



**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.**

<https://osuit.edu/weda/index.php>

<https://www.westerneda.com>

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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 Transportation & 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](http://www.osuit.edu/academics/forms/admissions_packet.pdf)
- Obtain a Personal Identification Number (PIN) to sign online at [www.pin.ed.gov](http://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](http://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](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](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/](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](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](mailto: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](http://www.osuit.edu/my_osuit)

## Admission of Transfer Students

View admission criteria at: [http://www.osuit.edu/admissions/admissions\\_requirements.html](http://www.osuit.edu/admissions/admissions_requirements.html)

# Important Dates

## January, 2021

- 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, 2021

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

## February 1, 2021

- 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, 2021

- Enrollment Begins For Fall Term and continues through October 24

## September 7, 2021

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

## September 8, 2021

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

## October 22, 2021

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

***For More Information please call:***

Terryl Lindsey.....	(918) 293-5106
School of Transportation & 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](http://www.osuit.edu/academics/new_tuition.html)

### 2021-2023- Estimated Cost Per Semester

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

#### Fall 2019 - 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
\$3,639.20	Tuition & fees \$227.45 (16 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$6,127.20</b>	<b>Estimated total semester educational expenses</b>

#### Spring 2020 - Semester 2

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,411.75	Tuition & fees \$227.45 (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$5,749.72</b>	<b>Estimated total semester educational expenses</b>

#### Summer 2020- Semester 3

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,411.75	Tuition & fees \$227.45 (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$5,749.72</b>	<b>Estimated total semester educational expenses</b>

#### Fall 2020 - Semester 4

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$3,411.75	Tuition & fees \$227.45 (15 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$5,749.75</b>	<b>Estimated total semester educational expenses</b>

#### Spring 2021 - Semester 5

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,729.40	Tuition & fees \$227.45 (12 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$5,067.40</b>	<b>Estimated total semester educational expenses</b>

#### Summer 2021 - Semester 6

\$1,159.00	Two Bedroom/One Bathroom Suite
\$779.00	20 Meal Plan
\$2,729.40	Tuition & fees \$227.45 (12 credit hours) <i>This is in-state tuition rate</i>
\$400.00	Books (approximate per semester)
<b>\$5,067.40</b>	<b>Estimated total semester educational expenses</b>

**\$38,578.56\*** 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.

# 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 toolset.
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. 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.**

# OSUIT School of Transportation & 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-216**

#### 1st Semester - 13 Credit Hours

DHER	1123	Fundamentals of Maintenance
DHER	1133	Pre Delivery & Preventive Maintenance
DHER	1143	Principles of GPS Applications
<b>CS</b>	<b>1013</b>	<b>Computer Literacy &amp; Applications</b>
<b>GTGE</b>	<b>1111</b>	<b>College Cornerstone</b>

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DHER	1113	Internship 1
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#### 2nd Semester - 15 Credit Hours

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

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DHER	1213	Internship 2
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#### 3rd Semester - 15 Credit Hours

DHER	1333	Hydraulic Systems
DHER	1323	Electronic Systems
<b>MATH</b>	<b>2003</b>	<b>Business Mathematics</b>
<b>ENGL</b>	<b>2033</b>	<b>Technical Writing II</b>

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DHER	1313	Internship 3
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#### 4th Semester - 15 Credit Hours

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

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DHER	2413	Internship 4
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#### 5th Semester - 12 Credit Hours

DHER	2514	Power Train
DHER	2512	Mobile Air Conditioning
<b>POLS</b>	<b>1113</b>	<b>U. S. Government</b>

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DHER	2513	Internship 5
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#### 6th Semester - 15 Credit Hours

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

## 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

## Financia Aid Web Sites

### Scholarship Resources on the Web

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

[www.collegefunds.net](http://www.collegefunds.net)

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

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

[www.mach25.com](http://www.mach25.com)

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

Mapping Your Future – [www.mapping-your-future.org](http://www.mapping-your-future.org)

College Board Scholarship Search – [http://apps.collegeboard.com/cbsearch\\_ss/welcome.jsp](http://apps.collegeboard.com/cbsearch_ss/welcome.jsp)

Oklahoma Student Loan Authority (OSLA) – [www.oslat.org](http://www.oslat.org)

### GRANTS AND SCHOLARSHIPS:

FAFSA Express – [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)

Missouri Higher Education Loan Association (MOHELA) – [www.mohela.com](http://www.mohela.com)

Oklahoma Guaranteed Student Loan Program (OGSLP) – [www.ogslp.org](http://www.ogslp.org)

Oklahoma State Regents for Higher Education – [www.okhighered.org](http://www.okhighered.org)

Oklahoma Tuition Aid Grant (OYAG) – [www.otag.org](http://www.otag.org)

### GENERAL INFORMATION:

Coalition for Student Loan Reform – [www.cslr.org](http://www.cslr.org)

