

PDF FILES FOR FORM 1000

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RECORDS AND FORMS

SCHOOL CATALOG/BULLETIN

FINANCIAL INFORMATION

**ELECTRONIC COPY OF COMPLETION
CERTIFICATION**

OFFICIAL STUDENT TRANSCRIPT

Trainee Name: _____ Trainee SSN Number: _____

Date of Birth: _____ Program Enrolled: _____

Enrollment Date: _____ Completion Date: _____ Trainee ID# _____

ACADEMIC RECORD: All Workforce Classes have a Pass/Fail certification and/or License Proficiency. This Proficiency must be accomplished to receive credit for the Workforce Training.

Course / Program	Hours	Grade	Start Date	Completion Date	Instructor	Status

PROGRAM SUMMARY

Total Hours Completed: _____ Overall GPA / Performance Rating: _____

Credential / Certification Earned: _____ Completion Status: _____

CERTIFICATION COMPLITION

Registrar Signature: _____ Date: _____

School Director Signature: _____ Date: _____



INCREASING THE FORCE BY SHORTENING THE DISTANCE

A Carroll County Workforce Center

Where Industry Directs Education

1004 South Main Street 72616

STUDENT REGISTRATION & ENROLLMENT FORM

Trainee Name: _____ Address: _____

City/State/Zip: _____ Phone Number: _____

Email Address: _____ Date of Birth: _____

Last 4 of SSN ID #: _____ Trainee ID #: _____

WORKFORCE PROGRAM SELECTION

Program	Hours	Tuition	Start Date-End Date
Pipe Welding	1,000 HR	\$13,500	5/31/2027-12/2/2027
Structural Welding	720 HR	\$10,000	5/31/2027-10/14/2027
Flux-Core Welding	160 HR	\$5,500	5/31/2027-6/24/2027
Diesel Service Technician	160 HR	\$4,500	5/31/2027-6/24/2027
Class A CDL	160 HR	\$6,000	5/31/2027-6/24/2027
Class B CDL	80 HR	\$3,500	5/31/2027-6/10/2027
Bus/Passenger	24 HR	\$250	5/31/2027-6/1/2027

SHORT TERM TRAINING SELECTION

INDUSTRY ONLY

Program	Hours	Tuition	Start Date
AC/DC Fundamentals	32 HR	\$850	To Be Announced
Intro to Motor Controls	32 HR	\$850	To Be Announced
GTAW (TIG) Welding	32 HR	\$1,500	To Be Announced

REGISTRATION & FEES

- Registration / Administrative Fee: \$100
- All Books, Safety Equipment, Supplies, and Certification/Licensing fees are included within tuition.

SIGNATURES

Trainee Signature: _____ Date: _____

School Representative: _____ Date: _____

SCHOOL CALENDAR & HOLIDAY POLICY

Connect 4: Workforce maintains an annual school calendar that includes instructional dates, scheduled breaks, and federally recognized holidays. This policy establishes school closure dates and provides advance notice regarding holiday observances.

Federally Recognized Holidays

Connect 4: Workforce will observe the following federally recognized holidays. Classes and administrative offices may be closed on these dates unless otherwise announced.

- New Year's Day – January 1
- Martin Luther King Jr. Day – Third Monday in January
- Washington's Birthday (Presidents' Day) – Third Monday in February
- Memorial Day – Last Monday in May
- Juneteenth National Independence Day – June 19
- Independence Day – July 4
- Labor Day – First Monday in September
- Columbus Day – Second Monday in October
- Veterans Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Christmas Day – December 25

Additional School Closures

The school may close for severe weather, emergencies, instructor training, or other administrative purposes. Students will be notified of schedule changes as early as possible.

Attendance and Make-Up Hours

If instructional hours are missed due to holidays or emergency closures, the school may schedule make-up hours to meet program requirements.

Administrative Authority

Connect 4: Workforce reserves the right to modify the school calendar and holiday schedule as necessary to comply with operational or regulatory requirements.

Policy Approval

School Director: _____ Date: _____

Trainee Name: _____ Trainee SSN Number: _____

Program Enrolled: _____ Instructor Name: _____

Start Date: _____ End Date: _____ Trainee ID: _____

[illegible]

Total Scheduled Hours: _____ Total Hours Attended: _____

Total Absences: _____ Total Tardies: _____

Attendance Percentage: _____

Instructor Signature: _____ Date: _____

Trainee Signature: _____ Date: _____



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STUDENT FINANCIAL RECORDS FORM

Trainee Name: _____ Trainee ID Number: _____

Program Enrolled: _____ Trainee SSN: _____

Enrollment Date: _____ Expected Completion Date: _____

Phone Number: _____ Email Address: _____

FINANCIAL SUMMARY

Description	Amount	Date Paid	Balance
Tuition			
Registration Fee			
Books / Supplies			
Equipment / Gear			
Certification / Licensing			
Other Charges			

PAYMENT RECORD

Payment Date	Payment Method	Receipt #	Amount Paid	Remaining Balance

ACCOUNT TOTALS

Total Charges: _____

Total Payments Received: _____

Current Balance Due: _____

SIGNATURES

Trainee Signature: _____ Date: _____

School Representative: _____ Date: _____





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STUDENT JOB PLACEMENT FORM

TRAINEE INFORMATION

Trainee Name: _____ Trainee SSN: _____

Program & Completed Date: _____ Trainee ID #: _____

Phone Number: _____ Email Address: _____

EMPLOYER INFORMATION

Company Name: _____

Employer Contact Name: _____

Employer Phone Number: _____

Employer Email Address: _____

Company Address: _____

RECRUITER INFORMATION

Company Name: _____

Employer Contact Name: _____

Employer Phone Number: _____

Employer Email Address: _____

Company Address: _____

JOB PLACEMENT DETAILS

Position Title	Start Date	Hourly Wage / Salary	Employment Type

EMPLOYMENT VERIFICATION

Was employment verified by the school? YES ____ NO ____

Verification Date: _____ Verified By: _____

FOLLOW-UP INFORMATION

Follow-Up Date	Student Status	Employer Feedback	School Representative

SIGNATURES

Trainee Signature: _____ Date: _____

School Representative: _____ Date: _____



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1004 South Main Street 72616

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SCHOOL CATALOG/BULLETIN

2027 COURSE CATALOG & STUDENT HANDBOOK

Publication date: January 1, 2027

Our Pledge

Connect 4 Workforce Will...

1. Provide its students with a strong foundation for their future.
2. Equip its students with the necessary technical skills for a career.
3. Empower its students with effective interpersonal and teamwork abilities.
4. Offer its students valuable **networking** and **job assistance** opportunities.

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School Calendar

Purpose

Connect 4 Workforce maintains an annual school calendar that includes instructional dates, scheduled breaks, and federally recognized holidays. This policy establishes school closure dates and provides advance notice regarding holiday observances.

