

# INTRODUCTION

The Phoenix Locksmith Institute is in business to teach the trade of locksmithing to the general public. Additionally, this school is a Vocational Rehabilitation Education Vendor for many government agencies. Our school contact information is:

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85021

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[www.LocksmithInstitute.com](http://www.LocksmithInstitute.com)

Our facility is 900 square feet and contains a classroom as well as a workshop stocked as a fully operational locksmith shop. The main instructors for the school are Patrick McPhilomy and Wes Parks. Our course was established by compiling over twenty years of practical, on the job locksmithing. The most common customer requests were developed into the Locksmith Diploma Course and the Advanced Certified Locksmith Course. We use the most common locks in America to teach with and all lessons are taught hands on. The information contained herein is accurate as of May 2009 and supersedes all prior PLI publications.

## Classroom Hour

For clarification, a classroom hour consists of fifty minutes in class and ten minutes for a break. The last ten minutes of each lesson day will be used to clean work areas and put tools and locks away.

## Holidays

New Years Day – January 1

Martin Luther King's Birthday – January 15

President's Day – February, the third Monday

Memorial Day – May, the last Monday

Independence Day – July 4

Labor Day – September, the first Monday

Columbus Day – October, the second Monday

Veteran's Day – November 11

Thanksgiving Vacation - November, the fourth Monday thru the fourth Friday.

Christmas Vacation - Dec 24<sup>th</sup> thru Jan 1<sup>st</sup>.

Additionally, our teachers will be attending the 2009 Teacher Education Conferences. As a result our school will be closed for 1 week beginning October 24<sup>th</sup>, 2009. Classes will resume on November 2<sup>nd</sup>, 2009.

When a holiday falls on a scheduled class day, that class will be postponed until the next scheduled class day. If it becomes necessary to close the school for unexpected emergencies, lessons will resume in chronological order following any closure. Graduation dates will be extended as appropriate.

# COURSES

## **Lock Maintenance Workshop - 20 Hours**

This is an in depth, hands-on workshop that addresses the most common residential locksmith service call request including but not limited to; the history of locks, locksmith nomenclature, key blank identification, dismantling lock cylinders, tumbler types, making keys by impression, code cutting and duplicating, rekeying, master key systems and emergency entry techniques. Additionally, students will learn entry-level commercial locksmith techniques that are often required when servicing apartment complexes, small businesses and churches. When finished students will earn a Certificate of Completion and will be given the opportunity to establish their own accounts with leading industry wholesalers. Tuition for this class includes 1 year of free tech support.

The following is an itemized curriculum for the Lock Maintenance Workshop. Please note the subjects are not listed in the order of instruction.

## **Subject Breakdown and Subject Hours**

|   |     |
|---|-----|
| The History of Locks / Lock Myths and Facts | 0.5 |
| Locksmith Nomenclature                      | 0.5 |
| Tools of the Trade                          | 0.5 |
| Key Blank Identification                    | 0.5 |
| Office Locks                                | 2.0 |
| Code Books / Computer Codes                 | 0.5 |
| Schlage Locks                               | 2.0 |
| Kwikset Locks                               | 2.0 |
| Mailbox Locks                               | 0.5 |
| Lock Picking / Emergency Entry              | 2.0 |
| Common Problems and Cures                   | 3.0 |
| Rekey / Master key systems                  | 1.5 |
| Commercial Locking systems                  | 1.0 |
| Lock Installation                           | 2.0 |
| Key Duplicating / Code Cutting              | 1.0 |
| Care and feeding of your key machines       | 0.5 |

## **Emergency Lock Entry – 5 Hours**

The instructors in this class will teach the fundamentals of emergency lock entry techniques used by professional locksmiths. From the basic mechanics of how a lock functions to learning how to exploit its mechanical weaknesses students will be lead through an unforgettable journey of locksmith secrets. This, our most requested class, is a must for law enforcement, fire and emergency services personnel, apartment complex maintenance staff or just the curious. Tuition to this class includes a professional lock pick set and a Criminal History Background Report.

The following is an itemized curriculum for the Emergency Lock Entry class. Please note the subjects are not listed in the order of instruction.

