 Browning BAR

Assault Rifles

- Colt AR-15 AK-47, AKS
- Valmet

Assault Pistols

- Mac-10
- KG-9 (Tech-9)
- MK-760, Smith & Wesson UZI
- AR-180
- Leader (Australian)
- Galil (Israeli made AK-47 design)

Roller Lock Designs

- Sig
- Heckler & Koch M-1 Garand
- M-14
- Ruger Mini-14 M-1 Carbine
- The Money Makers
- Making Glocks Rock
- Custom Barreling Bolt Action Rifles
- Glass Bedding Rifle Stocks for Accuracy
- Selecting, Understanding and Buying Pistol and Rifle Scopes
- Building the Ultimate 1911 Pistol

- Super Tuning the Factory Rifle
- Building the Custom Mauser Rifle

Online Professional Gunsmithing Level 1



| ONLINE PROFESSIONAL GUNSMITHING LEVEL I

Instruction Hours: 152 | Modality: Self-Paced | Length: Thirty-two (32) Months or less | No Prerequisites US
Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith

Course Description

This comprehensive course teaches the fundamentals of gunsmithing and prepares the student for career as a professional gunsmith. The Professional Gunsmithing Level I Course includes 152 hours of detailed, step-by-step video instruction by Master Gunsmith Robert (Bob) Dunlap. US Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith

Objectives

Upon completion of this course the student will be able to analyze problems encountered in common firearms, including Handguns, Shotguns, Rimfire and Centerfire Rifles, being able to identify the failure points with feeding, lock-up, extraction and ejection, firing, safeties and other mechanical aspects, with the knowledge to then make the appropriate repairs. Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, online examinations.

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to faculty@atitradeschools.com, after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

Testing and Certificate Requirements: When you complete each of the 5 segments in the Professional Gunsmithing Level I Course (Introduction to Gunsmithing, Pistolsmithing, Shotguns, .22 Rimfire Rifles and Centerfire Rifles), you will take an examination to test your knowledge. When you pass each exam with a score of 80% or higher, you will pass that portion of the course and receive a Certificate of Completion.

Grading System: Students are graded on a pass/fail basis.

Passing Grade: A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Course.

Failing Grade: A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Course.

Online Professional Gunsmith Level I 101 Course Outline

Lesson	Title	Hours
Lesson 1	Introduction to Professional Gunsmithing	5
Lesson 2	Handgun – Pistol & Revolver Design, Function, & Repair	35
Lesson 3	Shotgun Design, Function, and Repair	41
Lesson 4	Rimfire Design, Function, and Repair	27
Lesson 5	Rifle Design, Function, and Repair	44

Professional Gunsmithing Level I Course Curriculum

Pistolsmithing Segments

DESIGN, FUNCTION AND REPAIR AUTOMATIC PISTOLS

Single Action–Locked Breech

- Colt 1911 Design Browning Hi-Power
- Beretta Brigadier, Model 1951

Double Action Automatics–Locked Breech

- Sig P220 and Series Beretta 392, Taurus
- S&W Glock

Straight Blowback Automatic Pistols

- Melior .22
- High Standard Duramatic Browning Buckmark Smith & Wesson 422
- Ruger Standard Automatic (Mark II) High Standard HD Military
- High Standard Sport King Beretta .380
- Colt Woodsman

Single Action Revolvers

- Colt

Double Action Revolvers

- Colt
- Colt Trooper 3 (Dan Wesson) Charter Arms
- High Standard, H & R, Iver Johnson and Sentinel Smith & Wesson

Shotguns Segments

Pumps

- Remington 870
- Mossberg 500
- Ithaca Model 37
- Winchester Model 1200
- Savage Model 67
- Noble (Smith and Wesson) 916 Squibman Model 30
- Savage Model 520

Shotguns–Auto

- Browning A5 (Remington and Savage models) Remington Model 1100
- Browning B-2000 Browning B-80 (Beretta) Winchester 50 and 59

Pivot Single Barrel Shotguns

- Winchester 37

Pivot Double Barrel Shotguns

Miscellaneous Shotguns

Rimfire Riflesmithing Segments

Cal Rimfire Rifles

- Remington Nylon 66
- Savage 87 Charter AR-7
- Mossberg .22 (bolt action)
- High Standard (Sears Model 29-35) Savage Model 29
- Mossberg New Version
- Mossberg Tube Magazine Version Marlin 99 and Glenfield 60
- Squibman Model 20 and Squires Bingham Ruger 10/22
- Remington model 550 and 550-1 Ithaca Model 49 (Lever Action) Browning BPR .22
- Browning Automatic .22, Remington 24, 241 and Norinco
- Winchester Model 77
- Remington Rolling Block, Savage Little Scout Marlin 57, Western Auto Winchester 256 Winchester 9422 (Lever Action)
- Remington 12 and 121 (Pump Action) Merlin 39A
- Remington 552 and 572
- Winchester 200 Series (250, 255, 270, 275 and 290) H & K Model 300
- Browning T-Bolt Mossberg 320
- Savage Model 15
- Wards Model 36, Savage 521 and Mossberg 10 Wards Model 31A, Mossberg 40 and 44 Remington Nylon 11 and 500 Series
- Savage Model 63 and Sears Remington Model 514
- Savage Model 34
- Marlin Model 81 and Western Automatic
- Winchester Model 69, 72 and 75 Mossberg Single Shot Kiros Coyote (Mexico) BSA Raylock (Automatic)

Centerfire Riflesmithing Segments

Rifles, Bolt Action Designs

- Mauser M98 Springfield 03A3 Remington 700
- Winchester Model 70 (Post-64) Enfield P-14 and Remington 30 Savage 110
- Brno 22 Hornet
- Brno 7 x 57
- Short Magazine Lee Enfield (SMLE) French Mas Model 35
- Mannlicher Schonauer Mannlicher Bethier Mannlicher Carcano

Lever Action Designs

- Savage 99
- Winchester 94 Pre-64 and Post-64 Marlin 336, Model 94
- Browning BLR

