

Information Guide

WESTERN

Equipment Dealers Association



Associate in Applied Science Degree

With Major in Diesel and Heavy Equipment Technology

Western Equipment Dealers Association Technician Training Program

Sponsored By

Western Equipment Dealers Association
Western Equipment Dealers Association Members

Missouri, Kansas, Oklahoma, Texas, New Mexico,
Manitoba, Saskatchewan, Alberta and British Columbia.

http://www.go.osuit.edu/academics/diesel_heavy/western_equipment_dealers_association/
<http://www.swassn.com/>



**INSTITUTE OF
TECHNOLOGY**

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Western Equipment Dealers Association Technician Training Program

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The Western Equipment Dealers Association

August 11, 2014. The joint membership of SouthWestern Association (SWA) and Canada West Equipment Dealers Association (CWEDA) voted overwhelmingly in favor of a merger of these two associations to form the new Western Equipment Dealers Association (WEDA). The merger became effective September 1, 2014.

Western Equipment Dealers Association (WEDA) is the largest regional association in North America representing equipment and hardware retailers. WEDA represents more than 1,000 farm, industrial and outdoor power equipment dealers in Manitoba, Saskatchewan, Alberta and British Columbia in Canada, and Kansas, Missouri Oklahoma, Texas and New Mexico in the U.S. Hardware members are represented in the U.S. in the same states, as well as Arkansas, Nebraska and Louisiana. WEDA offers members a comprehensive array of dealer-oriented legislative, educational and communications services, ranging from lobbying to legal, accounting and marketing support.

PROGRAM OBJECTIVE

The Western Equipment Dealers Association Technician Training Program is a cooperative two-year college level Student Technician education program that leads to an Associate in Applied Science degree with a major in Industrial & Farm Equipment Technology. The School of Diesel and Heavy Equipment at Oklahoma State University Institute of Technology, working in close relationship with the sponsoring Western Equipment Dealers Association members, administer the program activities. The Program is exclusively by and for Western Equipment Dealers Association Members.

PROGRAM PURPOSE

The purpose of the program is to upgrade the technical competency and professional level of incoming industrial and farm equipment service technicians. It will train students to analytically diagnose, service and maintain industrial and farm products using recommended procedures, special tools, and service information. It will provide course content that will enable successful graduates to advance in position after additional experience, and to understand new systems and components as they are introduced.

PROGRAM STRUCTURE

The two-year, six semester program incorporates approximately one-half of the time designated for technical / academic education at OSU Institute of Technology. The remaining time is allocated for on-the-job experience at sponsoring Western Equipment Dealers Association member dealerships. Each block of technical education and general education course work is followed by an immediate dealership work experience time period that reinforces the technical education. These time periods are approximately 7 ½ weeks in length each. It is essential for the success of the program that the students' education at OSU Institute of Technology and dealership work experiences be closely aligned for maximum student learning and retention.

Since considerable time is spent at the dealership it is a requirement of the program that students have a sponsoring Western Equipment Dealers Association member dealership prior to enrollment. The primary responsibility for the dealership is to provide training-related employment for the students during their dealership learning / work experience, internship.

All tuition, fees, textbooks, travel expenses and housing costs are the responsibility of the student. In addition to these costs, the students are required to purchase a prescribed tool set if they do not already have one.

PROGRAM CURRICULUM

Technical training on industrial and farm equipment and components includes the latest developments in: Engine Repair; Hydraulic Systems; Electrical and Electronic Systems; Test Procedures and Diagnostic Tools.

In addition to the technical curriculum, courses will be offered in areas such as Math; Composition/Technical Writing; Psychology, U.S. History; U.S. Government; Business and Ethics to provide students with the background necessary for effective communication of ideas and the development on interpersonal skills.

PURPOSE OF THE INTERNSHIP

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the dealership environment, its organizational structure, and the competencies that are expected of a professional service technician.