### **Subject Breakdown and Subject Hours**

|                     |     |
|---------------------|-----|
| How Locks Work      | 0.5 |
| Lock Picking Basics | 1.0 |
| Office Locks        | 0.5 |
| Schlage Locks       | 1.0 |
| Kwikset Locks       | 1.0 |
| Other Locks         | 0.5 |
| When Picking Fails  | 0.5 |

## **Locksmith Diploma - 80 Hours**

In the Locksmith Diploma course students attend lessons Monday through Friday of each week for a total of 80 hours. This is an extremely in depth, hands on class that addresses the most common business, automotive and residential locksmith service call requests. Topics in this class include but are not limited to: key identification, wafer locks, pin locks, side bar locks, code books and computer codes, safe servicing, dismantling lock cylinders, making keys by impression, lock rekeying, master key systems, transponder systems, lock removal, new lock installation, emergency entry techniques, problems and cures, fitting locks to keys and keys to locks. This course prepares students to handle most service calls including but not limited to: Houses, offices, churches, apartment and town houses complexes as well as commercial buildings and industrial complexes up to and including ANSI Grade 1 locking systems. Graduates of this course will earn a Locksmith Diploma and will be prepared to work at an established locksmith company as a full time employee or a sub contractor. Many graduates have established successful locksmith businesses after taking this course. Tuition includes a package of professional locksmith tools. Restrictions may apply, ask for details.

The following is an itemized curriculum for the Locksmith Diploma course. Please note the subjects are not listed in the order of instruction.

### **Subject Breakdown and Subject Hours**

|   |     |
|---|-----|
| The History of Locks / Lock Myths and Facts | 0.5 |
| Locksmith Nomenclature                      | 0.5 |
| Tools of the Trade                          | 0.5 |
| Key Blank Identification                    | 1.5 |
| Office Locks                                | 3.0 |
| Code Books / Computer Codes                 | 1.5 |
| Schlage Locks                               | 3.0 |
| Kwikset Locks                               | 3.0 |
| Mailbox Locks                               | 1.0 |
| Other Pin Locks                             | 2.0 |
| Wafer Locks                                 | 2.0 |
| Lock Picking / Emergency Entry              | 5.0 |
| Know your Supplier                          | 1.5 |
| Common Problems and Cures                   | 5.0 |
| Customer Service                            | 1.5 |

|                                       |     |
|---------------------------------------|-----|
| Setting up your Van                   | 1.5 |
| High Security Locks                   | 2.0 |
| Rekey / Master key systems            | 6.0 |
| Commercial Exit Devices               | 3.0 |
| Door Closers                          | 2.0 |
| Automotive Locking Systems            | 8.0 |
| Introduction to Transponders          | 2.0 |
| Automotive Unlocking techniques       | 4.0 |
| Safe Servicing                        | 4.0 |
| Lock Installation                     | 5.0 |
| Key Duplicating / Code Cutting        | 4.0 |
| Impressioning                         | 5.0 |
| Side Bar Locks                        | 1.0 |
| Care and feeding of your key machines | 1.0 |

## **Advanced Certified Locksmith – 140 Hours**

This course contains everything from and then goes well beyond the Lock Maintenance Workshop, Emergency Lock Entrance and the Locksmith Diploma Courses to encompass high security locks, Mortise and bore in locks, safe opening and repair, Simplex, Medeco, Mul-T-Lock, and Best brand small and large format interchangeable core cylinders. It also covers advanced automotive lock servicing to include VATS, airbag columns, MATS, transponder systems and two and four track automotive keys. Additional lessons include Safe Deposit Box servicing and running a locksmith business. Students will have the opportunity to experience actual “in the field” locksmithing while riding along with seasoned locksmith professionals on daily service calls. Graduates will be prepared to take a locksmith certification test from ALOA. Tuition includes a comprehensive set of locksmith tools. If you’re serious about supporting yourself with a new vocation this is the class that you’ll need.

The following is an itemized curriculum for the Locksmith Certificate class. Please note the subjects are not listed in the order of instruction.