Semi-Automatic Rifles

- Remington 740 and 760 Browning BAR

Assault Rifles

- Colt AR-15 AK-47, AKS
- Valmet

Assault Pistols

- Mac-10
- KG-9 (Tech-9)
- MK-760, Smith & Wesson UZI
- AR-180
- Leader (Australian)
- Galil (Israeli made AK-47 design)

Roller Lock Designs

- Sig
- Heckler & Koch M-1 Garand
- M-14
- Ruger Mini-14 M-1 Carbine



Professional Gunsmithing Level II

| PROFESSIONAL GUNSMITHING LEVEL II COURSE

Instruction Hours 254.5 | Self-Paced | Length: Thirty-four (34) Months or less | No Prerequisites

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

Course Description

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

Course Objectives

Upon the completion of this course, students will be able to analyze problems encountered in common firearms, including Handguns, Shotguns, Rimfire and Centerfire Rifles, being able to identify the failure points with feeding, lock-up, extraction and ejection, firing, safeties and other mechanical aspects, with the knowledge to then make the appropriate repairs. Students will also learn skills of Machine Shop, using a Lathe, Mill and other General Shop equipment, along with the skills of Metal Refinishing, Spring making, Metal Heat-treating, Custom rifle building and accuracy enhancement with the tuning of Advanced Trigger Systems. Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

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

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to faculty@atitradeschools.com, after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

Testing and Certificate Requirements: When you complete each of the 7 segments in the Professional Gunsmithing Level II Course, (Introduction to Gunsmithing, Pistolsmithing, Shotguns, .22 Rimfire Rifles, Centerfire Rifles, Machine Shop Theory and Machine Shop Practical), you will take an examination to test your knowledge. When you pass each exam with a score of 80% or higher, you will pass that portion of the course and receive a Certificate of Completion.

Grading System: Students are graded on a pass/fail basis.

Passing Grade: A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Course.

Failing Grade: A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Course.

Professional Gunsmithing Level II Course Outline

Lesson	Title	Hours
Lesson 1 - 17	Professional Gunsmithing Level 1	175
Lesson 18	Certified Cowboy Action Armorer's Course	12
Lesson 19	Complete Machine Shop Course: Lathe, Mill, General - 30 hours	30
Lesson 20	A Day at the Bench with Bob Dunlap	4
Lesson 21	Professional Metal Finishing and Hot Caustic Bluing	4
Lesson 22	Advanced Trigger Jobs and Systems	8
Lesson 23	Building the Custom Mauser Rifle – 8 hours	8
Lesson 24	Classic Slow Rust and Nitre Bluing	3.5
Lesson 25	Pillar Bedding Rifles for Accuracy	2
Lesson 26	Selecting, Understanding and Buying Pistol and Rifle Scopes	2
Lesson 27	The Art of Making Flat Springs	1
Lesson 28	How to Make Coil Springs	1
Lesson 29	How to Case Hardening Metal Parts	1
Lesson 30	How to Heat Treat Carbon Steels	1
Lesson 31	Heat Treat Temperature Guide for Carbon Steel	1
Lesson 32	Custom Barreling Bolt Action Rifles	2

Master Gunsmithing



| MASTER GUNSMITHING COURSE

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

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

Course Description

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

Course Objectives

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

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, online examinations.

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to admin@americangunsmith.com, after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

Testing and Certificate Requirements: When you complete each of the 8 segments in the Master Gunsmithing Course, (Introduction to Gunsmithing, Pistolsmithing, Shotgun, .22 Rimfire Rifles, Centerfire Rifles, Machine Shop Theory, Machine Shop Practical and Welding), you will take an examination to test your knowledge. When you pass each exam with a score of 80% or higher, you will pass that portion of the course and receive a Certificate of Completion.

Grading System: Students are graded on a pass/fail basis.

Passing Grade: A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Course.

Failing Grade: A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Course

Master Gunsmithing Course Outline

Lesson	Title	Hours
Lesson 1-42	Professional Level I, Professional Level II, and Welding Courses	276.5
Lesson 43	How to Build a Semi-Auto G-3, HK-91 and CETME Rifles	1.5
Lesson 44	Certified AR-15 Riflesmith Course	12
Lesson 45	Certified 1911 Pistolsmith Course	27
Lesson 46	Certified Glocksmith Course	17
Lesson 47	How to Rebarrel, "Blueprint" and Tune Military Mauser Rifle Actions	5
Lesson 48	Bob Dunlap's History and Philosophy	6
Lesson 49	The Business Success Tool Kit Series	11
Lesson 50	Information Package	7

The Business Success Tool Kit Series

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

- Step 1: Goal Setting that Works: The Designer Lifestyle and Business Vision You Always Wanted, but didn't Think You Could Have
- Step 2: Getting the Results You Want: Productivity and Profits Through a High-Performance Environment
- Step 3: How to Survive an Economic Slump (or any business cycle change): Making Sound Financial Decisions in Difficult Times
- Step 4: How to Attract Business Like a Magnet: Creating the Promise That Sells!
- Step 5: Advertising and PR That Works! : Knocking Down the Door to Do Business With You
- Step 6: Turning Your Highest Sales per Customer: Giving Them Reasons to Buy and Buy More!

The Information Package

6 CDs covering topics to advance your success

- Interviews with American Gunsmithing Institute instructors and, "how-to" information on shop set-up, flow, problem solving, traps to avoid and more.
- Flat Rate Job Book which discusses how much you should charge for your work.
- Tax Secrets audio CD. This video discusses business structures you should consider which could be deductible on your taxes.

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

Advanced Master Gunsmithing



ADVANCED MASTER GUNSMITHING COURSE

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

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

Course Description

This comprehensive course includes all coursework in the Master Level Gunsmithing Course listed above (DOT 632.281.010 – Gunsmith) and all additional training videos and materials described below.

Course Objectives

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

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, online examinations.

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to admin@americangunsmith.com, after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

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

Advanced Gunsmithing Course Outline

Lesson	Title	Hours
Lesson 1-50	Professional Level I, Professional Level II, Master, and Welding Courses	363
Lesson 51	Handgun Advanced Training Module	36
Lesson 52	Shotgun Advanced Training Module	36
Lesson 53	Rimfire Advanced Training Module	15
Lesson 54	Pivot Barrel, SS, O/U, SxS, Double Barrel Shotguns Module	24
Lesson 55	Complete Library of Armorer's Courses	100

The tools and materials listed below are optional and are sold separately and are not required for course completion.