Federally Recognized Holidays

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- Washington's Birthday (Presidents' Day) – Third Monday in February
- Memorial Day – Last Monday in May
- Juneteenth National Independence Day – June 19
- Independence Day – July 4
- Labor Day – First Monday in September
- Columbus Day – Second Monday in October
- Veterans Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Christmas Day – December 25

Class Start and End Sessions

5/31/2027 Will be the starting point of all welding classes offered at Connect 4 Workforce. Once classes start the ending date will be correlated to the required Hours allotted to the program.

All Short Term Industry classes will be on a revolving schedule that is dictated by Industry need. All CDL Training classes will be on a revolving schedule that is dictated by Industry need.

Additional School Closures

The school may close for severe weather, emergencies, instructor training, or other administrative purposes. Students will be notified of schedule changes as early as possible.

Administrative Authority

Connect 4 Workforce reserves the right to modify the school calendar and holiday schedule as necessary to comply with operational or regulatory requirements.

Attendance Leave, Probation & Make-Up Work

Attendance Policy

The following absences will be considered excused from Connect 4 Workforce:

1. Prior arranged time off (must be arranged at least 4 days before absence) with a Prior Arrangement through the Instructor.
2. Death in the family.
3. Court date.
4. Connect 4 Workforce is closed for inclement weather

Absence Procedures

1. Each Connect 4 Workforce student must call in (not text) at least 30 minutes before the class day starts. (even if your Connect 4 class is in the afternoon).
2. Please call in each day of your absence at **870-438-7024** and provide the following information:
 - a. Your name
 - b. Your shift (your C4 Workforce class title)
 - c. Reason for your absence
3. **There will be makeup days during the course for hours missed for an excused absence.**

Time Clock

Rules for clocking in and out of Connect 4 Workforce are as follows:

1. Each Connect 4 Workforce student is responsible for clocking both in and out of Connect 4 each day.
2. Deliberate clocking in of another Connect 4 student could result in being sent home for the day from their program and discipline consequences, up to **permanent removal** from Connect 4 Workforce.
3. A Connect 4 Workforce student should not clock in earlier than 30 minutes prior to the beginning of the normal shift (**class start times are set**) and should clock out at the end of the shift unless told differently by the instructor.
4. Clocking in late or clocking out before the end of the shift will be counted as a **Loss of Hours Towards the Program**. Each program has a set number of hours to be completed for the workforce certification.
5. Connect 4 Workforce students not clocking in or out when leaving or coming into Connect 4 Workforce could result in deduction of class hours per occurrence. **Deliberate and repeated offenses could result in removal from Connect 4 Workforce program.**

Attendance and Make-Up Hours

If instructional hours are missed due to holidays or emergency closures, the school may schedule make-up hours to meet program requirements.

Rules & Safety Procedures

All Connect 4 Workforce students are also students in Carroll County and will abide by all rules, laws and guidelines of the County, any conviction (not a traffic violation) can lead to termination.

Cell Phone Policy

In order to meet the educational goals, skills and a positive learning environment for students Connect 4 Workforce **will not allow** cell phone use during school hours.

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether facility owned or student owned that interferes with a positive, orderly classroom environment, or does not respect the rights of others is expressly forbidden.

Dress Code

- All Connect 4 Workforce students must meet our dress code at all times.
- Safety glasses with side shields or goggles are to be worn at all times while in the shop.
- No loose fitting clothing allowed when working in the shop.
- No open toe shoes or sandals allowed in shop.
- Approved personal protective equipment (PPE) shall be worn by all personnel performing or assisting in welding and/or cutting operations.

Behavior Expectations

- You must have permission to work in the shop under instructor supervision.
- No horseplay or excessive foul language (**things happen, tempers flare but we are not a sailor station**) allowed in shop. Do not distract anyone using equipment.
- Students must have prints or drawings of parts with dimensions.
- Users must clean up area used every time work is finished. If you have not completed your project and must leave the shop you must clean area prior to leaving. Others may need to use the area in your absence.
- No tools are to be removed from shop without authorization.
- Students must clean and return all tools to proper location when finished.
- Floor area where work was done must be swept after every use.

Safety

- **Safety is your top priority** when using the shop. If you are not sure, ASK.
- Never attempt to use equipment for which you have not received training.
- Report any broken tools or machines immediately to main shop instructor.
- Perform welding and cutting operations in designated areas.
- Report any injury, including suspected flash burns, to your Instructor.
- Whenever possible, welding and/or cutting operations should be performed in areas that are isolated and designated for such uses.
- Whenever welding operations are interrupted for a substantial period of time (e.g., lunch or overnight) or completed, "hot" metal areas must be identified, and the

- equipment must be shut off with all valves closed.
- Personnel are required to use approved welding, cutting, and grinding equipment and follow the manufacturer's instructions. Such equipment shall be maintained in safe working order at all times. Personnel shall report any equipment defect or safety hazard to an Instructor, and the use of such equipment must be discontinued until it is repaired by qualified personnel.
- Cutting or welding operations must be performed in designated areas with adequate ventilation to keep fumes and gases within safe limits.

Grading System & Academic Policy

Certification/License Achievement

All Workforce Classes have a Pass/Fail certification and/or License Proficiency. This Proficiency must be accomplished to receive credit for the Workforce Training.

All Workforce classes that have scholastic modules will follow our Accrediting organization the National Center for Construction Education and Research (NCCER) grading scale. To successfully pass a module or level test, candidates must achieve a minimum score of 70%. NCCER's standard retest policy requires a minimum **48-hour waiting period** after a failed initial exam.

Purpose

The purpose of this Academic Grading System Policy is to establish consistent standards for evaluating student academic performance, practical skills, attendance, participation, and satisfactory academic progress for all programs offered by Connect 4: Workforce.

This policy is designed to ensure fair and objective assessment of student achievement while maintaining compliance with institutional and regulatory requirements.

Grading Scale for Scholastic Modules/OSHA 10

Letter Grade	Percentage Range	Performance Level
A	90% – 100%	Excellent
B	80% – 89%	Good
C	76% – 79%	Satisfactory
D	70% – 75%	Threshold
F	Below 69%	Failing

A minimum cumulative grade average of 70% is required for successful program completion unless otherwise stated by program requirements. **All Workforce Classes have a Pass/Fail certification and/or License Proficiency. This Proficiency must be accomplished to receive credit for the Workforce Training.**

Credit for Prior Learning (CPL) Policy

The purpose of this policy is to recognize and award academic credit/clock hours for relevant prior learning acquired through employment, military service, industry training, apprenticeships, certifications, professional development, and other experiential learning. This policy supports student access, progression, workforce alignment, and timely program completion while maintaining academic integrity and institutional standards.