## **Subject Breakdown and Subject Hours**

|   |     |
|---|-----|
| The History of Locks / Lock Myths and Facts | 0.5 |
| Locksmith Nomenclature                      | 0.5 |
| Tools of the Trade                          | 0.5 |
| Key Blank Identification                    | 1.0 |
| Office Locks                                | 3.0 |
| Code Books / Computer Codes                 | 1.5 |
| Schlage Locks                               | 3.0 |
| Kwikset Locks                               | 3.0 |
| Other Pin Locks                             | 3.0 |
| Emergency Entry                             | 5.0 |
| High Security                               | 2.5 |
| Mortise Locks                               | 2.0 |
| Common Problems and Cures                   | 5.0 |
| Rekey / Master key systems                  | 8.0 |
| Commercial Locking systems                  | 4.0 |
| Lock Installation                           | 5.0 |

|                                       |      |
|---------------------------------------|------|
| Mailbox Locks                         | 2.0  |
| Wafer Locks                           | 3.0  |
| Safe Servicing                        | 4.0  |
| Safe Penetration                      | 4.0  |
| Commercial Exit Devices               | 3.0  |
| Key Duplicating / Code Cutting        | 5.5  |
| Care and feeding of your key machines | 1.5  |
| Impressioning                         | 8.0  |
| Sidebar Locks                         | 1.0  |
| Setting up your van                   | 1.5  |
| Door Closers                          | 2.0  |
| Automotive Lock Systems               | 8.0  |
| Automotive Unlocking Techniques       | 4.0  |
| Transponders                          | 2.0  |
| Customer Service                      | 1.5  |
| Know your supplier                    | 1.5  |
| Field Work / Ride Along               | 40.0 |

# **SCHEDULE OF CLASSES**

The class schedule for the 2009 semester is as follows:  
Actual Start Dates TBA.

## **Lock Maintenance Workshop: Weekday Session**

20 Hours Total  
Monday - Thursday  
9:00 am to 2:00 pm

## **Lock Maintenance Workshop: Weekend Session**

20 Hours Total  
Saturday and Sunday  
9:00 am to 2:00 pm

## **Locksmith Diploma or Advanced Certified Locksmith: Weekday Session**

80 Hours Total  
Monday – Friday  
8:00 am to 1:00 pm

## **Locksmith Diploma or Advanced Certified Locksmith: Evening Session**

80 Hours Total  
Monday - Friday  
5:30 pm. to 10:30 pm.

## **Emergency Lock Entry**

5 Hours Total  
Saturday **OR** Sunday  
9:00 am to 2:00 pm.

The Phoenix Locksmith Institute reserves the right to cancel or reschedule any classes with less than four students in attendance. Those classes accepted and commencing with less than four students will remain at the discretion of the Institute to continue, reschedule or cancel.



## **Tuition and Fees**

The Phoenix Locksmith Institute offers monthly specials including discounts on tuition and professional tools. Please call for details.

Lock Maintenance Workshop  
Weekday Session  
\$875.00

Lock Maintenance Workshop  
Weekend Session  
\$1075.00

Locksmith Diploma  
Weekday Session  
\$2500.00

Locksmith Diploma  
Evening Session  
\$2900.00

Advanced Certified Locksmith  
Weekday Session  
\$9,995.00. Tuition includes \$500 worth of professional locksmith tools to start your new career. If it is your desire purchase locksmith tools on your own, please deduct \$500 from the tuition.

Advanced Certified Locksmith  
Evening Session  
\$12,995.00. Tuition includes \$500 worth of professional locksmith tools to start your new career. If it is your desire purchase locksmith tools on your own, please deduct \$500 from the tuition.

Emergency Lock Entry  
Weekends Only  
\$475.00

## **Background Investigation Certificate**

Not mandatory but well worth the cost. For those who wish to let their customers know that they have a crime free past. We will provide you with the results to City, state and national criminal history searches performed by professional Private Investigators with connections to federal law enforcement and The Department of Corrections. All information supplied to the Institute by a third party investigator shall be considered accurate until such time as the reporting agency amends their report. The applicant will be expected to pay all government agencies, attorneys, or others, involved with correcting inaccurate records if it is their wish to do so. A Background Investigation certificate, suitable for framing is \$75.00.

## **Tuition Payment**

The Phoenix Locksmith Institute accepts payment three ways: payment in full on or before entry; or for those who qualify, installment payments to be made at the beginning of each session to be paid in full by the completion of the course. Government subsidized tuition is paid either up front or on a month to month basis.

## **Interest Due Contract**

The Institute makes reservation for interest to be paid in the event of default or dishonor of the enrollment terms. Should default or dishonor occur, interest at the rate of 18% per annum will be due and payable at once along with the total remaining unpaid balance. No interest will be charged on accounts scheduled for payment in full before the date contracted for graduation; so long as, all payment terms of the enrollment contract are current and paid as agreed.

