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Phoenix Masonry Independent Training Center, Inc

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Introduction

Phoenix Masonry Independent Training Center was established in 2020 in order to provide hands-on training in the profession of the masonry trade.

The school was founded by Charles Cummins to address the high demand for trained masons and the inadequate number of schools of this type in the nation. With Charles 55 years of experience as a mason and contractor, he will be able to pass his expertise to others and make a difference in those who want to become successful masonries.

Philosophy

Phoenix Masonry Independent Training Center believes that any person willing to apply him or herself to the study and practice of their trade can benefit from the training offered.

About Masonry

Masonry skills can be documented from the beginning of the human race, as proven by the pyramids around the world, and other archeological finds. The hands-on basic skills have not changed very much since those early times. The basic skills of the masonry trade are not limited by language barriers or academic handicaps, but rather utilize a universal language accepted by everyone in the trade worldwide.

The art and skill of the Mason has not changed in thousands of years. The only thing that has changed is the equipment to get the material within two feet of the mason. Once that is accomplished by the mason helper, the art of laying the masonry unit is done just like it was done thousands of years ago. When you complete the program, you will have a skillset that will be with you for the rest of your life.

Faculty

Charles Cummins - Sr. Instructor

Ownership

Phoenix Masonry Independent Training Center is owned by Charles Cummins.

Administrative Board

Charles Cummins

Masonry Course Curriculum, Program Descriptions and Tuition

Phoenix Masonry Independent Training Center has 6 certificate of completion programs in masonry.

Basic Brick

Basic Block

Faux Stone

Advanced Brick

Advanced Block

Real Stone

All courses are focused on hands-on training with an emphasis on equipment and tool safety.

Students will be offered a chance to work with different types of brick, block, and stone. All mortar and concrete are simulated (no Portland cement) so that it can be re-used.

Programs will be offered in a face-to-face lab and classroom setting.

Basic Bricklaying Occupational Objective and Outline

In the entry level, Basic Brick program, students get hands-on training to learn spreading, furring and flattening mortar before laying each unit. They will learn how to mark off and put up mason lines and how to lay the brick to the line, joint (finish) the mortar joints, brush it off and re-joint the brickwork emphasizing full mortar head joints on all brick masonry units. They also learn to use a 4-foot builder's level to plumb all door and window jambs.

Successful completion of the program requires students to lay 60 brick using top quality workmanship, jointed, brushed off and re-jointed in 1 hour or less.

All Tools, Equipment & Supplies are included in the tuition costs above.

They receive a Certificate of Completion.

Total 75 CLOCK HRS. \$2,800.00 Registration Fee: \$50 Total: \$2,850

Advanced Bricklaying Occupational Objective and Outline

In the entry level, Advanced Brick program, students will continue honing hands-on skills in spreading, furring and flattening mortar before laying each unit. They will learn how to mark off and put up mason lines and how to lay the brick to the line, joint (finish) the mortar joints, brush it off and re-joint the brickwork emphasizing full mortar head joints on all concrete masonry units.

Successful completion of the program requires students to use a 4-foot builder's level to build all brick corners and straight leads and they must build a 2 foot by 2-foot square brick pier or chimney using a 4-foot builders level and lay 100 brick in 2 hours or less. They also must be able to lay 150 brick in 1 hour or less and build a brick arch using top quality workmanship, jointed, brushed off and re-jointed. All corners must be perfectly plumb.

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All Tools, Equipment & Supplies are included in the tuition costs above.

They receive a Certificate of Completion.

75 CLOCK HRS. Tuition: \$3,200.00 Registration: \$50 Total: \$3,250

If the student takes both the Basic and Advanced courses at the same time the price is only \$3500.00 a savings of \$500.00

Basic Blocklaying

Occupational Objective and Outline

In the entry level, Basic Block program, students will get hands-on training on how to spread mortar for block, mark off and put up the line to the proper course and lay the block to the line. They will learn how to plumb all window and door jambs using a 4-foot builder's level.

Successful completion of the program requires the student to complete the basic block course and be able to lay 25 8x8x16 concrete masonry units (blocks) blocks that are jointed on both sides of the wall, brushed off and re-jointed all in 1 hour or less.

All Tools, Equipment & Supplies are included in the tuition costs above.

They then receive a Certificate of Completion.

75 CLOCK HRS. Tuition: \$2,800.00 Registration: \$50 Total: \$2,850

Advanced Blocklaying

Occupational Objective and Outline

In the entry level, Advanced Block program, students will continue honing hands-on skills in spreading mortar for block, mark off and put up the line to the proper course, lay the block to the line and to plumb all window and door jambs using a 4-foot builder's level. In addition, students will learn how to build all corner and straight leads using a 4-foot builder's level

Successful completion of the program requires students to build a 2-foot by 2-foot square block pier or chimney and lay 20 blocks in 1 ½ hours or less. They also must be able to lay 50 8x8x16 inch concrete masonry unit blocks in one hour or less with near perfect workmanship. All the above jointed, brushed off and re-jointed, and all corners perfectly plumb in 2 hours or less.