Scope

This policy applies to all students enrolled in workforce training and continuing education programs offered by Connect 4 Workforce, unless prohibited by accreditation, licensing, or regulatory requirements. **Hands-On proficiencies will determine the amount of clock hours that will transfer into the selected workforce program selected.**

Definitions

Credit for Prior Learning (CPL)

Academic credit awarded for verified college-level knowledge and skills gained outside traditional classroom instruction when applicable to Connect 4 Workforce training.

Prior Learning Assessment (PLA)

The process used to evaluate prior learning for equivalency to course outcomes.

Experiential Learning

Learning obtained through work experience, military service, independent study, volunteer service, internships, industry training, or professional practice.

Eligible Sources of Prior Learning

Students may request CPL for learning gained through:

- Employment and professional work experience
- Military education and occupational training
- Registered apprenticeships
- Industry-recognized certifications and licenses
- Employer-sponsored training programs
- Continuing education or non-credit coursework
- Portfolio-based experiential learning
- Standardized examinations (CLEP, DSST, AP, IB, etc.)
- Previously completed coursework from accredited institutions

Methods of Assessment

Hands-On proficiencies will determine the amount of clock hours that will transfer into the selected workforce program.

Documentation Requirements

Students requesting CPL must submit applicable documentation, which may include:

- Résumés or employment history
- Job descriptions
- Supervisor verification letters
- Certificates or licenses
- Military transcripts (e.g., JST, CCAF)
- Training records or syllabi
- Work samples or portfolios
- Performance evaluations

Workforce Programs

Cost & Curriculum

Pipe Welding 25 WEEKS *1,000 Clock Hours* Tuition: **\$13,500**
NCCER WELDING LEVEL 1-3 Curriculum

https://www.connect4workforce.org/files/ugd/76dd92_d4bd72a5ab1b4451a58e158c8a467ace.pdf

The **Pipe Welding** with TIG and SMAW program provides students with the technical knowledge and hands-on skills necessary to perform high-quality pipe welds used in industrial, commercial, and construction settings. The program focuses on the safe and effective use of Gas Tungsten Arc Welding (TIG/GTAW) and Shielded Metal Arc Welding (SMAW) processes for pipe fabrication, installation, and repair.

Students will learn pipe preparation, joint fit-up, welding positions, blueprint interpretation, welding symbols, metallurgy fundamentals, and welding safety procedures in accordance with industry standards (NCCER & AWS). Training includes root, fill, and cap weld techniques on carbon steel pipe in multiple positions using TIG for precision root passes and SMAW for structural strength and production welding.

Emphasis is placed on developing skills that meet industry expectations for code-quality welds commonly required in construction, manufacturing, petrochemical, power generation, and pipeline industries. Students will gain practical experience through laboratory exercises and performance testing designed to prepare them for entry-level employment and industry certification opportunities.

Upon successful completion, graduates may pursue careers as pipe welders, industrial welders, maintenance welders, fabrication technicians, or apprentices in union and non-union trades.

Structural Welding 18 WEEKS *720 Clock Hours* Tuition: **\$10,000**
NCCER WELDING LEVEL 1-2 Curriculum

https://www.connect4workforce.org/files/ugd/76dd92_0bb7c5e49dea4abebd4b1f03bc254a72.pdf

The **Structural Welding SMAW** program provides students with the foundational knowledge and hands-on skills necessary to perform structural welding using the Shielded Metal Arc Welding (SMAW) process. The program is designed to prepare students for entry-level employment in construction, fabrication, manufacturing, and industrial welding environments. Students will receive instruction in welding safety, equipment setup, electrode selection, joint preparation, blueprint reading, welding symbols, and basic metallurgy. Training focuses on welding structural steel using SMAW techniques in multiple welding positions commonly required in the welding industry.

The program emphasizes proper weld quality, penetration, bead appearance, and adherence to industry standards and safety procedures. Students will gain practical experience performing fillet and groove welds on structural steel while developing skills in measuring, fitting, cutting, and layout procedures.

Hands-on laboratory training allows students to build proficiency using industry-standard welding equipment and techniques utilized in commercial and industrial applications. Students

will also learn inspection methods and troubleshooting techniques to improve weld performance and productivity.

Upon successful completion, graduates may pursue entry-level positions as structural welders, fabrication welders, construction welders, maintenance welders, or welding apprentices in a variety of industrial and commercial settings.

Flux-Core Welding 4 WEEKS *160 Clock Hours* Tuition: **\$5,500**
NCCER WELDING MODULE 29210 CURRICULUM
https://www.connect4workforce.org/files/ugd/76dd92_664f171d0c6b4e62a5f55382105f3980.pdf

This course provides comprehensive instruction in **Flux-Core Arc Welding (FCAW)**, emphasizing both gas-shielded and self-shielded welding processes commonly used in structural, fabrication, and industrial applications. Students will learn welding safety, equipment setup, electrode selection, welding symbols, joint preparation, and proper welding techniques through classroom instruction and hands-on laboratory training.

Training includes flat, horizontal, vertical, and overhead welding positions on carbon steel using industry-standard FCAW equipment. Students will develop skills in weld quality control, blueprint reading, machine maintenance, troubleshooting, and proper use of personal protective equipment (PPE). Emphasis is placed on producing sound welds that meet entry-level industry standards and preparing students for employment and welding certification testing. Upon successful completion, students will demonstrate the ability to safely set up and operate FCAW equipment, perform multiple weld joint configurations, and apply proper welding procedures in accordance with industry practices.

Class A CDL 4 WEEKS *160 Clock Hours* Tuition: **\$6,000**
Arkansas Commercial Driver's License Manual Curriculum

https://dps.arkansas.gov/wp-content/uploads/CDL-Manual_March-2025.pdf

The **Class A Commercial Driver's License (CDL) Training** program prepares students for entry-level employment in the commercial trucking and transportation industry through comprehensive classroom instruction and hands-on driving experience. The program is designed to develop the knowledge, driving skills, and safety practices required to operate Class A commercial motor vehicles in accordance with state and federal regulations. Students will receive instruction in vehicle inspection procedures, defensive driving techniques, cargo securement, trip planning, air brake systems, backing maneuvers, coupling and uncoupling trailers, logbook requirements, and Department of Transportation (DOT) regulations. Training includes preparation for the CDL permit examination, pre-trip inspections, range maneuvers, and on-road driving skills necessary to obtain a Class A CDL license.

Upon successful completion, graduates may pursue employment opportunities as over-the-road drivers, regional drivers, local delivery drivers, freight haulers, construction transport operators, or other commercial driving positions requiring a Class A CDL.

Arkansas Commercial Driver's License Manual Curriculum

https://dps.arkansas.gov/wp-content/uploads/CDL-Manual_March-2025.pdf

The **Class B Commercial Driver's License (CDL) Training** program prepares students for entry-level employment in the commercial transportation industry by providing comprehensive classroom instruction and hands-on vehicle operation training. The program is designed to develop the knowledge, skills, and safety awareness required to operate Class B commercial vehicles in compliance with state and federal regulations.

