





# Lincoln Electric Service Training 2018 Schedule and Policies

Register online at [www.lincolnelectric.com/serviceschool](http://www.lincolnelectric.com/serviceschool)

COURSE NAME	DATE	LOCATION	CLASS #
 <b>LASF CERTIFICATION</b> (5 Day)	January 15-19, 2018	Cleveland, OH	LASF301_18_1
	March 19-23, 2018	Cleveland, OH	LASF301_18_2
	May 7-11, 2018	Cleveland, OH	LASF301_18_3
	August 13-17, 2018	Cleveland, OH	LASF301_18_4
	October 15-19, 2018	Cleveland, OH	LASF301_18_5
 <b>LASF RE-CERTIFICATION</b> (3 Day)	January 22-24, 2018	Cleveland, OH	LASF302_18_1
	May 22-24, 2018	Atlanta, GA	LASF302-18_3
	July 31-August 2, 2018	Denver, CO	LASF302_18_2
	August 21-23, 2018	Moline, IL	LASF302_18_4
	September 11-13, 2018	Calgary, AB, CA	LASF302_18_5
	November 6-8, 2018	Dallas, TX	LASF302_18_6
 <b>ADV POWER WAVE TECHNOLOGY</b> (3 Day)	January 29 - 31, 2018	Cleveland, OH	PWAV301_18_1
	April 10-12, 2018	Cleveland, OH	PWAV301_18_3
	October 2-4, 2018	Terrabonne, QC, CA	PWAV301_18_4
	December 4-6, 2018	Sacramento, CA	PWAV301_18_2
 <b>ENGINE DRIVEN TECHNOLOGY</b> (3 Day)	April 24-26, 2018	Tulsa, OK	ENG301_18_1

Schedule subject to change. Visit [lincolnelectric.com](http://lincolnelectric.com) > Education tab > Service School for current schedule



# Overview

Welcome to the Lincoln Electric Service School. We offer Certification, Re-Certification, Power Wave Technology and Engine Drive training for Service Shops and End Customers of Lincoln Electric equipment.

All courses are conducted on a lecture-lab basis. Course capacity is limited and early registration is advised. Transportation will be furnished to and from Lincoln Electric each day to the Lincoln Electric authorized hotel (Cleveland schools only). If you are staying in another location you will be responsible for your own transportation. Lunch will be provided by Lincoln Electric.

**Students attending the certification course are required to pass the pre-requisite test found here:**

Click ["Take Entry Level Exam"](#)

## Registration

Registrations for All Service School classes are completed online at [www.lincolnelectric.com](http://www.lincolnelectric.com). Go to "Education Center", Click on "Service School", Click on "View" Online Class Registration. A \$25 non-refundable registration fee holds your spot for the class.

A confirmation email is sent once registration is completed. Please note that classes fill up quickly. Register at least 6 weeks in advance of the course start date in order to assure the best chance of getting into the class of your choice. Online class registration will be closed 10 days prior to class start date. Courses will be held once a minimum of six students enroll. Cancellations must be completed at [lincolnelectric.com/serviceschool](http://lincolnelectric.com/serviceschool) at least two weeks prior to the class start date. **Cancellations within two weeks from the course start date will be charged the full course fee.**

## Expenses

Students will be responsible for the registration fee and course fee (as listed on page 3), plus other items such as your hotel bill, meals (lunch will be included at no cost) and transportation to the city where the class is being held.

## ONLINE RECERTIFICATION TEST

The Online Recertification Test is only an option for current Lincoln Electric certified technicians who are due in for recertification training. Technicians are due for training every two years and are permitted to take the Online Recertification Test every four years.

The Recertification Test is a fifty question exam. You must have access to the internet, the Service Navigator, and a valid email address in order to complete it. Once test registration is complete you will receive an email, within twenty-four hours (Monday-Friday), with the Access Code needed to begin your exam. You will have five business days to complete your exam, and we cannot extend your allotted time to complete the exam. Please plan accordingly. You will find the exam registration on our Education-Service School page with the rest of our offered courses.