## **Suspension For Delinquent Payment**

Delinquent contract payments will be grounds for student suspension from the Institute. No diploma, Certificate, or document indicating student progress or course completion shall be issued to a student, third party, guarantor or potential employer while any scheduled payment is delinquent. Payments scheduled to be paid in full before graduation shall prevent issuance of these same progress and program completion documents if scheduled payments are delinquent.

## **Tools And Supply Ownership**

All locks, tools and classroom supplies belonging to the Institute and used by the students in class, and for homework, shall remain property of the Institute and must be returned to the classroom on the following scheduled lesson.

All teaching material is and shall remain property of the Institute. Any unauthorized removal of PLI property will be considered theft and may be grounds for disciplinary action up to expulsion and/or arrest.

Tools purchased and owned by the student or the student's guarantor shall be property of the student and may be taken home at will, but shall not be allowed to commingle with PLI property.

## **ENROLLMENT POLICY**

Potential students shall visit the Institute prior to enrollment, fill out an application and attend an orientation. Applicants must be able to read and write English as well as demonstrate physical ability to use hand tools and other special locksmith equipment.

## **ATTENDANCE POLICY**

A student shall be considered tardy five minutes after class begins; further, should he/she accumulate a total of three tardys during a thirty day period, the third tardy shall be treated as a missed day and a failing grade shall be given for that day.

At the discretion of the director, students cutting class without justifiable reason will be subject to disciplinary action, i.e., probation, suspension, or expulsion depending on the circumstances.

Students cutting three classes must make appointment with the director of the Institute and arrange make up classes or face possible disciplinary action or expulsion. In those cases where a guarantor exists, notification shall be given to the student guarantor along with attendance history. In addition to notification of tardy or missed classes, the guarantor and student shall be notified of all disciplinary action.

The Institute without outside pressure or influence shall solely decide the extent of disciplinary action. All make up classes shall be paid at current hourly rates.

## **Make Up Classes**

Students missing class must pay the hourly rate. All make up classes will be taught in a classroom at The Phoenix Locksmith Institute by a qualified instructor and must be paid for on the day of make up.

Hang-overs, getting arrested, an out of town visitor, or vacations, are not acceptable reasons to miss class. However, doctor, or dental appointments are. A copy of the appointment will be expected for the student's file.

## **Dropped Out & Expelled Students**

Students shall be expelled for failing grades and will not be reinstated unless the Institute can be convinced reentry is not a waste of time. Those leaving class for medical and acceptable reasons may reenter and continue classes at the next open window of their point of exit.

Those students missing three consecutive lessons or ten percent of the course may be put on probation if those lessons are not scheduled for makeup and paid for before graduation date.

## **Drop outs, Withdrawals, Interruptions**

Attendance is taken and reported to the director daily. All drops, withdrawals, and unscheduled interruptions shall be computed to include the last date of attendance and will be forwarded to the student Guarantor within thirty days of occurrence.

## **MISCONDUCT**

Students may be expelled and barred from reentry into class for theft, possession of drugs, fire arms, and dangerous or illegal items on or near school property. The same is true for felony or misdemeanor arrest off property if locksmith training could enhance future criminal activity or poses a threat to society. Arrested students will be suspended from classes until cleared of all charges. Students subject to suspension or expulsion will be notified of the reason(s) and may appeal in writing to the school director. Student guarantors will be notified of failing grades, suspension, and/or expulsion. All Grading and education standards are based on those established by The Phoenix Locksmith Institute. The director will consider each case on its own merit, without influence from any other cases or outside influence.

## **Discrimination Policy Civil Rights**

The Phoenix Locksmith Institute has a discrimination policy that forbids all students and/or employees from discrimination because of age, sex, race, creed, religion or color; however, those applicants with handicap indicating he or she may not be able to find employment after graduation may wish to reconsider entry.

## **Expulsion Policy Civil Rights**

Students violating the constitutional or civil rights of other students will be subject to permanent dismissal. This shall include but not be limited to discrimination or harassment related to sex, age, race, color, creed, religion, or handicap.

## **Job Placement Assistance**

The Institute does not offer placement assistance, nor make any other guarantees; however, the Institute does solicit potential employers and notify students of job openings as they occur. It is the responsibility of the student to follow up on job listings.