STUDENT QUALIFICATIONS

Prospective students must be:

1. 18 years of age (or older) by the time of the first internship.
2. High School Graduate or equivalent.
3. Able to meet OSU Institute of Technology admission and academic requirements.
4. Able to meet Western Equipment Dealers Association member dealership hiring requirements.
5. Sponsored by a Western Equipment Dealers Association member.
6. Possess a valid driver's license and maintain an employable driving record.
7. Willing to take a drug test if requested by Dealership sponsor.

(NOTE: for many dealerships this is a requirement for employment)

Tobacco use in University Buildings and Grounds

It is the intent of Oklahoma State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, Oklahoma State University Institute of Technology is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Residential Life will designate a limited number of facilities that will be exempt from this policy. Residential Life officials charged with oversight of the exempt areas of campus where tobacco use is permitted must adopt and post internal policies.

Tobacco use is prohibited in vehicles on grounds owned or under the control of Oklahoma State University.

ADMISSIONS CHECKLIST

- Complete and submit an OSU Institute of Technology Application for Admission on line at: <https://admissions.osuit.edu/apply/> or print, complete and mail the form provided at: http://www.osuit.edu/academics/forms/admissions_packet.pdf
- Obtain a Personal Identification Number (PIN) to sign online at www.pin.ed.gov. (If you are a dependent student, a parent will need a PIN as well) Complete the Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. **The OSUIT school code is 003172.** Once our office receives your information, we will notify you if additional information is needed and/or send your award letter.
- Submit official high school transcript/GED
- Submit ACT or SAT scores.

- ACCUPLACER testing may be required for placement purposes (all students will be required to take Accuplacer assessment unless they can prove proficient in a subject area with ACT sub scores in math, reading, writing or science scores of 19 or above or have transfer credits. Accuplacer testing is a computer generated assessment administered through the Assessment Center at OSUIT. (918-293-5254)
http://www.osuit.edu/academics/assessment_center.php

Accuplacer sample questions at: <http://www.accuplacer.collegeboard.org>

Additional Accuplacer Skills Reviews at: http://www.osuit.edu/academics/assessment_center.php

- Provide a copy of Immunization records or complete the Immunization Record Form or the Certificate of Exemption. http://www.osuit.edu/campus_community/campus_health/
- Residential Life: Complete room and board contract – Single and Nontraditional Students Room and Board Contract for single students, Family Housing University apartments Contract if you plan to have your family with you at OSUIT. (918-293-4939)
http://www.osuit.edu/campus_community/residential_life/prospective_residents.php
Students making application for campus housing are encouraged to apply early. To reserve space in campus housing students must make a deposit of \$150 (\$500 for family apartments) through the Bursar's office. (918-293-5226)
- Veterans need to visit with the OSUIT Veteran Service Office. (918) 293-4972.or email www.vetservices@okstate.edu
- Complete enrollment through the School of Diesel and Heavy Equipment (918) 293-4710, (918) 293-4730, or (918) 293-3800
- Have your student ID card made. Take your class schedule to the front desk of the Grady W. Clack Center.
- Visit MyOSUIT and activate your O-Key account. This allows you to access your OSUIT email account, check your grades, view your schedule, modify your enrollment, pay your bill, access the online classroom and receive OSUIT notifications/alerts this gives you 24/7 access to your information.
www.osuit.edu/my_osuit

ADMISSION OF TRANSFER STUDENTS

View admission criteria at: http://www.osuit.edu/admissions/admissions_requirements.html

Important Dates

January, 2017

- 2017-2018 Financial Aid Applications Are Available
- Oklahoma State University Institute of Technology Scholarship Applications Available
- Oklahoma State University Institute of Technology Admission Applications Available

January 31, 2017

- Families Receive W-2 Forms And Begin To Prepare Tax Returns So Financial Aid Applications Can Be Completed.

February 1, 2017

- Students Begin Submitting Oklahoma State University Institute of Technology Admission Applications
- Begin Completing Free Application For Federal Student Aid (FAFSA)
- Students Should Be Making Plans To Take The ACT or SAT Test

May 23, 2017

- Enrollment Begins For Fall Term and continues through September 2

September 5, 2017

- Move-in Day for Freshman Western Equipment Dealers Association Students

September 6, 2017

- First Day of Classes for Freshman Western Equipment Dealers Association Students

October 20, 2017

- Last Day of on Campus Classes for Freshman Western Equipment Dealers Association Students.