All Tools, Equipment & Supplies are included in the tuition costs above.

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They then receive a Certificate of Completion.

75 CLOCK HRS. Tuition: \$3,200.00 Registration: \$50 Total: \$3,250

If the student takes both Basic and Advanced Block Course the price is only \$3500.00 a savings of \$500.00

Basic Stonelaying

Occupational Objective and Outline

In the entry level, Basic Stone program, students will get hands-on training on how to lay and bond both natural, God made STONE, and faux stone (man-made stone). In addition, students learn how to use a line as a guide for laying the natural and man-made stone.

Successful completion of the program requires students to lay 25 square feet of natural and 25 square feet of faux stone in 6 hours or less.

All Tools, Equipment & Supplies are included in the tuition costs above.

Then they receive a certificate of completion.

75 CLOCK HRS. Tuition: \$2,500.00 Registration: \$50 Total: \$2,550

If students wish to take all programs the total charge will be \$8,000 which is a savings of \$1,500

All Tools, Equipment & Supplies are included in the tuition costs above.

Entry Requirements

Phoenix Masonry Independent Training Center does not discriminate based on race, sex, religion, ethnic origin, or disability.

All students must be at least 18 years of age and be a legal citizen or legal residency in the United States. If younger, must have parent or guardian consent.

A student wishing to apply for enrollment is permitted to attend up to 3 days at no charge. Students are encouraged to attend this free class session to determine if they are willing to accept the real commitment of hard work necessary to do the job, and complete the training course.

Credit for previous training or experience is NOT granted.

Enrollment

Phoenix Masonry Independent Training Center has an open entry/open exit policy for the masonry program. A student may enter the Masonry Program. The date of completion is determined by the date of entrance (start date) and the frequency of attendance. A minimum of 10 clock hours per week is required unless prior approval is obtained from the administrator. Students must attend and completed lay units in defined time of the program, in order to earn a Certificate of Completion from Phoenix Masonry Independent Training Center. Students who wish to complete the program sooner than scheduled may attend additional class hours, when available, until they have successfully completed the required studies and hours of training.

We start new students every Monday and allow them to move at their own pace.

Student Placement

Phoenix Masonry Independent Training Center cannot, under any circumstances, guarantee employment.

Masonry students who earn a Certificate of Completion are assisted with placement and furnished names and addresses of employment opportunities. The school will assist the student with employment after the student has received the Certificate of Completion.

Payment Schedule

There is a \$50 administrative/registration fee due at the time of signing the application for admission.

Tuition costs include all tools, equipment and supplies while in class.

At the time of signing the enrollment agreement, prior to starting school, all tuition, must be paid unless other arrangements have been made and approved by the school. The amount of tuition due is determined by course of study and listed in its entirety on the enrollment agreement. Satisfaction of the total payment must be made in full before the certificate of completion is issued.

Cancellation and Refund Policy

If for any reason an applicant is not accepted by Phoenix Masonry Independent Training Center, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the administration/registration fee (not to exceed \$50.00).

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:

- a. A student choosing to withdraw from Phoenix Masonry Independent Training Center after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- b. For a student who is on authorized Leave of Absence (LOA), the withdraw date is the date the student was scheduled to return from the LOA and failed to do so.
- c. A student will be determined to be withdrawn from Phoenix Masonry Independent Training Center if the student has not attended any class for 30 days
- d. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:

- a. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. The registration/administrative fee will be deducted after the tuition refund calculation (not to exceed \$50.00).
- b. After the commencement of classes, the paid tuition refund amount shall be determined as follows:

% of the clock hours attempted:	Tuition Refund amount:
10% or less	At least a 90%
More than 10% and less than or equal to 20%	At least a 80%
More than 20% and less than or equal to 30%	At least a 70%
More than 30% and less than or equal to 40%	At least a 60%
More than 40% and less than or equal to 50%	At least a 50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

After the completion of the refund calculation, the school will deduct the registration/administrative fee (not to exceed \$50.00).

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Attendance Requirements

Any student who has 2 or more unexcused absences in one class week will be placed on probation for three days. Should the student be absent while on probation or be placed on probation for a second like offence occurring in a 30-day period he/she will be counseled by the Administrator. After counseling the Administrator has the discretion to terminate the student with no refund of monies. Probation periods are not applicable toward academic progress.

Tardiness

A student is not considered tardy as long as the student fulfills the attendance as described above, which is 10 hours per week for all courses.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and.
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy.

Interruptions in Training/Termination

A student is not terminated for failure to learn the required skills. A student who has not successfully completed the training skills at the end of the program is encouraged to attend the additional training at no extra charge.

Should the student decide to terminate their program before completion, a certificate of completion will not be awarded, and the student will receive a refund for the remaining portion of the course which he/she is entitled based upon the school's refund policy.