Students will receive instruction in vehicle inspection procedures, defensive driving techniques, trip planning, cargo handling, air brake systems, backing maneuvers, roadway operations, and Department of Transportation (DOT) regulations. Training includes preparation for the CDL permit examination, pre-trip inspection, basic vehicle control skills, and on-road driving performance necessary to obtain a Class B CDL license.

Upon successful completion, graduates may pursue employment opportunities in public transportation, construction, delivery services, municipal services, utility operations, and other commercial driving fields requiring a Class B CDL.

NCCER UTILITY TRACTORS MODULE 22105 CURRICULUM

https://www.connect4workforce.org/_files/ugd/76dd92_5a47fcaba1b843b5b7010bd3e9db2250.pdf

The **Diesel Service Technician** program provides students with the technical knowledge and hands-on skills necessary to inspect, diagnose, maintain, and repair diesel-powered equipment and vehicles used in transportation, agriculture, construction, and industrial operations. The program combines classroom instruction with practical laboratory training to prepare students for entry-level employment in the diesel service and maintenance industry.

Students will study diesel engine fundamentals, fuel systems, electrical and electronic systems, hydraulic systems, braking systems, drivetrain components, preventive maintenance procedures, and diagnostic techniques. Training includes the use of industry-standard tools, testing equipment, and computerized diagnostic systems commonly used in modern diesel service facilities.

The program emphasizes workplace safety, technical accuracy, troubleshooting procedures, and proper service practices in accordance with manufacturer specifications and industry standards. Students will gain practical experience performing inspections, maintenance, repairs, and system testing on diesel engines and related equipment.

Hands-on laboratory activities are designed to develop competency in engine service, electrical troubleshooting, fluid systems, and mechanical repair while reinforcing professional work habits and technical problem-solving skills.

Upon successful completion, graduates may pursue entry-level employment opportunities as diesel service technicians, diesel mechanics, fleet maintenance technicians, agricultural equipment technicians, heavy equipment service technicians, or maintenance assistants in transportation, construction, agriculture, and industrial service industries.

Short-Term Industry (OSD) Training

Cost & Curriculum

AC/DC Fundamentals **4 DAYS** *32 Hours* Tuition: **\$850**
AMATROL AC/DC FUNDAMENTALS CURRICULUM Amatrol LMS

The **AC/DC Fundamentals** program provides students with foundational knowledge and practical skills required to install, maintain, troubleshoot, and repair electrical systems used in industrial and manufacturing environments. The program combines classroom instruction with hands-on laboratory training to prepare students for entry-level employment in industrial electrical maintenance and related technical fields.

Emphasis is placed on workplace safety, National Electrical Code (NEC) standards, lockout/tagout procedures, and the proper operation of electrical systems and equipment. Students will gain practical experience working with circuits, motors, relays, control panels, and automated systems used in manufacturing, processing, and production facilities.

Upon successful completion, graduates may pursue entry-level positions such as industrial electrical technician, maintenance technician, electrical helper, automation assistant, or industrial maintenance trainee in manufacturing, construction, utilities, and industrial operations.

Introduction to Motor Controls **4 DAYS** *32 Hours* Tuition: **\$850**
AMATROL INTRODUCTION TO MOTOR CONTROLS CURRICULUM Amatrol LMS

The **Introduction to Motor Controls** program provides students with the foundational knowledge and hands-on skills necessary to install, operate, troubleshoot, and maintain electric motor control systems used in industrial and commercial environments. The program is designed to prepare students for entry-level positions in industrial maintenance, electrical systems, and automated manufacturing operations.

The program emphasizes practical laboratory experience using industry-standard equipment and tools to develop competencies in motor operation, reversing circuits, start-stop controls, and basic automation systems. Students will also gain an understanding of preventive maintenance practices, troubleshooting techniques, and workplace safety procedures including FLUKE Meter Certification.

Upon successful completion, graduates may pursue entry-level employment as motor controls technicians, industrial maintenance assistants, electrical maintenance technicians, automation support technicians, or related industrial workforce positions in manufacturing, processing, utilities, and commercial operations.

**GTAW Stainless Steel
NCCER WELDING MODULE 29305 CURRICULUM**

4 DAYS

32 Hours

Tuition: **\$1,500**

https://www.connect4workforce.org/files/ugd/76dd92_530b946d4ff247e3a07f969be5f6cd44.pdf

The **GTAW Stainless Steel Welding** program provides students with specialized training in Gas Tungsten Arc Welding (GTAW/TIG) techniques for stainless steel materials in the flat (F1) and horizontal (F2) welding positions. The program is designed to develop precision welding skills commonly required in manufacturing, food processing, pharmaceutical, petrochemical, and fabrication industries.

Hands-on laboratory training allows students to practice and refine welding skills using industry-standard equipment while developing the precision and consistency expected in professional welding environments. Upon successful completion, students may pursue entry-level employment opportunities in stainless steel fabrication, industrial maintenance, manufacturing, and specialty welding operations.

Bus/Passenger CDL

24 Clock Hours

Tuition: **\$250**

Arkansas Commercial Driver's License Manual Curriculum

https://dps.arkansas.gov/wp-content/uploads/CDL-Manual_March-2025.pdf

The **Bus/Passenger (CDL) Training** program is a 24-hour course designed to provide students with the knowledge and practical skills necessary to safely operate commercial passenger vehicles and prepare for obtaining a Commercial Driver's License (CDL) with Passenger (P) endorsement requirements. The program combines classroom instruction and hands-on vehicle operation to develop competency in commercial bus driving and passenger transportation.

Upon successful completion of the program, students will possess the foundational skills necessary to pursue employment opportunities in passenger transportation services, including school bus operations, public transit systems, shuttle services, and private passenger transportation, subject to applicable state licensing and endorsement requirements.

Refund Policy

- If any student cancels the enrollment agreement within 15% of allotted hours, the registration fee not exceeding \$100 will be kept by Connect 4: Workforce. All paid tuition, gear fees, and insurance money shall be refunded.
- A student who quits training after starting but before 25% of course has been completed, the institution shall retain a pro-rated amount of fees and tuition.
- A student quitting the course/training after finishing 25% but not 50% of the course, the institution shall retain 50% of tuition fees
- A student quitting course/training after finishing 50% but not 75% of course, the institution shall retain all fees and tuition. Connect 4 Workforce has expended time, resources and dedication that cannot be recouped in this situation.

- A student terminated from course/training for violations of the Connect 4 Workforce policies shall forfeit all tuition and fees.