For More Information please call:

Terryl Lindsey.....	(918) 293-4730
School of Diesel & Heavy Equipment	(918) 293-4710
Student Financial Services.....	(918) 293-4684
Admissions Office	(918) 293-4680

RESPONSIBILITIES OF PARTICIPANTS

OSU INSTITUTE OF TECHNOLOGY

1. Provide faculty for the Western Equipment Dealers Association Program
2. Provide necessary time to initially train and update the faculty
3. Provide facility dedicated to the Western Equipment Dealers Association Program; classrooms, labs, etc.
4. Provide advisement for Western Equipment Dealers Association students.
5. Maintain up-to-date tools and equipment.
6. Grant the Associate of Applied Science degree in Industrial and Farm Equipment Technology to graduates.
7. Inform sponsoring dealers of student progress.
8. Assist dealerships with student selection and recruitment.
9. Work with the Dealership to assure involvement in internships.
10. Conduct student visitations during internships.
11. Establish a Western Equipment Dealers Association Program Advisory Committee.
12. Schedule Advisory Committee meetings.
13. In general, oversee student recruitment and selection process.

WESTERN EQUIPMENT DEALERS ASSOCIATION MEMBER

1. Agree to act as a sponsoring dealership.
2. Appoint an in-dealership Coordinator.
3. Recruit, interview and select prospective student(s)
4. Provide dealership coordinated internship experience in accordance with the program schedule for the duration of the curriculum.
5. Provide related work/learning experiences that supplement the students' most recent instruction.
6. Agree to pay the student during periods of dealership internship.
7. Provide work uniforms for student consistent with dealership policy both while at school and at the dealership.
8. Provide any other benefits in a manner consistent with other dealership employees.
9. Assist in obtaining equipment and training aids.
10. Participate in the Advisory Committee meetings.
11. **Provide \$350.00 per semester per student for a scholarship and program support. \$200.00 per semester will go directly to the student, \$150.00 will go to the program, to be billed each semester.**

STUDENT

1. Obtain and maintain a Western Equipment Dealers Association Sponsor throughout the program.
2. Provide the sponsoring Western Equipment Dealers Association Member with responsible and productive work effort.
3. Participate in all learning activities at scheduled times.
4. Maintain academic standards and adhere to academic policies (minimum 2.0 GPA) according to OSU Institute of Technology policy.
5. Maintain dealership attendance standards.
6. Be responsible for program cost: tuition, fees, books, tools, housing, etc.
7. Wear work uniforms, safety glasses and recommended personal safety equipment during campus class/labs and dealership internship experiences.

STUDENT SELECTION PROCEDURES

1. Students who wish to become a member of the Western Equipment Dealers Association program should make application to OSU Institute of Technology early in the spring semester (January – March) if possible. This will allow time for processing financial aid packages, identification of preparatory class needs, sponsorship acquisition, etc. The application process includes the following:
 - A) Complete OSU Institute of Technology Application for Admission.
 - B) Comply with OSU Institute of Technology Admission Policies.
 - C) Complete the student assessment process.
 - D) Remove preparatory class needs prior to the start of the program classes.
2. Students should complete the Admission process and interview with the Western Equipment Dealers Association member of their choice. Call the School of Diesel and Heavy Equipment at OSU Institute of Technology for a list of Western Equipment Dealers Association members that have agreed to participate in the program. Student interviews should take place at the dealership and participant's goals should be discussed.

ALL STUDENTS MUST HAVE A WESTERN EQUIPMENT DEALERS ASSOCIATION DEALER SPONSOR BEFORE ENROLLMENT CAN BE COMPLETED.

3. Should the interview prove successful, the dealership will complete the Western Equipment Dealers Association Dealer Sponsorship Application and submit it to the School of Diesel and Heavy Equipment at OSU Institute of Technology.

FINANCIAL ASSISTANCE

Dealers sponsoring students in the Western Equipment Dealers Association program have agreed to provide each student they sponsor a \$200.00 per semester scholarship. The students must maintain a cumulative 2.0 GPA.