Re-Entry

A student who has canceled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures.

A student who has been terminated for any reason must have an interview with the Administrator and show cause as to why he/she should be reinstated. The decision of the Administrator is final.

Satisfactory Academic Progress

Phoenix Masonry Independent Training Center's programs are pass/fail basis. Students must complete the clock hours and competencies in order to be awarded a certification of completion.

Students are not terminated during the program for failure to acquire the skills of a mason, but they are encouraged to attend additional class hours at no additional cost to the student.

Grading

Masonry students are visually evaluated weekly on a pass/fail basis by the instructors. Evaluated are the student's attitude, work habits, marketability, and desire to work and learn. There are no written examinations for the programs.

Conduct

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed on school property. Foul language, disrespectful behavior, conduct in a manner detrimental to the school, staff or students will not be tolerated.

Any violation of school policies may result in permanent dismissal from school.

Transfer of Credit

Credits from other schools are not accepted.

Phoenix Masonry Independent Training Center does not guarantee transferability of credits to another institution unless there is a written agreement with another institution.

Student Records

All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the school. Official transcripts will be provided to the student at no charge, additional copies are available.

Should the institution cease operation, whether voluntarily or involuntarily, all educational records or legible true copies shall be filed with the Arizona State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

Graduation Requirements

A Certificate of Completion is presented to the student who has:

- Successfully completed the program they are taking
- Attended all class hours,
- And/or, fulfilled all mandatory obligations to the school, which are outlined under Course Curriculum.

Housing

Phoenix Masonry Independent Training Center does not maintain housing for its students. A list of reliable realtors and rental properties in close proximity to the school will be provided to the student upon request. The cost of housing is not included in the price of the course.

Make-Up Work

Students who are absent for any reason are required to make up any missed time before they receive their Certificate of Completion. A student may make up missed time by attending the school at any time it is open.

Leave of Absence

Leaves of absence are considered on an individual basis and must be submitted in writing.

Probation

Any student who has 2 or more unexcused absences in one class week will be placed on probation for three days. Should the student be absent while on probation or be placed on probation a second time in a 30 day period, he/she will be counseled by the Administrator. The Administrator may place a student on Probation for any infraction of school policy or conduct. A second counseling by the Administrator, for any infraction of school policy or conduct, the Administrator has the discretion to terminate the student with no refund of monies. Any probation or counseling by the Administrator will become a permanent part of the student's record. Probation periods are not applicable toward academic progress.

Grievance Procedure

Phoenix Masonry Independent Training Center recognizes the right of students to procedural fairness and due process in matters involving discipline. All disciplinary

actions will be documented in the student's academic file. The institute will attempt to resolve complaints at the administrative level closest to the perceived problem.

If any student has a complaint, grievance, or dispute with Phoenix Masonry Independent Training Center, the said complaint, grievance, or dispute must be submitted to the Program Director in writing within 3 days. The Program Director will contact the student to set up a convenient time to discuss the matter and will then act upon the complaint, grievance, or dispute, within forty eight (48) hours of receipt of the complaint, grievance, or dispute. If the complaint, grievance, or dispute cannot be resolved by the institute's immediate grievance procedure, the student may file a written complaint within 5 business days with Phoenix Masonry Independent Training Center Attn: Office of the President 3593 W. Northern Ave., Phoenix, AZ 85051.

If the complaint can not be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 W. Adams, Ste. 3008, Phoenix, AZ 85007, Phoenix, AZ 85007, phone # 602-542-5709, website address: www.azppse.gov

Hours of Operation

The business office is open when classes are in session. **We will need to be open before and after the classes.**

Masonry Programs

Classes are in session: Monday-Friday: 8:00 am-5:00 pm
Saturday: Administrator's Option
Sunday: Closed

Holidays

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving and Christmas.

Additional holidays may be declared at the discretion of the Administrator.

Description of School Facility

Phoenix Masonry Independent Training Center is located at 3593 W. Northern Ave., Phoenix, AZ 85051 which consists of approximately 5000 Sq. Ft. of lab space.

All training of entry level mason's helpers and entry level masons will be done in the open area inside, in classrooms.

There is no lunchroom, however vending machines may be provided.

Convenient public transportation and ample parking facilities are available.

Classes are offered at this time in English only. Should a student's enrollment justify foreign language speaking instructors or administrators, they may be provided. This decision will be made by the Administrator.

Conclusion

Phoenix Masonry Independent Training Center is offering anyone who wishes to enter the trades a wonderful opportunity to do so.

Congratulations on your choice of attending Phoenix, from all the staff. We look forward to helping mold you to be the best that you can be in your selected trade.

By signing the Enrollment Agreement, the student acknowledges to have read and understand each of the above sections; and that a school representative was present when read and answered any and all questions that the student may have had about the catalogue or about Phoenix Masonry Independent Training Center.