Student Complaint & Appeals Process

- A student terminated from course/training can request an appeal through the following step.
- Email a written request to the Instructor or Director of the course you are attending at Connect 4: Workforce. Emails must be received no later than 10 days of termination. Emails addresses can be found on the Connect 4 Workforce website.
jknight@connect4workforce.org
- A meeting will be scheduled with the Instructor and the Director within 10 days of the receipt of the formal request.
- Trainee will at that time be able to state their case and present evidence that they have been wrongfully terminated from the course/program.
- **Warning because a hearing is scheduled and a case is made does not guarantee that a termination will be overturned. Policies state clearly the behavior, safety and expectations of all trainees that attend Connect 4 Workforce classes/programs. We are here to help you succeed in the pursuit of career advancement not to reward bad work ethics and/or bad behavior.**

Arkansas Division of Higher Education Student Complaints

If you are unsatisfied after your attempt to resolve the issue directly with Connect 4: Workforce, following our official student handbook or grievance policy, please contact
<https://adhe.edu/students-parents/student-grievance-form>



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A Carroll County Workforce Center

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1004 South Main Street 72616

OFFICIAL STUDENT HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Connect 4 Workforce Student Handbook and understand that it contains important information regarding the policies, procedures, rules, regulations, academic requirements, attendance standards, conduct expectations, safety requirements, grievance procedures, and other guidelines governing enrollment and participation in training programs offered by Connect 4 Workforce.

I understand that it is my responsibility to read and become familiar with the contents of the Student Handbook. I agree to comply with all policies, procedures, and standards contained therein, as well as any future revisions that may be issued by Connect 4 Workforce.

I understand that enrollment in any program does not guarantee employment and that successful completion of a program requires satisfactory academic progress, attendance, participation, and adherence to all school policies.

I understand that Connect 4 Workforce reserves the right to modify, amend, or update its policies, procedures, and requirements as necessary to maintain compliance with applicable laws, regulations, accreditation standards, and institutional objectives.

By signing below, I acknowledge that I have received access to the Student Handbook, have had the opportunity to ask questions regarding its contents, and agree to abide by its provisions during my enrollment at Connect 4 Workforce.

Student Information

Student Name (Print): _____ Program of Study: _____

Student ID Number (if applicable): _____

Acknowledgment

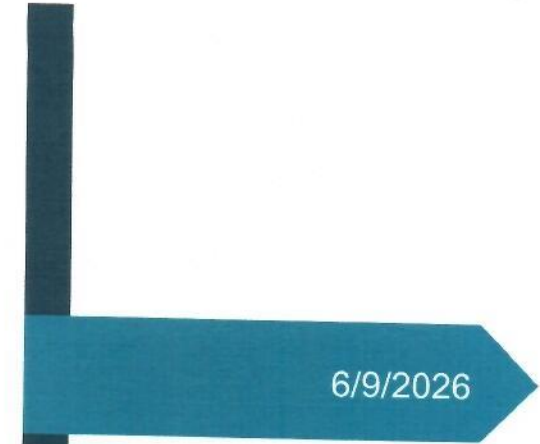
I have received, read, and understand the Connect 4 Workforce Student Handbook and agree to comply with all policies and procedures contained therein.

Student Signature: _____

Date: _____

PDF FILES FOR FORM 1000

FINANCIAL INFORMATION

A thick dark blue vertical bar runs down the left side of the page. A teal arrow points to the right from this bar, containing the date 6/9/2026.

6/9/2026

Connect 4 Workforce & Electrical Safety Inc

Financial Statement Packet

For the Period:

January 1, 2026 – June 9, 2026

Prepared For:

Internal Use / Board Review / Funding Support

Several thin, curved, light blue lines sweep upwards from the bottom left corner of the page.

Matherne, Cynthia R

ACCOUNTANT & TAX SPECIALIST FRANCHISE
BOOKKEEPER

Connect 4 Workforce & Electrical Safety Inc

Financial Statements

Statement of Financial Position

(Balance Sheet)

As of June 9, 2026

Assets

Cash \$36,000

Total Assets \$36,000

Liabilities

None \$0

Total Liabilities \$0

Net Assets

Without Donor Restrictions \$36,000

Total Net Assets \$36,000

Total Liabilities and Net Assets \$36,000

Connect 4 Workforce & Electrical Safety Inc

Statement of Activities

(Income Statement)

From January 1, 2026 through June 9, 2026

Support & Revenue

Donation – Peggy Loclewyks \$36,000

Total Revenue \$36,000

Expenses

None \$0

Total Expenses \$0

Change in Net Assets \$36,000

Beginning Net Assets (Jan 1, 2026) \$0

Ending Net Assets (June 9, 2026) \$36,000

Connect 4 Workforce & Electrical Safety Inc

Statement of Income and Retained Earnings

From January 1, 2026 through June 9, 2026

Income

Donation Revenue \$36,000

Total Income \$36,000

Expenses

None \$0

Total Expenses \$0

Net Income \$36,000

Retained Earnings / Net Assets

Beginning Balance (Jan 1, 2026) \$0

Net Income \$36,000

Ending Balance \$36,000

Connect 4 Workforce & Electrical Safety Inc

Statement of Cash Flows

From January 1, 2026 through June 9, 2026

Cash Flows from Operating Activities

Donation received \$36,000

Net Cash Provided by Operating Activities ... \$36,000

Cash Flows from Investing Activities

None \$0

Cash Flows from Financing Activities

None \$0

Net Increase in Cash \$36,000

Beginning Cash Balance (Jan 1, 2026) ... \$0

Ending Cash Balance (June 9, 2026) \$36,000

Connect 4 Workforce & Electrical Safety Inc

Gross Annual Student Tuition and Fees

Tuition & Fees Revenue \$0

Connect 4 Workforce & Electrical Safety Inc

Notes to Financial Statements

1. **Organization:** A nonprofit established January 1, 2026.
2. **Basis of Accounting:** Cash basis.
3. **Revenue:** One donation of \$36,000 received.
4. **Expenses:** None incurred to date.

5. **Net Assets:** Classified as without donor restrictions.

6. **Cash:** All funds held in cash accounts.