Students deciding to be part of the Western Equipment Dealers Association program may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the dealership internship portion of the program. These earnings may be applied to program costs.

Additional financial aid, through loans or grants, for tuition, books, tools, on-campus room and board, etc., may be available through various financial assistance programs. Students needing financial assistance are encouraged to complete the applications for financial aid in the first quarter of each year. Following application submittal, allow an 8-10 week period for processing. Early application assures availability of funds, if qualified, and allows the Financial Aid Office to prepare a realistic financial aid package.

Financial Aid information may be obtained by calling the Student Financial Services Office at (918) 293-4684.

Note: Tools required for the Western Equipment Dealers Association program are considered an educational expense and should be included in education costs when applying for student financial aid.

**If zero level courses are taken, a Remedial Supplemental Fee of \$18.50 per credit hour will be charged.

Tool costs for Snap-On, Mac, and Matco sets are approximately ½ retail prices with student discount. The Western Equipment Dealers Association program advisory committee and faculty establish the required tool set for students in the Western Equipment Dealers Association program. Faculty members suggest students spend time talking to veteran technicians prior to tool purchase.

ESTIMATED Cost per Semester

http://www.osuit.edu/academics/new_tuition.html

2017-2019 - Estimated Cost Per Semester

\$2,000.00 - \$3,900.00 Required Tools (dependent on manufacturer and tool box selected)

Fall 2017 - Semester 1

\$1,159.00	Two Bedroom/One Bathroom Suite
\$150.00	\$150.00 single unit, \$500.00 family unit (refundable)
\$779.00	20 Meal Plan
\$2,728.00	Tuition & fees \$170.50/ch (16 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$5216.00	Estimated total semester educational expenses

Spring 2018 - Semester 2

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,895.00	Estimated total semester educational expenses

Summer 2018- Semester 3

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,895.00	Estimated total semester educational expenses

Fall 2018 - Semester 4

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,895.00	Estimated total semester educational expenses

Spring 2019 - Semester 5

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,557.50	Tuition & fees \$170.50/ch (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,895.00	Estimated total semester educational expenses

Summer 2019 - Semester 6

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,046.00	Tuition & fees \$170.50/ch (12 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
\$4,384.00	Estimated total semester educational expenses

\$29,180.00* Estimated total educational expenses

Cost of tuition and fees, room and board may change after Oklahoma State Regents meet in July.

*This is an estimate for in-state tuition only.

NON RESIDENT ACADEMIC SCHOLARSHIP

Choosing OSU Institute of Technology for your education sets you on the right path toward a promising career. As the University of Jobs, OSUIT is committed to making the transition from classroom to career seamless while at the same time offering an affordable education that will pay you dividends upon graduation.

As Oklahoma's only university of applied technology, OSUIT prepares you for a high return on your investment:

- Nearly 100% career placement rate in technical degree programs
- Low tuition costs, a wide variety of additional scholarship opportunities and financial aid available
- Paid internships that help pay for school as you go and often lead to full-time employment

In an effort to keep out-of-state costs low, OSUIT's Nonresident Academic Scholarship helps offset your educational expenses, making it the most affordable option in the region.

OSUIT Scholarship Award by Credit Hour

Nonresident Incoming GPA	Total Tuition & Mandatory Fees	Scholarship per credit hour	Student portion per credit hour
3.50 to 4.00	\$360.00 -	\$155.00 =	\$205.00
3.00 to 3.49	\$360.00 -	\$145.00 =	\$215.00
2.50 to 2.99	\$360.00 -	\$135.00 =	\$225.00
2.00 to 2.49	\$360.00 -	\$125.00 =	\$235.00

Calculations based on FY16 Undergraduate Tuition & Mandatory Fees. Number of scholarships awarded determined by availability of funding. Effective September 2016.

Scholarship is available to full-time OSUIT students and is renewable for a maximum of 6 consecutive terms. Credit hour award will be recalculated according to student's OSUIT GPA during the fourth term, potentially increasing scholarship funding.

