



Course Catalog: Women in Welding

Mission Statement

To improve women's economic equity by increasing their participation in high-wage, blue-collar occupations traditionally held by men.

Administrative Office and Training Center

2444 W. 16th Street

Chicago, IL 60608

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Faculty

Desirée Guzmán, Women in Welding Coordinator and Lead Instructor

Daphne Pina, Assistant Welding Instructor

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Administration

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Course Description: Women in Welding

Chicago Women in Trades (CWIT) Women in Welding program is a full-time, 300-hour, 10-week course providing a comprehensive hands-on curriculum that covers skills training and supporting knowledge base in stick, MIG, and TIG welding. Students learn about related metalworking processes and equipment, including drilling, grinding, oxy-acetylene and plasma cutting, the use of chop saws, metal shears, notches and punches. Math, measuring, and blueprint-reading lessons provide the foundation for metalworking skills, which are reinforced as students complete progressively more complex projects that require all facets of training: material identification, blueprint reading, measuring, cutting, fit-up, assembly, and finishing. Students also earn an OSHA-10 and American Welding Society credentials upon successful completion of the Women in Welding Program.

By the end of the program, students will receive the following certifications:

- OSHA-10 General Construction
- AWS certified welder with an AWS D9.1M/D9.1
- Sheet metal weld certification (in 2F, 3F & 4F in 10g and 18g)

Students will be able to:

- Perform measurements and related shop math
- Perform oxyfuel and plasma cutting operations
- Operate manual shop equipment and various power tools
- Create isometric and orthographic projections
- Understand weld symbols and weld blueprints
- Understand all hazards and safety procedures for GMAW welding
- Set up equipment, gas, and filler material for GMAW on carbon steel
- Demonstrate various types of GMAW welds in flat, horizontal, vertical and overhead positions
- Demonstrate knowledge of electrical fundamentals

Days/Times/Academic Calendar

Classes meet at CWIT's training center located at 2444 W. 16th St., Chicago, IL 60608, Monday through Friday from 8:00 a.m.- 2:00 p.m.

Holidays include Martin Luther King Day, Presidents Day, Founders Day (April 15), Memorial Day, Independence Day, Labor Day, Thanksgiving, and the Day after Thanksgiving. In addition

to these days off, CWIT typically suspends classes for two weeks for the Christmas/New Year holiday season. Exact dates will be determined each year by the Program Director and students will be notified in a timely manner.

Rules of Conduct

Common courtesy is expected. Sunglasses, headphones and hats (unless approved by CWIT staff) should be removed and cell phones are to be turned off during class. Foul language is strongly prohibited.

Safety is of primary concern. Behaviors that threaten the safety of self or others are seriously problematic. Using, possessing, distributing, or being under the influence of controlled substances — alcoholic beverages, marijuana, narcotic drugs, stimulants, etc., is strictly forbidden.

Per OSHA safety requirements, all students are required to wear long pants, closed-toed shoes, or steel-toed boots (when appropriate) while inside the training center. Safety glasses and other personal protective equipment, as instructed by staff, must be worn in the training area.

Any behavior that disturbs CWIT's environment is grounds for termination. Verbal and physical fighting, threats and harassment are prohibited. Cheating, stealing, abusing school or classmates' property, vaping on the premises or any drug influence during school hours, and sleeping in class also violate the rules of conduct.

Admission Requirements

- 18 years of age or older
- Basic competency in math and reading, which is assessed through an aptitude test issued by CWIT
- Pass a drug test
- Authorization to work in the U.S.
- Qualify as a low-income or dislocated worker according to WIOA or DCEO standards

There are no prerequisite courses for Women in Welding. Students must complete an orientation session, aptitude test and an interview prior to acceptance. Upon acceptance, students are enrolled and assigned a start date based on availability and student preferences.

Educational Records

CWIT maintains records of students' prior education and experience and grants exemptions from certain coursework based on that previous education or experience. This is done on a case-by-case basis at the discretion of the Lead Instructor. All educational records are recorded in CWIT's client database, Salesforce.

Tuition: \$8,000

Tuition includes all materials needed for the class. CWIT provides students with appropriate personal protective equipment, software, books, and other materials as needed. CWIT does not charge application, registration, book, or other fees, except the base tuition listed above.

Methods of Payment

CWIT's Case Manager will work with applicants to determine the appropriate funding source and process paperwork on behalf of the student. Students are not allowed to pay out of pocket for the program.

Facilities

Classes take place at CWIT's Training Center, located at 2444 W. 16th St., Chicago, IL 60608. The facility includes a classroom, 12 welding booths and a workshop.

Refund and Cancellation Policy

CWIT **does not charge** its students fees for application, registration, breakage, books, or for consumable instructional supplies. **CWIT does not accept payment for tuition from any student prior to enrollment.** Students may dispose of any items issued to them during the program at their discretion.

The following refund policy applies to students funded through an Individual Training Account (ITA) issued under the Workforce Innovation Opportunity Act (WIOA).

When a student gives written notice of cancellation, CWIT will provide a tuition refund to the ITA in the amount of at least the following:

- When notice of written cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all tuition shall be refunded.

- When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class, CWIT will retain \$0.
- When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, CWIT may retain no more than 10% of the tuition.
- When a student has completed more than 5% of the course of instruction, CWIT may retain an amount computed pro rata by days in class plus 10% of the tuition up to completion of 60% of the course instruction.
- When the student has completed more than 60% of the course of instruction, CWIT may retain the entire tuition.
- All student refunds shall be made by CWIT within 30 calendar days from receipt of the student's cancellation.