7. **Subsequent Events:** None through report date

PDF FILES FOR FORM 1000

ELECTRONIC COPY OF COMPLETION CERTIFICATION

CONNECT 4 WORKFORCE



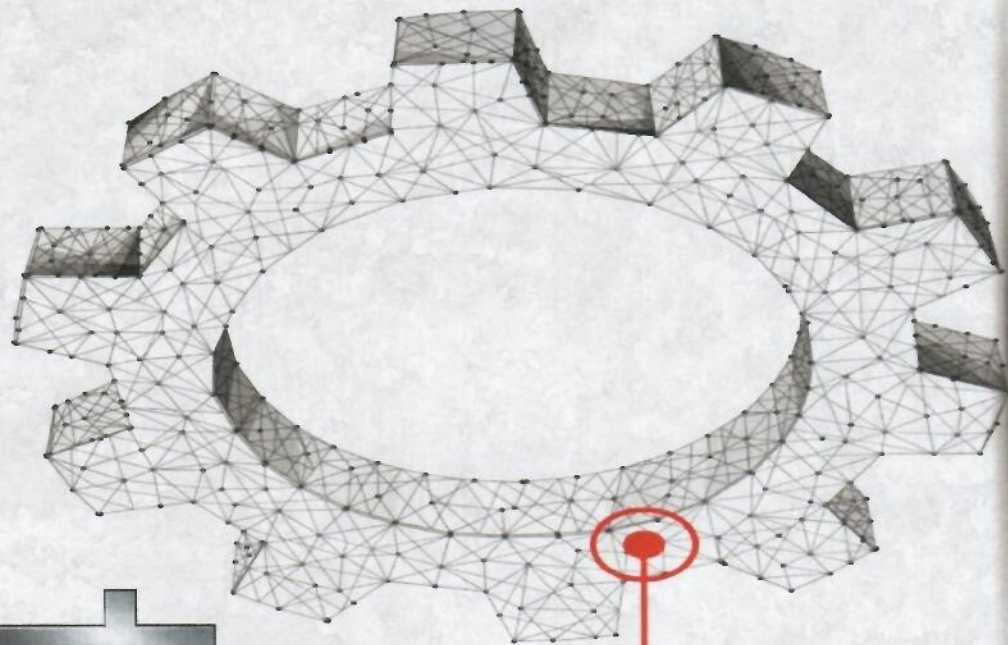
Certificate of Achievement

Pipe Welding

1,000 hours

James Knight

5/31/2026



Accredited Assessment Center
and Accredited Training

CONNECT 4 WORKFORCE



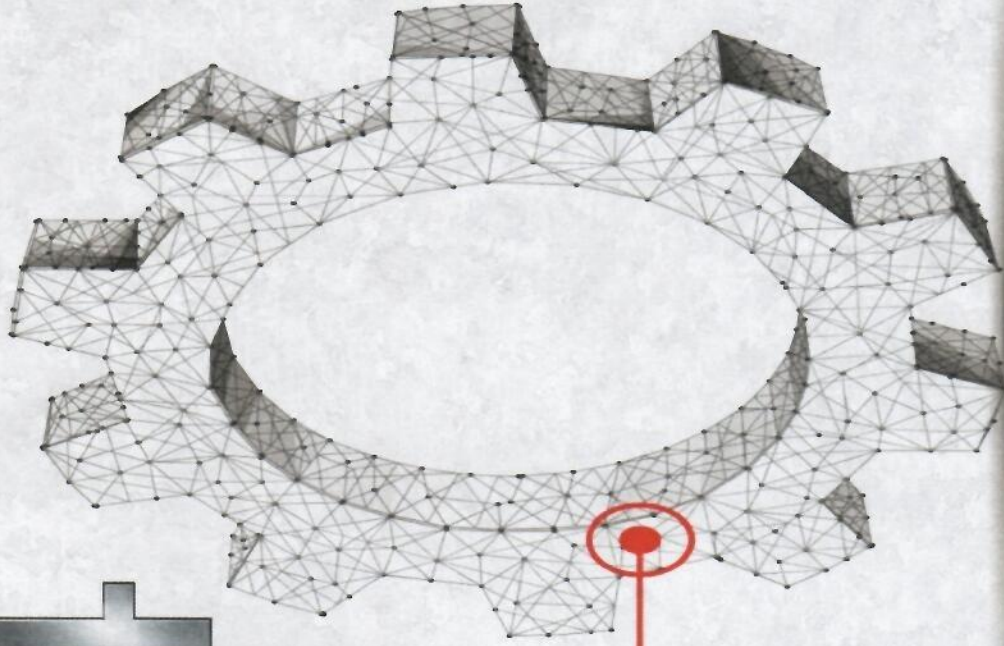
Certificate of Achievement

Structural Welding

720 hours

James Knight

5/31/2026



Accredited Assessment Center
and Accredited Training

CONNECT 4 WORKFORCE



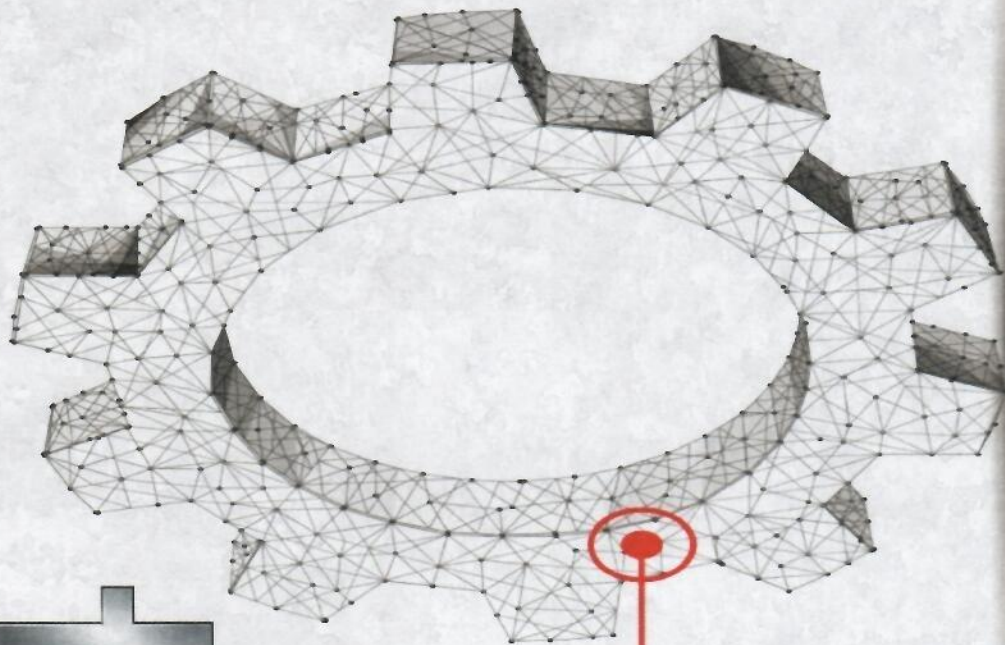
Certificate of Achievement

Flux-Core Welding

160 hours

James Knight

5/31/2026



Accredited Assessment Center