Example: Incoming student Pistol Pete's GPA was 2.4, resulting in a scholarship of \$125 per credit hour. At the end of the third term, Pete's GPA is 3.2, resulting in a scholarship increase to \$145 per credit hour.

Contact OSUIT Prospective Student Services at information@okstate.edu, or call 1-800-722-4471 for full scholarship details.

The table below shows the additional non-resident costs and the estimated total program costs, assuming the student maintains the same GPA with the current Tuition and Fee rate for the 88 credit hour program.

	Tuition & Fees only	Non-resident cost – Okla. resident cost	Estimated Total 6 Semester Program Cost
Oklahoma Resident tuition and fees	\$15,224.00		\$29,096.00
Non Resident with incoming GPA 3.50 to 4.00	\$18,040.00	\$2,816.00	\$31,912.00
Non Resident with incoming GPA 3.00 to 3.49	\$18,920.00	\$3,696.00	\$32,792.00
Non Resident with incoming GPA 2.50 to 2.99	\$19,800.00	\$4,576.00	\$33,672.00
Non Resident with incoming GPA 2.00 to 2.49	\$20,680.00	\$5,456.00	\$34,552.00

WESTERN EQUIPMENT DEALERS ASSOCIATION DEALER INFORMATION

How will the program benefit your dealership?

This program is your answer to the skilled technician shortage. It responds to the needs of Western Equipment Dealers Association member dealerships for highly qualified, motivated and skilled technicians. Technicians who are...

1. Trained on current industrial and farm products.
2. Trained in the latest diagnostic and servicing procedures.
3. Trained to "do it right the first time!"
4. Trained with a positive attitude about their job.
5. Productive before they complete their training.
6. Educated in the important areas of communication, reading, mathematics, business management, business ethics, etc.

This program is a planned dealership personnel development program. It combines the resources of OSU Institute of Technology and your Dealership to build a true educational partnership! A partnership designed to focus on the success of your potential employee, the Western Equipment Dealers Association student. This program, along with additional experience and guidance helps you develop future Field Service Technicians, Master Technicians, Shop Foremen and Service Managers.

It is cost-effective! The best news is that there is no required up-front cost for the dealership. Your investment is minimal. Here's why:

1. You select and supervise the student as a productive employee of your dealership. The cooperative educational work experience occurs in your dealership, under your supervision and direction.
2. The student is responsible for the cost of tuition, fees, books and the required basic tool set.
3. You and the student agree on the wage rate during the internship experience. You are not required to pay them while they are attending classes at OSU Institute of Technology.
4. *The Advisory Board for the Western Equipment Dealers Association on September 14, 2004 approved a motion that each dealer that selects a student to enter this program will provide a \$350.00 per semester scholarship, to be billed each semester. \$200.00 will go to the student, \$150.00 will be used by OSU Institute of Technology for program operation. Dealers may elect to provide other scholarships, incentives or financial help to your student, at your option.*

How are Western Equipment Dealers Association program students recruited?

OSU Institute of Technology will assist in recruiting students. It is the dealerships responsibility, however, to select the "right" student. You should actively recruit a student from your area. Some good sources are:

1. Current employees
2. Employees friends, families
3. Customers
4. High Schools
5. Vo-Tech Schools
6. FFA Chapters
7. VICA

Once you have identified a student you believe will be a good applicant, bring the student to visit the campus at OSU Institute of Technology to tour the facilities, interview with the faculty, complete assessment. Upon completion and with further discussion, a final decision should be made regarding sponsorship. It is also a good idea to offer the student some type of summer employment. This will allow both of you to verify that you have made the right decision, before the program begins.

What are the responsibilities of a participating dealership?

1. Indicate interest in becoming a sponsoring dealership.
2. Recruit, interview and select prospective student.
3. Assign an in-dealership coordinator who will monitor the student during the internship.
4. Provide dealership coordinated educational work/learning experiences (internships) in areas of technical education that were just concluded at OSU Institute of Technology.
5. Pay wages to the student during periods of internship at the dealership. This will instill in the student a sense that their employment is necessary to the dealership and promote dealership loyalty.
6. Provide uniforms for the student, consistent with dealership policy.
7. Complete student evaluation forms during each internship.
8. Advise school of concerns or changes in student status with dealership.