## HOTELS & LODGING SERVICES

It is necessary for you to make and confirm your reservation, as well as provide payment. Information pertaining to the hotel will be provided in the "Hotel Information" section of the class registration page. It can also be found in the confirmation email you will receive upon registration.

The following contact information is provided for Lincoln Electric Service School students. It is not intended as a list of approved facilities. Students can use this information at their own risk.

- Hampton Inn Cleveland - Downtown  
1460 East Ninth Street  
Cleveland, Ohio 44114  
216-621-3013

## COSTS



### LASF Certification Training Course (5 Days)

Registration Fee\*  
\$25

Course Fee  
\$350.00

Monday thru Friday  
Class hours: 8:00AM to 4:45PM.  
If flying out of Cleveland, plan on 7:00 PM flight or later.

*All attendees are required to have a working knowledge of electrical theory and components. Class open to all who pass the pre-requisite test. Test can be found here:*  
Click ["Take Entry Level Exam"](#)

Repair technicians will be shown the fundamentals of conventional welder operation. The class will begin with basic theory and then show how that theory applies to machines normally serviced by LASF's. The machines in this course will include transformer/rectifier and basic inverter style machines, as well as engine driven machines and wire feeders. At the conclusion of the course, the technician must pass a test on the material covered.

Class registration priority is given to LASF technician candidates. Attendance in the Lincoln Authorized Service Facility (LASF) course does not guarantee one becoming approved to open or maintain a LASF.



### LASF Recertification Training Course\* (3 Days)

Registration Fee\*  
\$25

Course Fee  
Cleveland \$225.00  
All other cities \$300.00

Tuesday thru Thursday  
Class hours: 8:00AM to 4:45PM.  
If flying out of Cleveland, plan on 7:00 PM flight or later.

*This course is open to certified LASF technicians only.*

Technicians will learn about the new products being released by Lincoln Electric. We will discuss theory and how it applies to the new machines. There will be extensive hands-on testing to familiarize the technician with the new products.

### Power Wave Technology Course\* (3 Days)

Registration Fee\*  
\$25

Course Fee  
Cleveland \$300.00  
All other cities \$375.00

Tuesday thru Thursday  
Class hours: 8:00AM to 4:45PM.  
If flying out of Cleveland, plan on 7:00 PM flight or later.

*This course is open to certified LASF technicians and customers. Taking this course will count toward maintaining your certification. A strong electronics and electrical background are recommended.*

Attendees will be shown the theory of Power Wave welding systems. This class will cover the fundamentals of these systems from manual to fully automatic processes. There will be extensive hands on testing at the conclusion of this course. Communication cables will be provided to attendees with laptops.

### Engine Driven Technology Course\* (3 Days)

Registration Fee\*  
\$25

Course Fee \$300.00

Tuesday thru Thursday  
Class hours: 8:00AM to 4:45PM.  
If flying out of Cleveland, plan on 7:00 PM flight or later.

*This course is open to certified LASF technicians only.*

Technicians will be shown the theory of Lincoln Electric engine driven power sources. We will cover the theory of DC generators, AC alternators, and how we use the technology in our machines. There will be some classroom and extensive hands on testing.

\*Class counts for LASF recertification

\*Registration Fees are non-refundable or transferable

# POLICIES

## ENTRANCE REQUIREMENTS

All attendees must be 18 years of age or older.

## CORPORATE LOCATION

Lincoln Electric Service School classes are conducted at The Lincoln Electric Company's global headquarters at: 22801 St. Clair Ave, Cleveland OH 44117.

Regional class location addresses are included with registration confirmation.

## LEGAL HOLIDAYS

The following are the recognized holidays on which the Lincoln Electric Service School is unavailable for specialized training:

- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day

The Lincoln Electric Service School will close for the last two weeks of December.

## BASIC ELECTRICAL SAFETY

Basic electrical safety training is the students employers responsibility and needs to be completed prior to class.