Tools and Materials- Included in Enhanced Master Gunsmithing Tools Package*

- Bench Top Lathe 7" x12". (A small but ideal and effective lathe for general gunsmithing, you will be able to turn threads, set back pistol barrels, make firing pins and hundreds of other repairs.)
- Belt Sander with Disc Sander (for fitting, polishing parts, and installing recoil pads)
- Bench Grinder and Wire Brush
- Bench Top Drill Press
- Gunsmithing Bench Vise (a solid vise with wide parallel jaws)
- Foredom Hand Grinder with Cutters and Bits, including Flex Shaft, Handle and Variable Speed Foot Control
- Oxy-acetylene Torch, Tip and Regulator Kit (tanks not included)
- Gun Coat Airbrush Metal Finishing Kit (refinish firearms with multi-color state of the art finishes)
- ATI Oil Mat
- ATI Hand Tool Set:
 - Complete Set of Gunsmithing Screw Drivers
 - Brass Punch Set
 - Steel Pin Punch Set
 - 2-ounce Ball Peen Hammer
 - 4-ounce Ball Peen Hammer
 - Plastic Mallet
- Pliers Set and Diagonal Cutter
- Dental Pick Set
- Nicholson Professional File Set
- Needle File Set
- Safety Glasses
- Thread Gauge
- Gunsmith's Bench Block
 - Precision Tools:
 - Digital Calipers
 - Laser Bore Sighting System (for collimating scopes)
 - Electronic Trigger Pull Gage
- Rifle Holding Cleaning Fixture and Cradle
- Set of "Jack First"
- Two Volume 2,000-page Parts Schematics Catalogs
- Gun Parts Corp Reference Manual
- Brownell's Gunsmiths Tool Catalog
- 6"x1/2" Norton Trigger & Sear Stones
- Screw Gizzie (for grinding screws to fit)
- Gunsmith Parallel Jaw Pliers
- Mauser Bolt Extractor Pliers

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



Practical Gunsmithing

| PRACTICAL GUNSMITHING COURSE

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

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

Course Description

In this course, students quickly learn how to customize and make all these common necessary repairs below. This course includes basic hand tools and workbook, "Gunsmithing Made Easy." Dep. of Labor Job Classification Code: DOT 632.281.010 Gunsmith More than 13 hours of DVD instruction

Course Objectives

Provides the student with a comprehensive overview of firearms terminology, basic tool usage, proper shop set-up, and minimum entry level knowledge to work in the firearms industry. (DOT 632.281.010 - Gunsmith) Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, online examinations.

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to admin@americangunsmith.com, after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

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

Practical Gunsmithing Course Outline

Lesson	Title
Lesson 1	Install a recoil pad
Lesson 2	Cast a chamber to determine caliber and condition
Lesson 3	Install a red ramp in a handgun front sight
Lesson 4	Bed an action using epoxy
Lesson 5	Repair a broken firing pin
Lesson 6	Fit new magazines
Lesson 8	Install sling swivels
Lesson 9	Repair grips
Lesson 10	Remove broken screws

Lesson 11	Remove dents from shotgun barrels
Lesson 12	Professional scope mounting and collimating
Lesson 13	Repair damaged .22 LR chambers
Lesson 14	Repair stocks
Lesson 14	Cold bluing techniques
Lesson 15	Legally shorten a shotgun barrel
Lesson 16	Polish chambers to correct extraction and feeding problems
Lesson 17	Grind gunsmithing screwdrivers
Lesson 18	Set up your shop with the tools you really need

Locksmithing



| LOCKSMITHING COURSE

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

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

Course Objectives

When completed the Student will possess a thorough understanding of Warded Locks, Residential and Commercial Locks, How-to Key Locks, Creating and maintaining master lock codes, and installation of locks. Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

Course Description

This Locksmithing Course will prepare students to enter a career as a professional locksmith (DOT 709.281-010 – Locksmith). This complete Locksmithing Course consists of 19 hours of detailed, easy-to-follow instruction. The course covers all types of lock mechanisms and show students how to make keys and pick locks.

The course also covers pin tumbler, high security and electronic locks; everything from design and repair, to installing and picking. Residential and commercial key-in-knob, deadbolt and combination lock systems. Students will thoroughly cover design, assembly, disassembly, installation, re-keying, master keying, picking and creating impressions.

Upon successful completion, the student will possess a thorough understanding of Warded Locks, Residential and Commercial Locks, How-to Key Locks, Creating and maintaining master lock codes, and installation of locks. Students will have the knowledge to demonstrate work ready skills. Note: hands-on or on the job training may still be required.

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, online examinations.

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to admin@americangunsmith.com, after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

Testing and Certificate Requirements: After completing the video instruction in the Locksmithing Course, students will take an online examination to test their knowledge. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. A student who passes all video instruction exams with a score of 80% or higher will receive a Locksmithing Theory Certificate.

Grading System: Students are graded on a pass/fail basis.

Passing Grade: A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Locksmithing Course.

Failing Grade: A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Locksmithing Course.

Locksmithing Course Outline

LESSON	TITLE
Lesson 1	Introduction
Lesson 2	Key Blanks
Lesson 3	Bit Key
Lesson 4	Cylinder Key
Lesson 5	Cutting
Lesson 6	Warded Locks
Lesson 7	Lever Locks
Lesson 8	Wafer Locks
Lesson 9	Pin Tumbler Locks
Lesson 10	Padlocks
Lesson 11	Handcuffs
Lesson 12	Kwikset
Lesson 13	Shlage
Lesson 14	Removable Core Locks
Lesson 15	Code Cutting Keys
Lesson 16	Master Key
Lesson 17	Entry methods
Lesson 18	Different Locks
Lesson 19	Final Thoughts

Locksmithing Course Curriculum

Keys: Beginning with the history of locks, showing locks as much as 400 years old, and then move into the different types of keys, students will learn key blanks, catalogs, and to how to make keys. Students will learn how to hand-file and machine-cut flat keys, bit keys and cylinder keys. Instructors will demonstrate three different methods of code cutting cylinder keys for padlocks, door locks and automotive applications and use detailed close-ups to teach how to properly compare keys and find the correct blanks.