What is the wage rate for Western Equipment Dealers Association Program Students?

The rate of pay is negotiable and is between you and the student. The rate of pay is however, negotiable and is between you and the student. Western Equipment Dealers Association program students base their value to the dealership on two important factors; the quality of training that is provided while on internship at the dealership and prevailing wages. Successful people are motivated by a variety of things, but most expect to be rewarded in the form of an increase in salary. This is especially true when they are performing jobs well and continue to improve their skills and abilities. Western Equipment Dealers Association program students are no different. A pay plan that rewards them for maintaining acceptable grades, doing good work, and improving productivity and efficiency is essential.

Western Equipment Dealers Association program students understand that they are trainees, and do not expect to be paid a journeyman wage during the training program. However, many of the best students have bills to pay, and families to support. Please consider the student's situation to arrive at an acceptable starting wage, and when developing a progressing pay plan or any incentive schedule.

What can the dealership expect?

In today's increasingly competitive market, customer satisfaction and customer loyalty are the keys to success and survival. For your dealership, the key to customer satisfaction is your service department. Where do you find the right employees? The answer is to attract and develop new technicians through the Western Equipment Dealers Association Program.

At the completion of the Western Equipment Dealers Association Program, you have a potential employee that is familiar with you, your dealership, and the equipment you sell and service. You have selected individuals you want to hire and you have taught them your way of doing business. The objective of the Western Equipment Dealers Association Program is simple; to select the best people to work on the best equipment, and provide the best customer service possible.



School of Diesel & Heavy Equipment

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WESTERN Equipment Dealers ASSOCIATION

TECHNICIAN TRAINING PROGRAM

Program
Diesel and Heavy Equipment

Degree Awarded
Associate in Applied Science

General Requirements
85 Credit hours
2.0 Minimum Overall Grade Point Average

Typical Schedule for

WESTERN EQUIPMENT DEALERS ASSOCIATION PROGRAM
Plan of Study
DHER-176

1st Semester - 16 Credit Hours

DHER	1123	Fundamentals of Maintenance
DHER	1133	Pre Delivery & Preventive Maintenance
DHER	1143	Principles of GPS Applications
CS	1013	Computer Literacy & Applications
GTGE	1111	College Cornerstone

DHER	1113	Internship 1
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2nd Semester - 15 Credit Hours

DHER	1233	Hydraulic Principles
DHER	1223	Wiring Circuits, Charging & Starting Systems
ENGL	1033	Technical Writing I
SPCH	1113	Intro to Speech Communication

DHER	1213	Internship 2
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3rd Semester - 15 Credit Hours

DHER	1333	Hydraulic Systems
DHER	1323	Electronic Systems
MATH	2003	Business Mathematics
ENGL	2033	Technical Writing II

DHER	1313	Internship 3
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4th Semester - 15 Credit Hours

DHER	2416	Engines and Fuel Systems
PSYC	1113	Introductory Psychology
HIST	1493	U. S. History Since 1865

DHER	2413	Internship 4
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5th Semester - 15 Credit Hours

DHER	2514	Power Train
DHER	2512	Mobile Air Conditioning
POLS	1113	U. S. Government

DHER	2513	Internship 5
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6th Semester - 12 Credit Hours

DHER	2603	Yield Monitoring, Variable Rate and Auto Steer Diagnostics
DHER	2633	Capstone
PHIL	1213	Ethics
BADM	1113	Introduction to Business

Western Equipment Dealers Association Program Required Tool List

1/4" drive 6 point standard and deep chrome socket set

6 point standard 3/16" - 9/16"
6 point deep 3/16" - 9/16"
3" extension, 1/4" ratchet, socket storage

1/4" drive 6 point standard metric chrome socket set

4mm - 13mm

3/8" drive 12 point standard chrome socket set 1/4" - 7/8"

3/8" drive 6 point chrome socket set

6 point deep 3/8" - 7/8"
6 point flex 3/8" - 3/4"
Spark plug 13/16", 5/8"
Universal joint, 3", 6" & 10" extension,
11-12" flex head 3/8 ratchet, socket storage