## ATTENDANCE POLICY

Attendance will be taken at the start of each class. Our attendance policy is driven by the expectations of industry. While 100% attendance is ideal, students must be in attendance for at least 80% of each program attempted in order to successfully complete that program. In the event that you cannot attend class, you are expected to notify your instructor or the Lincoln Electric Service School coordinator immediately by phone or email or both. A student who fails to attend at least 72% of class in the attempted program will not receive their certificate of completion and will not be eligible for a refund. Leaving early and/or skipping class will also cause a student to be considered absent. Attendance is mandatory on the first day of class.

Exceptions to the above may be made at the instructor's discretion in the following cases:

- Catastrophic injury or illness that prevents you from attending class
- Death of a family member

## TARDY/MISSED CLASSROOM TIME POLICY

Our tardy policy is driven by the expectations of industry. Each class will begin promptly at the time specified on the schedule. Students are expected to be on time for class, both upon arrival in the morning and return from lunch in the afternoon. This means that students must be inside the classroom, prepared with all needed materials, when class starts. Students who are not on time will be considered tardy. In the event that you know you will be tardy due to an emergency, you are expected to notify your instructor or the Lincoln Electric Service School coordinator immediately by phone or email or both.

Consequences for tardies include but are not limited to:

- 1st offense: Instructor issues verbal warning
- 2nd offense: Incident is recorded in student's profile
- 3rd offense: Student is dismissed from remainder of class and must reschedule at their own expense

The instructors may grant exceptions to the above, on a case-by-case basis, as they deem appropriate.

## PASSING REQUIREMENTS

You must receive a passing grade of seventy two percent or higher in order to receive your certification. Your certificate will be presented upon completion on the tests website and you will be given the option to print or save for your records. Technicians will only be given one opportunity to pass the Online Recertification Test. If you do not receive a passing grade, you must attend a live course.

## 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.

## CLOTHING

Casual clothes are acceptable. Please wear a shirt with sleeves, safety-toed footwear and long pants. Lincoln will provide other necessary PPE for lab activities. Failure to comply with the safety guidelines will result in removal from the class without refund or certification.

## NO SMOKING

The Lincoln Electric Company strictly prohibits smoking on company premises, including the Lincoln Electric Service School and training lab facilities and the parking lot.

## RESTRICTED AREAS

Unless accompanied by an instructor, all areas of the plant are off limits. Furthermore, the Lincoln Electric Service 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 and will result in automatic dismissal from the Lincoln Electric Service School. Deliberate damage, theft, or any vandalism to tools, equipment or facilities will not be tolerated and will result in automatic dismissal from the Lincoln Electric Service School. Students responsible for these offenses will not be eligible for a refund and will be prosecuted to the full extent of the law.

## CELL PHONES AND OTHER PERSONAL DATA DEVICES

Personal data devices and electronics must be not be disruptive to the learning environment. Consistent with our company policy, personal data devices and electronics must be turned off during class. Students may be asked to leave the class if their personal data devices or electronics are disruptive or distracting. Personal data devices and electronics may not be used (or turned on) in work areas, including the Lincoln Electric Service School, production floor, laboratory and offices. Personal data devices and electronics may be used in the tunnel and cafeteria during your scheduled lunch period and before and after school.

## **PHOTO AND RECORDING POLICY**

Pictures or videos may not be taken anywhere on company property with the exception of the Factory Showroom area. In addition, the use of audio recording devices is prohibited.

## **PERSONAL BUSINESS**

Appropriate time will be allotted throughout the course for conducting personal business. Lincoln Electric phones are for company business and therefore should not be used for personal calls. Make all personal calls using your personal phone or the pay phones provided throughout the building.

## **YOUR CERTIFICATE OF COMPLETION: A SOURCE OF PRIDE AND ACCOMPLISHMENT**

Ask any of the graduates of the Lincoln Electric Service School about their training. They will tell you Lincoln Electric trained people have practical training as well as understanding of theory. Lincoln Electric Service School graduates have earned a tremendous reputation. The certificate of completion you receive will be proof of your accomplishments.