Locks: Instructors explain each lock mechanism in detail using diagrams, cutaways and super close-ups to show even the smallest details. Students will learn:

- **Warded Locks:** Types of warded locks including padlocks and old house locks. How the mechanisms work, how to make a key by creating an impression of the lock, and how to use the proper tools to "pick" open any warded lock.
- **Lever Locks:** Instructors cover simple cabinet locks to sophisticated safe deposit locks.
- **Wafer/Cam Locks:** Includes wafer-style locks and cam locks in great detail, including automotive wafer locks. Extreme close-ups, diagrams and cutaway locks take all the mystery out of wafer lock mechanisms.
- **Pin Tumbler Locks:** Using a special cutaway lock mechanism, students learn the basic design and operation of pin tumbler locks - the main type of lock used in residential, commercial, and

automotive.

Machine Shop



| MACHINE SHOP COURSE

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

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

Course Description

This comprehensive Machine Shop Course comes in 3 sections: Section 1–Lathe: More than 12 hours of detailed instruction on the set-up and operation of the Machine Lathe. Students will learn how to set-up the machine, turn, bore, thread, knurl and taper metal. Section 2–The Vertical Milling Machine: More than 12 hours of video instruction detailing everything the student needs to know to run a vertical mill including fly cutting, indexing, boring, milling aluminum, steel and plastics, clamping, fixturing, digital read-out and more. Section 3–General Machine Shop Techniques: More than 5 hours of video. Students learn how to properly operate all the support equipment needed in a shop: belt sanders, bead blasters, grinders, and surface grinders, plus learn how to sharpen drill bits, remove broken screws, detailed shop planning and set-up, and advanced equipment and techniques.

Students will learn from a professional currently working in the field with more than 3 decades of experience. Students will see up close views of the instruction so they can quickly learn the fine detail of precision Machine Shop. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Course Objectives

Upon successful completion, this course results in a Certificate in Machine Shop Theory, preparing an individual for entry-level employment or pre-apprentice positions in the Machine Shop trade in positions classified under Machinist Code 3632. Examples of pre-apprentice position titles are Machine Technician, Millwright, Aircraft Systems Technician, and Engine and Machines Technician. Additionally, this course prepares individuals for employment in positions involving entry-level Machine Shop work classified as “maintenance” under General Maintenance and Repair in position titles such as Maintenance, Maintenance Mechanic, and Facilities Maintenance Technician. Unless required by an employer, no certification, license, or registration is required for most employees working in the Machine Shop trade or for Machine Shop work performed as part of maintenance jobs.

1. Certificates of this School do not qualify an individual to work as a registered or licensed, independent Contractor.
2. Machinists train in many ways: informally on the job, in apprenticeship programs, at vocational schools, and in community and/or technical colleges. To boost the skill level of machinists, a number of certifications including Journey-level certification programs are also now available from state apprenticeship boards after completing an apprenticeship. Though special educational credentials or certification(s) are not required to do Machine Shop work, it can lead to better job opportunities.
3. For more information, visit www.bls.gov.

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, online examinations.

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to admin@americangunsmith.com, after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

Testing and Certificate Requirements: When you complete the video instruction in the Machine Shop Course, you will take an online examination to test your knowledge. Exams are online, not timed, and are open book, open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass all video instruction exams with a score of 80% or higher, you will receive a Machine Shop Theory Certificate.

Grading System: Students are graded on a pass/fail basis.

Passing Grade: A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Machine Shop Course.

Failing Grade: A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Machine Shop Course.

Machine Shop Course Outline

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



Welding

| WELDING COURSE

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

Course Description

This comprehensive course in welding includes every type of welding from gas welding to ARC and TIG welding. Students will learn from a licensed professional currently working in the field welding safety, tank set up, how to do every type of weld and welding in 2G, 3G and 4G positions. Students will learn the A-Z of welding through demonstration, with up close views of the instruction so they can quickly learn the fine detail of such precision work as how to hold the welding equipment, puddling and cutting in every type of welding operation. Students study and complete the course at a pace they control, with sufficient retention of the knowledge to pass their exams with a score of 80% or higher.

Course Objectives

Upon successful completion, this course results in a Certificate in Welding Theory, preparing an individual for entry-level employment in the welding trade in positions classified under Welder (SOC 51- 4851 California Department of Labor). Additionally, this course prepares individuals for employment in positions involving entry- level welding work classified as “maintenance” under General Maintenance and Repair 49-9071 California Department of Labor) in position titles such as Maintenance, Maintenance Mechanic, and Facilities Maintenance Technician.

1. Certificates of this School do not qualify an individual to work as a registered or licensed, independent Contractor, nor do they qualify as welding certification. Individuals who complete the Welding course are NOT certified welders.
2. All contractors/builders must be licensed by the Contractors State License Board in order to perform work in California. The list of classifications and scope of work for each is available on the Board’s website at www.cslb.ca.gov.

Equipment and materials used in this course include: An internet-capable computer, internet connection, web browser, online examinations.

Instructional Mode: Distance education not in real time. All instruction is provided via pre-recorded video lessons and online examinations. Lessons occur at a time and location determined by the student.

Method of Instruction: This course is taught in pre-recorded video instruction; however, the students can access instructors whenever they have technical questions or need assistance with completing the coursework. Students submit their questions by email to admin@ameriangunsmith.com after which they will receive an email reply and/or a telephone call from a Student Support Specialist.

Testing and Certificate Requirements: When you complete the video instruction in the Welding Course, you will take an online examination to test your knowledge. Exams are online, not timed, and are open video. Once started, an online exam may be suspended but must be completed within 60 days. When you pass your final exam with a score of 80% or higher, you will receive a Certificate in Welding Theory. **Grading**

System: Students are graded on a pass/fail basis.