3/8" drive 6 point chrome metric socket set

10mm - 19mm

3/8" drive Torx Bit Driver Set (T-27 - T-55)

1/2" drive socket set

6 point standard chrome 3/8" - 1 1/4"
12 point standard chrome 3/8" - 1 1/4"
1/2" drive ratchet, socket storage
1/2" drive break over bar 21"-24"

1/2" drive Impact socket set

6 point deep impact 1/2" - 1 1/4"
2" & 6" impact extension
1/2" drive impact universal joint
1/2" drive 12 point chrome standard metric
socket set 10mm - 19mm

Flair nut wrench set 3/8" - 7/8"

Metric flair nut wrench set 9mm - 21mm

Groove joint pliers 10" - 12"

Slip joint pliers 7" - 9"

Needle nose pliers 7" - 9"

Heavy-duty diagonal cutting pliers 7" - 9"

Vice-grip curved jaw locking pliers 10"

Combination screwdriver set 4 slotted tips;

3 Phillips, size 1, 2, 3;
Stubby slotted; stubby Phillips

Ratcheting Screwdriver set (magnetic preferred) with

minimum of: Philips 1,2,3; Slotted 5/32", 7/32", 1/4";
Torx T10-25

Allen SAE short arm hex key set (.028" - 3/8")

Allen metric hex key set (1.5 mm - 10 mm)

12 point combination wrench set 1/4" - 1 1/4"

12 point metric combination wrench set 7mm - 19 mm

16oz. ball-pein hammer

2lb soft face dead blow hammer

3 lb. cross-peen hammer

5/8x6-1/2x1/2 cold chisel

3/8x5 center punch

5/32x5x3/8 taper punch

3/16x5-1/2x5/16 pin punch

3/4" - 1" diameter Brass drift

18"-21" rolling head (lady foot) pry bar

18"-24" pry bar with plastic handle and angled blade

Safety Glasses (clear)

25' tape measure

Feeler gauge set 0.0015 to 0.035"

Valve-tappet feeler gauge set .008" - .026"

Telescoping magnetic retrieving tool

Flexible retrieving tool

Gasket scraper

2" - 3" telescoping mirror

Seal Pick Set

Flashlight: minimum 2D cell, prefer MSHA approved, explosion proof

Outside Micrometer 0-1" (.0001" grad.) or 0-25mm (.001mm grad.) Swiss Style (not digital) with ratchet stop or friction thimble, lock lever and carbide tips

Dial Caliper 0-6" or 0-150mm

6" stainless steel rule - English 1/32 & metric 1mm

Heavy Duty Oil Filter Strap Wrench 1/2 inch drive up to 9" diameter

Rollaway tool cabinet: Minimum 5 drawer, 8000 - 12000 cubic inch storage capacity with ball bearing slides

Digital Volt-Ohm Meter and case with minimum specifications as Snap-on EEDM504D

Auto shut-off, Auto Range, Blown Fuse Indicator, Capacitance, Continuity buzzer, Data Hold, Frequency, Min/Max.

AC Amps 600µA - 10A, AC Volts 600.0 mV - 750V, DC Amps 600µA - 10A, DC Volts 600.0 mV - 1000V, Resistance 600.0Ω - 40MΩ.

Electrical Safety ratings: CATII 750V AC, CATII 1,000V DC, CATIII 600V AC/DC

Optional

Top tool chest

1/2" impact wrench

1/2" drive standard impact sockets

1/2" drive metric standard impact sockets

1/2" drive metric deep impact sockets

1/2" ratchet drive micrometer torque wrench 30-250 ft-lb

3/8" ratchet drive micrometer torque wrench 50-250 in-lb

12" pipe wrench

3/4" drive socket set

FINANCIAL AID WEB SITES

Scholarship Resources on the Web

www.fastweb.com

www.collegefunds.net

www.wiredscholar.com/

www.freschinfo.com

www.mach25.com

www.scholarships.com/

Mapping Your Future - www.mapping-your-future.org

College Board Scholarship Search - http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