## **DISCRIMINATION POLICY**

Lincoln Electric Service School does not condone or practice discrimination of any kind pertaining to groups or individuals in regard to age, race, creed (religious affiliation), sex, ethnicity or social status. This basic principle is the foundation for an attitude that values and respects the dignity and worth of individuals within our academic community. This educational facility recognizes inclusive strategies for persons (individuals) with physical challenges, as long as they do not interfere with student's ability to be successful to complete and perform the functions of his/her training. This institution believes in and is committed to equal opportunity based on the fundamental reason that every person is valuable.

This position is based on the inherent worth of a living human being. We respect the rights of our students to realize their potential. Beyond this, we acknowledge that the individual has a right to make every effort to produce appropriate conditions for learning, working and striving to achieve one's own optimum usefulness in the work force and in society as a whole.

## **INTELLECTUAL AND LEGAL PROPERTY RIGHTS POLICY**

Refer to Authorized Service Facility Agreement for use of Proprietary Content.

## **TUITION AND FEES**

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

## **PAYMENT PROCEDURES**

Full tuition is due (2) weeks prior to the first day of class. If payment is not received, the student will be removed from the class roster. We accept VISA, MasterCard, AMEX and discover.

Purchase order payments can be made by calling the Lincoln Electric Service School office at 216-383-2310. The \$25 registration fee will need to be paid online. Any questions regarding payment(s) can be directed to the Lincoln Electric Service School coordinator at [serviceschool@lincolnelectric.com](mailto:serviceschool@lincolnelectric.com).

## **SPECIALIZED TRAINING REQUESTS**

A minimum of five students confirmed in the class is required for in house or outside training. The cost for training in Cleveland is \$50.00 a day per person, each student is responsible for their travel and lodging (lunch will be provided at no cost). The cost to send an instructor for outside training is \$1000.00 a day plus expenses (travel, lodging, food, etc.). A purchase order (if the requester has an account with us) or a Lincoln Electric cost center number, or credit card number is what starts the process and confirms the program. Please provide several dates to pick from so we don't conflict with other programs already scheduled. Please limit attendance to maintenance repair personnel with electrical background that are directly responsible for the equipment.

## **[CLICK HERE FOR FORM](#)**

A budgetary proposal will be generated based on the provided information and if any of the answers change, the proposal is subject to revision. *Specialized training requests are dependent on availability of instructors*

## **CANCELLATION AND SETTLEMENT POLICY**

Your enrollment may be cancelled within five calendar days after the date of registration with a full refund of registration fee and course fee (if paid). The school will promptly refund in full all tuition and fees paid pursuant to the registration and the refund shall be made no later than thirty days after cancellation.

This provision shall not apply if the student has already started the course.

## **AGREEMENT FOR ALL COURSES**

(1) A student who withdraws before the start of class and after the 5-day cancellation period shall be obligated for the registration fee.

(2) A student who starts class and withdraws will be obligated for 100% of the course fee plus registration fee.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program.

Exceptions to the above may be made at the instructor's discretion.

## **COMPLAINT OR GRIEVANCE PROCEDURE**

All student complaints should be first directed to the school personnel involved. If a resolution is not satisfactory please contact the Technical Documents Group Leader.

## **MEDICAL EMERGENCY**

All medical emergencies must be reported using the appropriate procedures. If you or someone nearby experiences an injury or other medical emergency, immediately contact an instructor or use the nearest telephone to contact Lincoln Electric's emergency services by dialing 32222. Do not dial external emergency numbers. If you receive an injury that is not life threatening, please notify your instructor.

## **OTHER EMERGENCIES**

Lincoln Electric has an emergency plan in place, which will be explained to you at the start of the program.



**Register online at:**

[www.lincolnelectric.com/serviceschool](http://www.lincolnelectric.com/serviceschool)

**Entry Level Standard Course Exam online:**

[Click Here](#)

**FOR ANY QUESTIONS PLEASE CONTACT OUR SERVICE SCHOOL COORDINATOR AT**

**(216) 383-2310 or**

**Toll Free (888) 935-3877**



**THE LINCOLN ELECTRIC COMPANY**

22801 St. Clair Avenue • Cleveland, OH • 44117-1199 • U.S.A.

Phone: +1.216.481.8100 • [www.lincolnelectric.com](http://www.lincolnelectric.com)