Passing Grade: A passing grade is given to a student who achieves a score of 80% or higher on all examinations in the Welding Course.

Failing Grade: A failing grade is given to a student who has failed to achieve a score of 80% or higher on all examinations in the Welding Course.

Welding Course Outline

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



FACULTY



| FACULTY

Gary “Ken” Brooks

A graduate of, and former instructor at, the renowned Gunsmithing Program at Lassen College, Mr. Brooks works full time with Bob Dunlap at their shop in Coquille, Oregon. Ken also hosts online bi-weekly webcast technical classes for our gunsmithing students. When Bob Dunlap retires from teaching the Professional Gunsmithing and Master Courses at the American Gunsmithing Institute, he plans on turning his entire operation over to Ken because he has developed into such a great design, function, and repair gunsmith. Ken has over 24 years of experience as a gunsmith and over 18 years of experience as an instructor.

T.R. Graham

With 24 years of experience, T.R. is a known authority, author, and gunsmith specializing in Glocks and other handguns. His personal training includes certification from several manufacturers on their weapons.

John Bush

With over 37 years of experience, Mr. John Bush is a Master Armorer and has a long and colorful connection with the firearms trade. He has traveled the world as a consultant to manufacturers and importers of military firearms and is certified as an Expert Witness in firearm cases.

Gene Kelly

Gene is president and founder of the American Gunsmithing Institute. He graduated from the renowned Gunsmithing program at Lassen College, where Bob Dunlap was his instructor. Gene worked as a professional gunsmith and saw a need for gunsmithing DVD courses to preserve this vital information. He contacted Mr. Dunlap who was retiring from Lassen College and the American Gunsmithing Institute was born. With over 20 years of experience in gunsmithing, tens of thousands of gun owners and professional gunsmiths have benefited from his efforts to preserve the trade. Gene develops instructional videos, firearm and product evaluations, and answers gunsmithing questions from our AGI students and Gun Club of America on our monthly webcasts.

Robert “Bob” Rizzetto

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

William “Bill” Woolman

Mr. Woolman is an expert in all aspects of locksmithing and is considered the go-to-guy with regards to learning about rare and collectible locks and safes. He has worked in the locksmithing trade and has owned his own company for more than 30 years.

| ADMISSIONS

Admission Policies and Procedures

Admission procedures include speaking with an Enrollment Advisor to review courses offered, school policies and procedures in this School Catalog, results of the Distance-Learning Questionnaire, the School Performance Fact Sheet and Enrollment Agreement, including graduation requirements, English language proficiency, as well as financial terms (including Tuition, Registration Fee, Student Tuition Recovery Fund, and all costs of course materials), payment terms, payment plan options, and the cancellation and refund policy. Each prospective student must provide documentation of being 18 years of age or older and having a high school diploma or General Education Diploma (GED). *(Note: All foreign diplomas or transcripts must be evaluated and translated to demonstrate U.S. equivalency, at the cost of the prospective student.)* Each student must attest that he or she is not a felon or prohibited from possessing firearms on the Enrollment Agreement under penalty of perjury. Each student must verify they have the system requirements necessary to complete the distance education course.

Assessment of Distance Education and Online Readiness

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

Ability to Benefit

AGI reserves the right to refuse admission to any applicant if the Institute, in its sole discretion, determines that the applicant does not have the ability to benefit from the Institute's instruction or that it is in the best interest of the Institute or the applicant to do so.

Distance-Education Course Equipment and System Requirements

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

English Language Proficiency

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

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

Agreement are provided in English only.

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

Transferability of Credit from Other Schools

This Institute does not accept credits earned at any other college, university or institution toward professional gunsmithing certification, nor may the requirements for certification be challenged by taking the course examination alone or passing an achievement test. Students must participate in the instruction prior to passing their examination(s).

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at the American Gunsmithing Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the American Gunsmithing Institute to determine if your certificate will transfer.

Applicant Not a Convicted Felon

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

Application Review and Acceptance

Each prospective student's request for admission, supporting documentation and admissions interview are considered by school personnel to determine if the prospective student has the skills, requirements and competencies to succeed in a distance-education environment in pursuing their education objectives.

A prospective student is notified of their acceptance into a course when he/she receives a copy of the executed Enrollment Agreement via either email or paper copy. This Institution offers distance-educational courses where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven (7) days after the Institution accepts the student for admission.

| ACADEMIC POLICIES

Satisfactory Progress

Student progress is evaluated by either written or online exams at the end of each course/segment within the program of study. Each examination must be passed with a score of 80% or higher. If a student passes the first attempt with a grade of 80% or higher, the student has satisfactory progress. In the event students do *not* pass the first attempt, they may review their incorrect answers, as well as the corresponding segments within the instruction, to gain knowledge in the areas in which they were deficient, after which they may attempt to pass their exam and successfully complete that segment. Prior to their additional examination attempts, students may call on faculty when they do not understand specific content and/or questions and need further instruction. If a student has not passed their examination, they cannot receive their certificate and may be withdrawn from his or her program of study. Students who do not pass their exams within 150% of the recommended self-paced course length indicated on each course description, and/or fail to contact the school to ask for an extension of their course length, are automatically withdrawn from their course. If a student who has been withdrawn would like to reinstate, and the course(s) in which they were previously enrolled are in fact still available, they may contact the school to make arrangements with the School Director.

Grading Policy

At the end of each course within the student's program of study, examinations are completed online in one or more attempts (as necessary) with a chance to review the instruction again in order to demonstrate the factual, conceptual and procedural trade knowledge expected. The expected level of knowledge within each individual trade course is reflected in a score of 80% or higher on all assessments, which means of the total number of questions, 80% or more have been answered correctly. Examinations are scored electronically at the conclusion of each course. The online examination results are automated and, therefore, immediate. The first TWO exams are included with the course. Repeat exams are \$20 each.

Passing Grade: A passing grade is given to a student who has upon examination received a score of 80% or higher.

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

Graduation

A student will be eligible for graduation and receive their certificate upon meeting the following conditions:
The student has received a passing grade within the maximum allowable time period; and
Cleared all financial obligations.