Oklahoma Student Loan Authority (OSLA) - www.oslat.org

GRANTS AND SCHOLARSHIPS:

FAFSA Express - www.FAFSA.ed.gov

Missouri Higher Education Loan Association (MOHELA) - www.mohela.com

Oklahoma Guaranteed Student Loan Program (OGSLP) - www.ogslp.org

Oklahoma State Regents for Higher Education - www.okhighered.org

Oklahoma Tuition Aid Grant (OYAG) - www.otag.org

GENERAL INFORMATION:

Coalition for Student Loan Reform - www.cslr.org

National Association of Student Financial Aid Administrators - www.nasfaa.org

National Council of Higher Education Loan Programs - www.nchelp.org

Oklahoma State Department of Vo-Tech - <http://www.okcareertech.org/>

Project EASI - www.easi.ed.gov

The Financial Aid Information Page - www.finaid.org

US Department of Education - www.ed.gov

Western Equipment Dealers Association Member

Sponsor Commitment Form

Western Equipment Dealers Association Member: Please Print or Type all information:

I am interested in becoming a participating distributor in Western Equipment Dealers Association Technician Training Program offered at OSU INSTITUTE OF TECHNOLOGY, and understand the responsibilities of a sponsoring dealership.

I recommend this applicant for the Western Equipment Dealers Association Technician Training Program and, agree to his/her sponsorship should he/she meet academic requirements for admission to OSU Institute of Technology, and will provide scholarships as outlined on the Industry Sponsored Student Services form.

Dealer Name	Contact Person			
Address	Title			
City	State	ZIP	Telephone Number	Fax Number

Name of Student Applicant		
Address		
City	State	ZIP
Telephone Number	Cell Phone Number	

NOTE:
Western Equipment Dealers Association Member: Please photocopy this form for your files before returning it to OSU INSTITUTE OF TECHNOLOGY.

Mail or Fax form to:

Terryl Lindsey
 Dean
 OKLAHOMA STATE UNIVERSITY
 INSTITUTE OF TECHNOLOGY
 1801 E. 4th St.
 OKMULGEE, OK 74447
 (918) 293-4730
 Fax (918) 293-4658
terryl.lindsey@okstate.edu

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WESTERN EQUIPMENT DEALERS ASSOCIATION PROGRAM

THIRD PARTY BILLING APPLICATION

Semester(s) included in this agreement: Fall 20____ Spring 20____ Summer 20____

Student Information: Fall 20____ Spring 20____ Summer 20____

Student's Name: _____

Student's Home Address: _____

Student's ID Number (CWID): _____ Daytime Phone: _____ Cell Phone: _____

List requirements to be met by student, if any (e.g., hours enrolled): _____

Eligible expenses (enter maximum amounts, if any): Any School related expense _____

Tuition _____ Fees _____ Room/board _____

Books/Supplies _____ Fixed Amount _____ Other _____

List restricted expenses: (e.g., fines, event tickets, non-educational expenses, etc.) or special instructions to OSUIT: _____

The Advisory Board for the Western Equipment Dealers Association on September 14, 2004 approved a motion that each dealer that selects a student to enter this program will provide a \$350.00 per semester scholarship, to be billed each semester. \$200.00 will go to the student, \$150.00 will be used by OSU Institute of Technology for program operation. Dealers may elect to provide other scholarships, incentives or financial help to your student, at your option.

If the student has other sources of payment (e.g. scholarships, grants, etc.), may this payment be refunded to the student? Yes No

Payer Information:

Payer Name and Address: _____

Payer's Representative: _____ Daytime Phone: _____ Cell Phone: _____

Payer's email: _____

Agreement:

Payer agrees to pay as described above. Payment will be made directly to Oklahoma State University-Institute of Technology after the student has met the above requirements. Student is ultimately responsible for payment of account by the School's prescribed deadlines unless otherwise agreed upon in writing. Student gives permission to release information relevant to this agreement (e.g., bursar account details, grades, campus and class related performance etc.) to payer. A copy of this form will be provided to the Financial Aid Office. Acceptance of this assistance could affect the student's financial aid.

Student Signature

Date

Payer Representative

Date