## **REFUND POLICY**

Students not accepted by the Institute and students who cancel their contract by notifying the school within two business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after two business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the cancellation fee of \$150 or 25 % of the tuition cost, whichever is less. In the case of student withdrawing after commencement of classes, the Institute will retain a cancellation fee plus a percentage of tuition fees, which is based on the percentage of contract hours attended, as described in the table below.

# Refund Table

| Percentage                   | Earned Tuition |
|------------------------------|----------------|
| Student Attended 01% to 10%  | 10%            |
| Student Attended 11% to 25%  | 25%            |
| Student Attended 26% to 50%  | 50%            |
| Student Attended 51% to 75%  | 75%            |
| Student Attended 76% or more | 100 %          |

(1) The refund is based on the last date of recorded attendance. All refunds shall be made within thirty days from the date of termination.

(2) The student will receive a full refund of tuition and fees paid, if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the Institute ceased operation.

(3) Complaints, which cannot be resolved by direct negotiation between the student and the Institute may be filed with an outside mediator. There is a one-year limitation on mediators taking action on student complaints.

(4) The policy for granting credit for previous training shall not impact the refund policy.

(5) Any books, supplies, or tools, shall not be impacted by the refund policy and shall be kept by the Institute.

## D.E.S. or Government Grant Refund Policies

These policies only effect those students, and eligible persons receiving government Vocational Education Rehabilitation benefits and not the general public. The institute policy for government refund of the unused portion of tuition, fees, and other charges (exclusive of books, tools and supplies) in the event the Student or eligible person fails to enter the course, withdraws, or is discontinued there from at any time prior to completion, provides that the amount charged the student or eligible person for tuition, fees, and other charges for a portion of the course shall not exceed the exact pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to it's total length. The exact pro-ration is determined on the ration of the number of days of instruction completed by the student to the total number of days of instructional days in the course.

## **Tools and Supplies suggested for homework**

1. Hand carry toolbox
2. Set of picks and case
3. Set of plug followers
4. Snap ring pliers
5. Phippen #4 cut file
6. Flat # 2 cut file
7. Pin tumbler tweezers
8. Medium vise grips for impression work
9. Four inch regular screwdriver
10. Four inch Phillips screwdriver
11. Standard 6 inch screwdriver
12. Phillips 6-inch screwdriver
13. Inside/outside snap ring pliers
14. Two file handles
15. Kwikset cylinder removal tool

# **Tools and Supplies suggested for self-employment**

1. HPC 1200 or Framon #2 Code Machine
2. Steering Wheel Puller
3. Steering Column Lock Plate Compression tool
4. Large Mag Light
5. Kwikset installation kit
6. Optivisor magnifiers for impression work
7. Code books or computer disks
8. Light tap hammer
9. Claw Hammer
10. Pair of side cutters
11. Key duplicator machine
12. Needle nose pliers
13. Regular pliers
14. Car opening tools
15. Car Opening Book
16. Autosmart service manual
17. Safe servicing manual
18. Set of standard Allen wrenches
19. Set of metric Allen wrenches
20. Pippin file
21. Subscription to Locksmith Ledger
22. Three hole saws ( 2 1/8 - 1 1/8 - 15/16 )
23. Two chisels ( 1 inch and 1 1/4 )
24. Cordless 3/8 inch chuck portable drill
25. Drift punch set from 1/16th to 1/4th inch
26. HPC Automotive Door Panel Tool
27. Three or four drawer toolbox
28. Ten each of the most common key blanks
29. Disc tumbler rekey kit
30. Automotive service kits (G.M. / Ford / Chrysler )
31. Work bench
32. Bench vise
33. Lock pin tumbler keying kit
34. Spiral key extractors
35. Kwikset cylinder removal tool
36. Schlage spanner wrench
37. Rhodes tool
38. Standard and metric socket set
39. Crescent wrench
40. Factory pre cut keys
41. Torx and security tips with driver
42. Assortment of drill bits

The above list of tools would be ample for setting up a new locksmith shop or field service truck, assuming that you already have the items from the previous list. The two lists together would handle most service requests from the public. Some tools listed would not be necessary if you will be specializing in homes and businesses only, or automotive only. If you go to work for someone else they may supply everything you need, however it is our belief that any locksmith that is serious about his trade should supply his own tools.