A student may give notice of cancellation to CWIT in writing. The unexplained absence of a student for more than 15 days shall constitute constructive notice of cancellation to CWIT. For purposes of cancellation, the date shall be the last day of attendance. CWIT will mail a written acknowledgment of a student's cancellation or withdrawal to the student within 15 calendar days of the postmark date of notification.

CWIT shall refund all monies to **the ITA in** any of the following circumstances:

- CWIT did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.
- CWIT cancels or discontinues the program in which the student has enrolled.
- CWIT fails to conduct classes on days or times scheduled, detrimentally affecting the student.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

Grading Scale

This is a Pass/ Fail class based on successful completion of the following four requirements:

1. Standards for a Certified Welder (AWS D9.1M/D9.1 Sheet Metal weld certification in 2F)
2. Pass the Final Written Exam (85% or higher)
3. Complete a Final Project
4. Class participation

1. Welding is evaluated according to the following criteria:

- Passing Weld Certification Test (GMAW): 30%
- Quizzes & Exams on General Welding Knowledge: 20%
- Weld Quality & Consistency: 10%
- Out of Position Welding Ability: 10%
- GMAW Knowledge of Equipment & troubleshooting skills: 20%
- Work Ethic: 10%

2. Final Exam is evaluated according to the following criteria:

- Final Exam: 85%
- Weekly Quizzes: 15%

3. Final Project will be evaluated according to the following criteria:

- Process Planning: 20%
- Complexity: 20%
- Accuracy: 10%
- Workmanship: 30%
- Time Management & Meeting Deadlines: 20%

4. Participation will be evaluated according to the following criteria:

- Attendance & Punctuality
- Working habits
- Safety habits
- Care of tools and equipment
- Ability to follow procedures
- Teamwork

It is the student's responsibility, whether present or absent, to obtain all material presented and to complete all course projects. If prior arrangements are made or extenuating circumstances exist, make up of a project is at the discretion of the Welding Instructor.

Advanced standing is not offered. Students who are failed may be re-enrolled at the discretion of the Program Director.

Issuance of Certificates

All students who complete the required number of hours and coursework in their respective program will be issued a certificate of completion from CWIT. Certificates may be picked up at CWIT's administration office or may be mailed. CWIT does not guarantee transferability of credit to another institution; in most cases, credits, coursework, and certificates will not transfer to another institution. Any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

Transcripts

Graduates may request a copy of their transcript at any time by writing to the Program Director. The **Director of Training Services** will provide the student with his or her transcript within 15 business days.

Articulation Agreements

There are no articulation agreements, but graduates receive points in the selection processes for the plumbers' and electricians' apprenticeship programs and can be considered for direct entry to the carpenters' and ironworkers' programs.

Student Services

CWIT encourages all students to take advantage of CWIT's Support Services. These services include individual financial counseling, public benefits screening, and direct support for transportation, union initiation fees and other costs associated with transitioning to apprenticeship/employment. These services must be scheduled outside of regularly scheduled classes. Students may notify the Director should they be interested in utilizing these services.

Placement Assistance

CWIT does not guarantee that it can place graduates in jobs; however, CWIT does assist graduates with job placement. Resumes for graduates will be submitted to companies at the employment services personnel's discretion.

CWIT asks that ALL students work with the employment services team (Job Developer, Case Manager, and Program Coordinator) to secure full-time, permanent employment at or about the time of successful program completion. It is the student's right and duty to conduct a successful job search resulting in training related employment.

It is the graduate's responsibility to notify CWIT within a week of:

- Finding employment
- Receiving benefits, promotions or evaluations
- Encountering problems at the workplace
- Separating from employment

It is the graduate's responsibility to furnish placement information to CWIT's employment services team at the time of hire. Graduates will be asked to submit wage information, date of hire, job title, company name and company contact information.

Equipment

Students are not required to purchase any equipment for the program. All necessary equipment is provided by CWIT.

Disclosure

Disclosure Report for CWIT's Women in Welding Program (July 1, 2024-June 30, 2025)

- The number of students who were admitted to the program as of July 1st of that reporting period (July 1, 2024 – June 30, 2025): 41
- The number of additional students who were admitted to the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program or other programs at the school (July 1, 2025 – March 31, 2026).
 - New Starts: 29
 - Re-enrollments: 0
 - Transfers into the program from other programs: 0
- The total number of students admitted into the program during the 12-month reporting period: 41
- The number of students enrolled in the program during the 12-month reporting period who transferred out of the program and into another program at the school, completed or graduated from the program, withdrew from the program, and are still enrolled.
 - Transferred out of the program or course and into another program at the school: 0
 - Completed or graduated from the welding program: 40
 - Withdrew from the program: 1
 - Are still enrolled: 0

- The number of students who were placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
 - Placed in their field of study: 25
 - Placed in a related field: 3
 - Placed out of the field: 4
 - Not available for placement due to personal reasons: 1
 - Not employed: 2
- The number of students who took a state licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed: 40
- The number of graduates who obtained employment in the field who did not use CWIT's placement assistance during the reporting period: 0
- The average starting salary for all CWIT Women in Welding graduates employed during the reporting period: \$22 per hour.