Probation

Distance education-correspondence students of this Institute are not put on academic probation. Students who do not pass their exams within 150% of the recommended self-paced course length indicated on each course description, and/or fail to contact the school to ask for an extension of their course length, are automatically withdrawn from their course. If a student who has been withdrawn would like to reinstate, and the course(s) in

which they were previously enrolled are in fact still available, they may contact the school to make arrangements with the School Director.

Withdrawal

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

Leaves of Absence

The American Gunsmithing Institute does not grant leaves of absence.

Attendance

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

The course is delivered in a correspondence-study format, delivered in detailed video and textbook instruction and examinations. A certificate is issued upon successful completion of the self-paced curriculum within the maximum timeframe outlined. Correspondence study is defined as, "Education provided by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instruction. Interaction between the instructor and the student is limited, is not regular and substantive and is primarily initiated by the student. Correspondence courses are self-paced with a program end date. All segments must be completed and passed as outlined below within the maximum timeframe for completion." (Distance Education and Training Council [DETC])

| STUDENT SERVICES

Student Support Services

This Institute provides telephone and online support to answer student questions and provide services for such needs as how to access and participate in online courses, online testing, tracking shipments, taking retests, contacting faculty or any other questions they may have related to school policy and procedure that are not directly related to the instructional content of their course. For questions on course content, instructors are available for student questions, which will be responded to within 3 business days or less. Evaluation and comment on work submitted by the student will be completed within 10 days or less.

Financial Aid

This Institute is recognized as a non-accredited program which meets the requirements of 38 USC §3676 and 38 CFR 21.4254 and accepts students through third-party authorizing agents of the State Compensation Insurance

Fund, Workforce Investment Act (WIA) and Title 38, Chapter 31. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. However, This Institute does not participate in those state or federal financial aid programs which require accreditation such as Title IV.

Job Placement Disclosure

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

Student Records

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

Student Rights and Grievance Procedure

If a student has a complaint regarding conduct of an instructor or a fellow student, or if a student has a complaint related to the policies of this Institution and/or its courses, a written grievance may be filed with the Director. The Director will acknowledge receipt of the grievance within 24 hours of receipt and investigate the grievance and may contact the student if he or she has further questions regarding the complaint. A written response to the student will be provided within 2 weeks.

State Authorizations

CALIFORNIA

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

A student or any member of the public may file a complaint about this Institution with the California Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet web site: www.bppe.ca.gov.

CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
1747 Market Blvd., Suite 225
Sacramento, CA 95834

Telephone (916) 574-8900
Toll Free (888) 370-7589
Fax (916) 263-1897
By email to: bppe@dca.ca.gov

Mailing address:
Bureau for Private Postsecondary Education
P.O. Box 980818, West Sacramento, CA 95798-0818

California Student Tuition Recovery Fund

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

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

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

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

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

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

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

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

IDAHO

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

STATE BOARD OF EDUCATION

Student Complaint Forms are available by contacting the school and may be filed by telephone (800.797-0867 or 800-775-5753), mail (351 Second Street, Napa, CA 94559) or email (admin@americangunsmith.com or admin@attitradeschools.com). If after completion of our school's procedure the issues have not been resolved, students may take additional steps to file:

- Complaints regarding the violation of state laws or IDAPA rules related to proprietary schools registration may be made to the Executive Director of the State Board of Education in accordance with the rules set forth under IDAPA 08.01.11.500.
- Complaints alleging unfair competition or deceptive business practices and violation of Idaho consumer protection laws may be made to the office of the Attorney General, Consumer Protection Division, in accordance with the rules set forth under IDAPA 04.02.01.

****IF YOU OBTAIN A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, YOU WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST LESS THE AMOUNT OF ANY REFUND.**

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Additional Fees

\$20.00 for each test repeat. The first repeat is provided at no additional cost.

TUITION AND FEES

Schedule of Charges

AGI Schedule of Tuition and Fees Professional Gunsmithing Payment Schedule

Program	Professional Gunsmithing Level 1				Professional Gunsmithing Level 1	Professional Gunsmithing Level 2	Master Gunsmithing				Advanced Master Gunsmithing
	Paid in Full	3 Month Payment Plan	6 Month Payment Plan	12 Month Payment Plan			Paid in Full	3 Month Payment Plan	6 Month Payment Plan	12 Month Payment Plan	
Payment Options					ONLINE						Paid in Full
Total Instruction Hours			175		175	254.5			363		219
Enrollment Agreement and Program Period											
Start Date			Date Signed		Date Signed	Date Signed			Date Signed		Date Signed
Completion Date			Date signed + 7 days + 32 months			Date signed + 7 days + 34 months		Date signed + 7 days + 38 months			Date signed + 7 days + 38 months
TOTAL TUITION											
Registration Fee	NONE	NONE	NONE	NONE	\$269.00	NONE	NONE	NONE	NONE	NONE	NONE
Total Tuition for Course	\$5,997.00	\$5,997.00	\$5,997.00	\$5,997.00	\$4,728.00	\$8,497.00	\$11,997.00	\$11,997.00	\$11,997.00	\$11,997.00	\$14,997.00
Total 8% Sales Tax	\$479.76	\$479.76	\$479.76	\$479.76	\$399.76	\$679.76	\$959.76	\$959.76	\$959.76	\$959.76	\$1,199.76
Total Shipping and Handling Charges	\$60.00	\$165.00	\$330.00	\$660.00	NONE	\$95.00	\$145.00	\$240.00	\$420.00	\$900.00	\$200.00
*Student Tuition Recovery Fund	\$15.00	\$15.00	\$15.00	\$15.00	\$12.50	\$20.00	\$30.00	\$25.00	\$25.00	\$25.00	\$30.00
Finance Charge (retroactive/return)	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
*Total Charges Due Upon Enrollment - 1st Payment	\$6,551.76	\$2,228.92	\$1,149.46	\$609.73	\$297.26	\$9,291.76	\$13,131.76	\$4,343.94	\$2,214.47	\$1,159.74	\$16,426.76
Total Charges Student is Obligated to Pay	\$6,551.76	\$6,656.76	\$6,821.76	\$7,151.76	\$5,409.26	\$9,291.76	\$13,131.76	\$13,221.76	\$13,401.76	\$13,881.76	\$16,426.76
MONTHLY TUITION SCHEDULE											
Number of Remaining Payments Student is Obligated to Pay After Enrollment Payment	0	2	5	11	24	0	0	2	5	11	0
Registration Fee	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
Tuition Amount Due Each Pay Period	\$5,997.00	\$1,999.00	\$999.50	\$499.75	\$197.00	\$8,497.00	\$13,997.00	\$3,999.00	\$1,999.50	\$999.75	\$14,997.00
Total 8% Sales Tax	\$479.76	\$159.92	\$79.96	\$39.98	\$15.76	\$679.76	\$959.76	\$239.94	\$119.97	\$59.99	\$1,199.76
*Monthly Shipping and Handling Charges	\$60.00	\$95.00	\$95.00	\$95.00	\$0.00	\$20.00	\$145.00	\$80.00	\$70.00	\$75.00	\$200.00
*Monthly Student Tuition Recovery Fund	\$15.00				\$0.00	\$20.00	\$30.00				\$30.00
Finance Charge (retroactive/return)	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
Charges Due in Remaining Pay Periods	\$6,551.76	\$2,213.92	\$1,134.46	\$594.73	\$212.76	\$9,291.76	\$13,131.76	\$4,318.94	\$2,189.47	\$1,134.74	\$16,426.76
Total Charges Student is Obligated to Pay	\$6,551.76	\$6,656.76	\$6,821.76	\$7,151.76	\$5,409.26	\$9,291.76	\$13,131.76	\$4,343.94	\$2,214.47	\$1,159.74	\$16,426.76