and Accredited Training

CONNECT 4 WORKFORCE



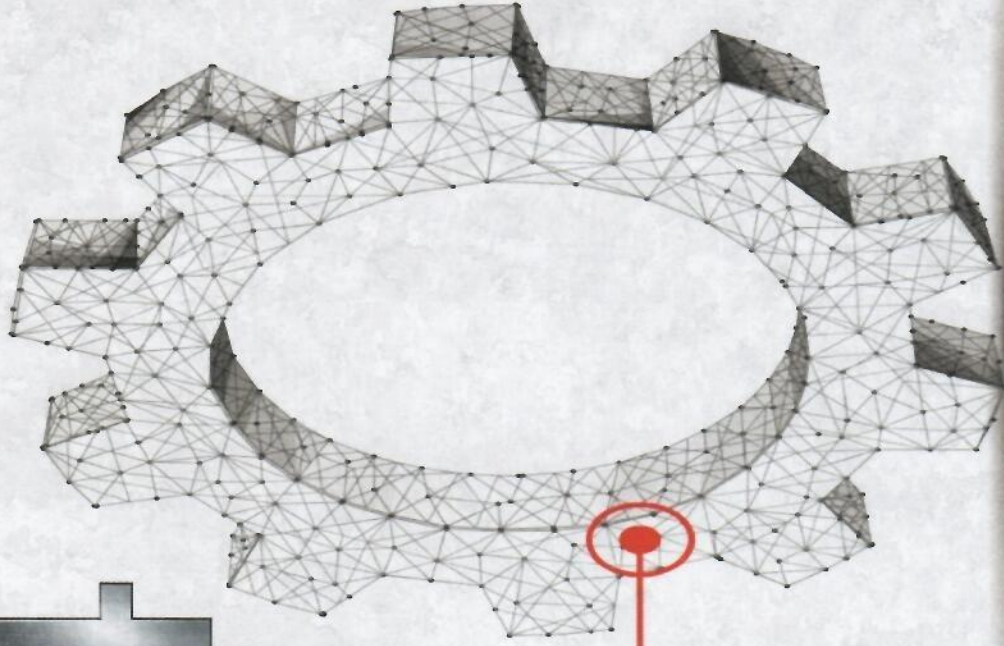
Certificate of Achievement

Diesel Service Technician

160 hours

James Knight

5/31/2026



Accredited Assessment Center
and Accredited Training

CONNECT 4 WORKFORCE



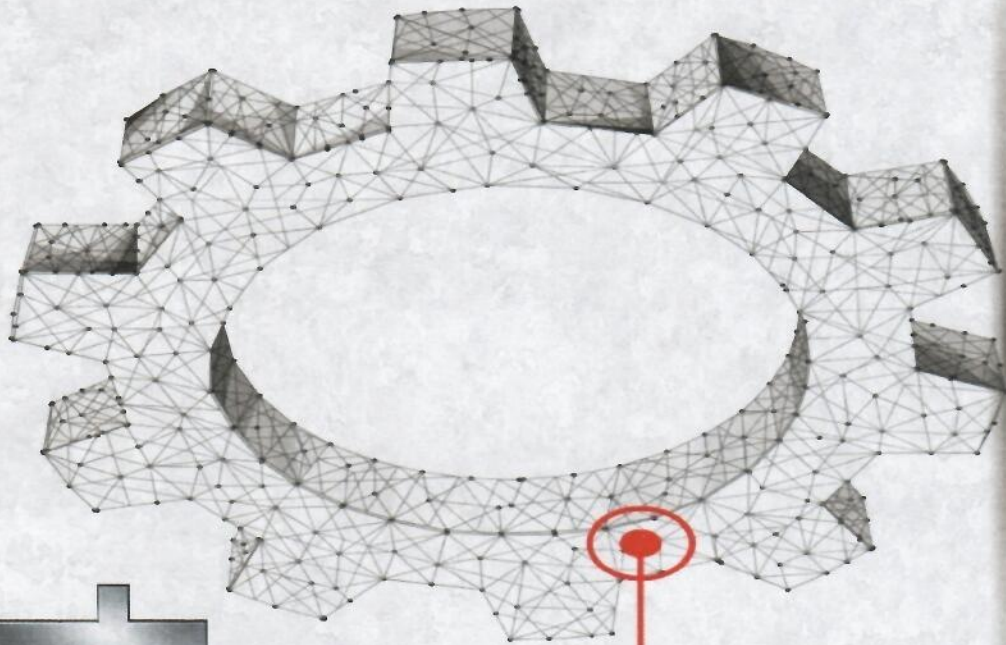
Certificate of Achievement

Commercial Driver Class A

160 hours

James Knight

5/31/2026



CONNECT 4 WORKFORCE



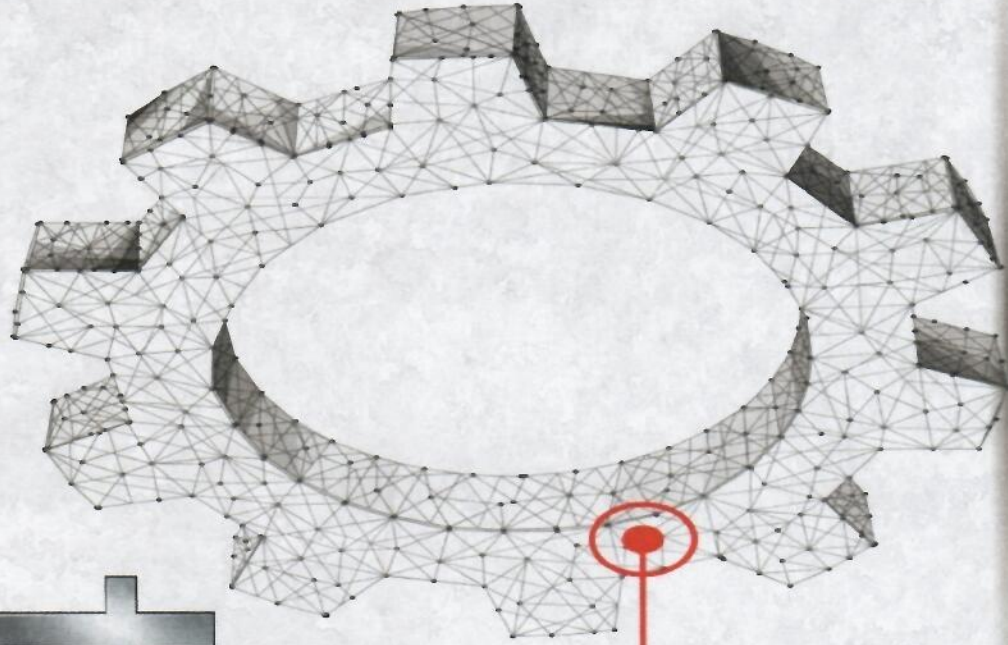
Certificate of Achievement

Commercial Driver Class B

80 hours

James Knight

5/31/2026





INCREASING THE FORCE BY SHORTENING THE DISTANCE

A Carroll County Workforce Center

Where Industry Directs Education

1004 South Main Street 72616