*Student Recovery Fund is CA students only and is paid in full on the 1st payment.

American Gunsmithing Institute
351 Second Street, Napa CA 94559
800-797-0867
americangunsmithinginstitute.net



Program		Practical		Locksmithing		Machine Shop		Welding	
Total Instruction Hours		13		19		29		22	
Instruction Type	DVD	Online		DVD	Online	DVD	Online	DVD	Online
Enrollment Agreement and Period Program									
Start Date	Date signed+7 days	Date signed+7 days	N/A	Date signed+7 days	N/A	Date signed+7 days	Date signed+7 days	Date signed+7 days	Date signed+7 days
Program Scheduled Completion Date	Date signed + 7 days + 12 months	Date signed + 7 days + 12 months		Date signed + 7 days + 12 months		Date signed + 7 days + 12 months	Date signed + 7 days + 12 months	Date signed + 7 days + 12 months	Date signed + 7 days + 12 months
TUITION									
Registration Fee	NONE	NONE		NONE		NONE		NONE	NONE
Tuition	\$797.00	\$597.00		\$2,497.00		\$1,497.00	\$997.00	\$1,497.00	\$997.00
8% Sales Tax	\$63.76	\$47.76		\$199.76		\$119.76	\$79.76	\$119.76	\$79.76
Shipping and Handling	\$23.00	NONE		\$0.00		\$39.00	\$39.00	\$27.00	\$27.00
Student Tuition Recovery Fund	\$0.00	\$0.00		\$5.00		\$2.50	\$0.00	\$2.50	\$0.00
Estimated Total Charges for the Entire Educational Program	\$1,528.52	\$644.76		\$2,701.76		\$1,658.26	\$2,762.02	\$1,646.26	\$1,103.76
Total Charges the Student is Obligated to Pay Upon Enrollment	\$1,528.52	\$644.76		\$2,701.76		\$1,658.26	\$2,762.02	\$1,646.26	\$1,103.76

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| CANCELLATION AND REFUND POLICY

Student's Right to Cancel

AGI provides for a full refund if the student is dissatisfied with the course subject to the following conditions: Request for cancellation and refund must be made prior to the expiration of a 365-day term from date of enrollment. Cancellation is effective on the date the written or emailed notice of cancellation is sent to this institute at 351 Second Street, Napa CA 94559. Refunds will be paid within 30 days of cancellation unless the cancellation occurs after the institution has mailed the first lesson and materials but prior to your receipt of those documents. In such cases the institution shall make the refund within 30 days after receipt of the returned course materials. This Institution shall transmit all lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student. In the event the student requests a refund, all of the following conditions must be met:

- The student has not passed their first test within the course material
- The student purchased or enrolled in the course less than one year from the date of refund request
- The student returns everything sent to them by AGI

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

Refund Policy and Termination

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

Withdrawal from the Course

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60% or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee not to exceed \$100.00, and less any deduction for books and materials not returned in good condition, within 45 days of withdrawal.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

Academic Calendar

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

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

AUTHORIZATION AND DISCLOSURES

- This Institute provides a current copy of the School Catalog to all prospective students, either in writing by mail or electronically by email, prior to enrollment. The School Catalog is updated at least once per year and whenever changes to policies are made. The most current version is available to download on the school website: *www.americangunsmithinginstitute.net*.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Students are required to be high school graduates (or equivalent) and must provide the Institution with a copy of their high school diploma or transcript prior to enrollment. AGI reserves the right to refuse admission to any applicant if the Institute, in its sole discretion, determines that the applicant does not have the ability to benefit from the Institute's instruction or that it is in the best interest of the Institute or the applicant to do so.
- The American Gunsmithing Institute does not grant any form of college credits or degrees. This Institute offers a self-paced program of Distance Learning instruction developed and taught by qualified trade professionals. Upon satisfactory completion of this Institute's courses of study the student is issued a school Certificate of Course Completion, signifying a strong academic based knowledge they can use to be employed or self-employed as a gunsmith.
- This Institute offers a Distance Education-Correspondence Course where the video instruction is offered on a set of DVDs. Classes are not offered in real time. The Institute shall transmit the first lesson and any materials to a student within seven (7) days after the Institution accepts the student for admission. The Institution uses an online learning management system which provides instant feedback when possible or within 24 hours to students on lessons and projects upon taking quizzes and tests online. Students also have phone access to Student Advisors and faculty when needed. Written feedback on lessons, projects, quizzes, and tests will be provided within 14 days of receipt by mail.
- The Institute teaching method teaches basic and advanced gunsmithing theory and measures outcomes by testing students with online exams. Detailed techniques are demonstrated for them on the videos and the students will be tested on the step-by-step actions. Students must pass online tests with 80% or better. Three attempts are allowed. If a student fails the third attempt, s/he must contact their Student Advisor or AGI's Technical Services Manager and review the course material before retaking the test. Because this is a self-paced course, students are encouraged to reach out for support by phone or email when needed. Our technical support staff and/or instructors will provide a response immediately, if possible, during business hours and typically within 24 hours, Monday – Friday. Messages left by phone or sent via email over the weekend will be answered on the next available business day.
- This Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed

against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA, 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau internet web site: www.bppe.ca.gov.
- This Institute does not accept credits earned at any other institution or through challenge examinations, achievement tests and experiential learning, and it has not entered any agreement with any other institution for such transfers or challenge examinations. American Gunsmithing Institute has not entered into an articulation or transfer agreement with any other college or university.
- This institution admits students from other countries however, the school does not vouch for student status and/or any associated charges. This institution does not offer visa services to prospective students from other countries or English language services. The institution does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:
 - the admissions interview; and
 - receipt of prior education documentation as stated in the Admissions Policy.
- This Institute is not accredited by an agency recognized by the United States Department of Education (USDE), and this Institute's students are not eligible for federal financial aid programs.
- This Institute is recognized as a non-accredited program which meets the requirements of 38 USC §3676 and 38 CFR 21.4254 and accepts students through third-party authorizing agents of the State Compensation Insurance Fund, Workforce Investment Act (WIA) and Title 38, Chapter 31. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. However, This Institute does not participate in those state or federal financial aid programs which require accreditation such as Title IV.
- If a student of this Institute obtains a loan to pay for one of this Institute's educational courses, the student will have the responsibility of repaying the full amount of the loan plus interest less the amount of any refund. Further, if the student has received Federal Student Financial Aid, they are entitled to a refund of the monies not paid from Federal Student Financial Aid funds.
- This Institute offers distance-learning courses and, therefore, does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. According to rentals.com for Napa, CA rental properties start at approximately \$1,100 per month.

- This Institute does not have residential learning facilities. All courses taught at this Institute are through distance learning on DVDs. This Institution offers distance-education courses where the instruction is not offered in real time.
- Distance-Education Course Equipment and System Requirements:
 - For viewing DVDs, students will need a functioning DVD player and monitor for viewing the videos.
 - For online testing, students will need an email account and web browser. No print tests are available.
- AGI courses are theory based to teach design, function, and repair of firearms. Therefore, no tools are required to pass online tests or receive certification. Students are tested on their knowledge of design, function and operation systems and their capacity for analyzing issues and applying solutions. Students who wish to practice skills on their own, would benefit from having on hand a variety of screwdrivers and small hammers.
- AGI Enhanced Master Class includes a Tool package in the price of the course to be used within that course specifically.
- AGI encourages students to learn in sequential order starting with Disc 1 and playing each one from beginning to end. AGI courses are designed for students to study at their own pace and as frequently as necessary to ensure concepts are understood. All students enrolled in any Gunsmithing course receives the AGI Professional Gunsmithing Course Curriculum and Video Index which gives students a guide to the disc number and time locations of specific subjects. Upon completion of the course and certification, the Video Index serves as an ongoing reference for the student's future use.
- This Institution shall transmit results of any online student testing immediately upon electronic submission, and any certificates to be awarded for passing grades will be issued within 10 days.
- This Institute does not provide library resources and we do not have a library facility. Students are provided with complete instructional content and reference materials needed to complete the learning objectives included in their course of study. Students can access the Internet or public libraries for additional resources should they want to enhance their educational experience, but additional reference materials are not required to successfully complete their course of study.
- This Institute offers distance-learning courses; classes are not taught on campus. Students participate in their instructional course at a location of their choice, interacting with the school and faculty via email, telephone, fax and mail.

FFL DISCLOSURE

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

- It is not a requirement in the state of California to obtain a Gunsmithing Certificate through this Institution

to practice gunsmithing. However, possessing a Gunsmithing Certificate will demonstrate a proven level of competence.

- Once an individual has decided to make an application for a federal firearms license (FFL), applicants send their completed application to the ATF post office box listed on the application form, ATF Form 7 – Application for License (FFL). The application must be accompanied by the proper application fee. Once the application fee is processed, the FFLC will enter the applicant's information into its database and commence a full review of the application and supporting materials, including fingerprint cards and photographs. The FFLC will review the fingerprint cards the applicant submitted for clarity and as required by law, will then conduct an electronic background check on all the "responsible persons" identified on the individual's application. ATF defines a responsible person as a sole proprietor, partner, or anyone having the power to direct the management, policies, and practices of the business as it pertains to firearms. In a corporation this includes corporate officers, shareholders, board members, or any other employee with the legal authority described above.
- The FFLC will then send the applications for new licenses to the nearest ATF field office having responsibility for the area in which individual's business is located. The field office supervisor will issue an assignment to an Industry Operations Investigator (IOI) who will conduct an in-person interview with the applicant. The IOI will discuss Federal and State and local requirements with the applicant and go over the application with them to ensure the information is correct and current. The IOI will then prepare a report of his/her interview, the inspection and make a recommendation to either issue the applicant the license or deny the application. Some reasons for denial may include failure to comply with State or local law (such as zoning ordinances), evidence of previous willful violations of the Gun Control Act, or falsification of the application.
- The field office supervisor will also review the report and then submit his/her recommendation to the FFLC. Assuming that all background checks have been completed and the business address and proposed business operations are in compliance with State and local law, the FFLC will complete the application processing and issue the applicant a license. [This will take approximately 60 days from the time the individual's application was first received and if the application submitted was completely and correctly filled out.] For more information visit: The Department of Justice's Bureau of Alcohol, Tobacco, Firearms and Explosives www.atf.gov.

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Institution Information

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

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