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SHORT TERM TRAINING

CONNECT 4 WORKFORCE



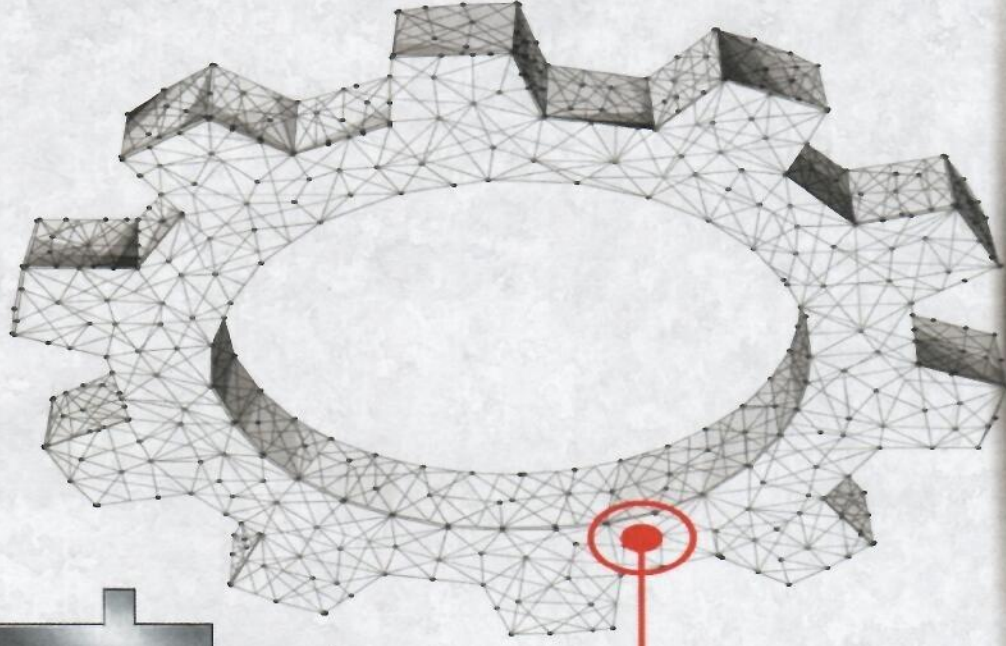
Certificate of Achievement

AC/DC Fundamentals

32 hours

James Knight

5/31/2026



CONNECT 4 WORKFORCE



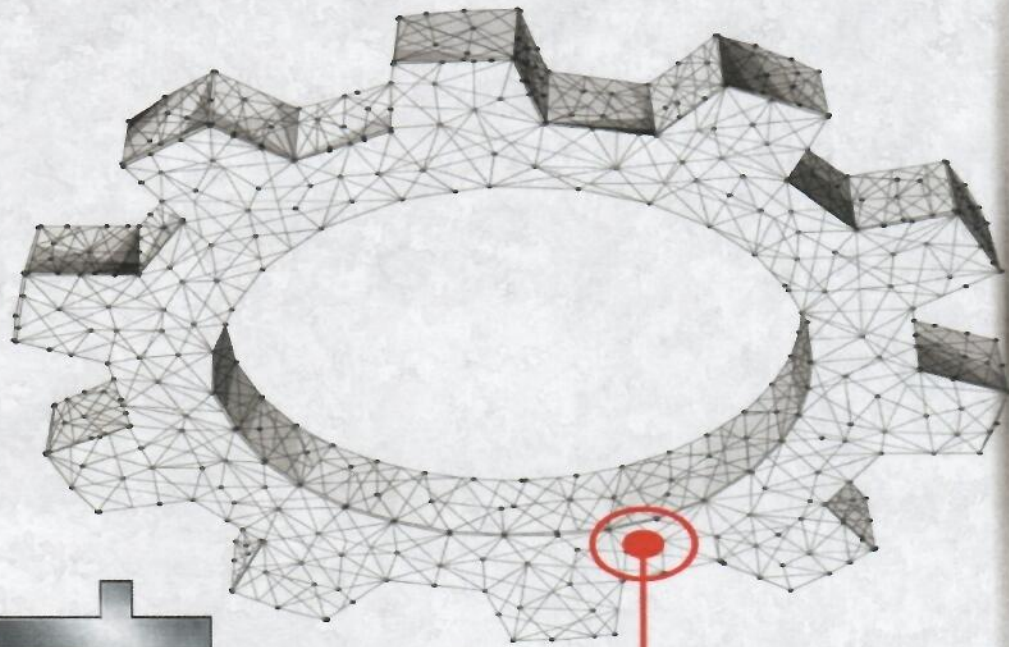
Certificate of Achievement

Introduction to Motor Controls

32 hours

James Knight

5/31/2026



CONNECT 4 WORKFORCE



Certificate of Achievement

GTAW (TIG) Welding

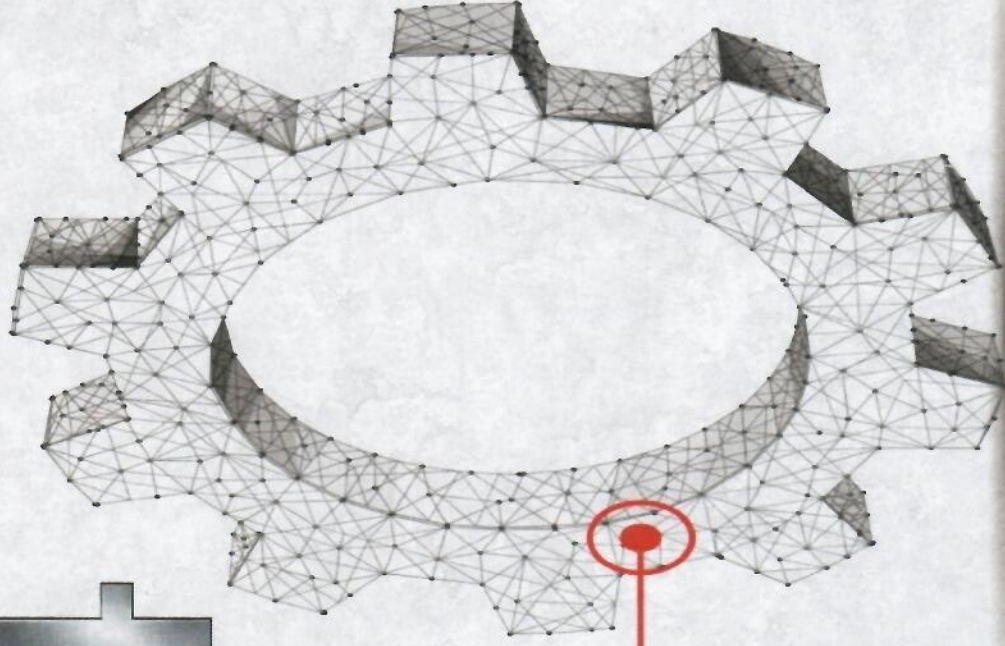
32 hours

James Knight

5/31/2026



Accredited Assessment Center
and Accredited Training



CONNECT 4 WORKFORCE



Certificate of Achievement

Bus/Passenger CDL

24 hours

James Knight

5/31/2026