National Association of Student Financial Aid Administrators – [www.nasfaa.org](http://www.nasfaa.org)

National Council of Higher Education Loan Programs – [www.nchelp.org](http://www.nchelp.org)

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

Project EASI – [www.easi.ed.gov](http://www.easi.ed.gov)

The Financial Aid Information Page – [www.finaid.org](http://www.finaid.org)

US Department of Education – [www.ed.gov](http://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:

***Terry Killman***  
 Faculty  
 Oklahoma State University  
 Institute of Technology  
 1801 E. 4th St.  
 Okmulgee, OK 74447  
 (918) 293-4664  
 Fax (918) 293-4658  
[terry.killman@okstate.edu](mailto:terry.killman@okstate.edu)



# 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



## CONSENT FOR RELEASE OF PERSONAL INFORMATION/EDUCATION RECORDS

I, the undersigned, understand that my consent is required, by the Family Education Rights and Privacy Act of 1974, as amended (“FERPA”), for Oklahoma State University Institute of Technology - Okmulgee (OSUIT) to **release any personally identifiable information** from my education records not defined as “Public/Directory Information” under the University’s FERPA policy.

I, therefore, authorize access to my educational records (**includes all financial and academic records**) to the following:

	Name	Relationship	*CODE (not required) (alphanumeric)	HINT
Example	Samuel Jones	Father	Bingo	Dog’s name
#1				
#2				
#3				
#4				

- A CODE is not required but will supply an additional security check. Please supply the CODE and HINT to each person named above, if applicable. We will require the CODE from the person named if a CODE is supplied.

### ABOUT YOUR CONFIDENTIAL RECORDS:

I understand that my records are protected under a number of federal and state confidentiality regulations and cannot be disclosed without my prior written consent unless otherwise provided for in state and federal regulations, such as Directory Information. I also understand that I may revoke this consent by writing a request at any time except to the extent that action has been taken in reliance on it (e.g. information has been sent or received prior to your revocation, etc.).

I further understand that **Oklahoma State University and/or its staff/employees cannot be responsible for confidentiality of information disclosed after said information has been released pursuant to this authorization**, and I hereby release Oklahoma State University, and its staff/employees from any liability arising from such disclosure.

Acknowledging the above, with the attached signature, I hereby give authority to proceed as directed herein.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

**YOU MUST BE A U.S. CITIZEN TO USE THIS FORM. PRINT OR TYPE ALL INFORMATION.**

(Non U.S. citizens should visit [www.osuit.edu/admissions/international](http://www.osuit.edu/admissions/international))

Return this form and application for admissions (if not already submitted) to:

OSUIT, Scholarship Services, 1801 East 4th Street, Okmulgee, OK, 74447-3901

All students must be enrolled full-time (12 hours) in a degree-seeking AS, AAS or BT program. Additionally, students are required to live on campus to *be awarded and continue to receive* the non-resident tuition waiver unless **at the time of application:**

Student is 21 years of age or older

Student is married

Student has legal custody of a child

**Completion of application does not necessarily guarantee scholarship award. Students must meet eligibility criteria listed below and awards are contingent on available funding. Should you be awarded this waiver, you will be notified through the financial aid award letter or you can check your WEB4Students account online @prodokm.okstate.edu.**

FIRST TIME FRESHMAN OR TRANSFER WITH LESS THAN 24 CREDIT HOURS (must meet at least one of the following criteria):

2.0 cumulative high school GPA

18 ACT composite or equivalent 860 on SAT

Proficiency in at least 2 of 3 curricular areas (English-74, Pre-Algebra 46, Reading-81) on COMPASS placement testing or demonstrated by college credit

TRANSFER WITH 24 OR MORE CREDIT HOURS:

2.0 cumulative college GPA

STUDENTS WHO DO NOT MEET ABOVE ACADEMIC CRITERIA – may apply once their Institution GPA is 2.0 and they have completed a minimum of 12 hrs. Failure to meet the continuing student criteria listed below will result in ineligibility for the Non-Resident Tuition Waiver for subsequent semesters until the Institution GPA and completion rate reach the level required for continuing students.

Continuing students will automatically receive the NRTW by meeting the following requirements:

2.0 Institution GPA

75% completion rate of enrolled classes as of the end of the add/drop period

Full time enrollment (12 hrs). EXCEPTION: If the student is in the graduating semester, verified by degree audit from their program).

**Continuing students who do not meet these standards each term will be placed on probation for one semester. Should the awarded students not meet the above requirements for a second term, the student will no longer be eligible for the Non-Resident Tuition Waiver for the following term. Awarded students will remain on probation until the Institution GPA reaches the above standards.**

APPEAL PROCESS:

Should a student lose eligibility for a NRTW due to suspension, an appeal may be made, in writing, to the Coordinator of Scholarships located in the Grady Clack Building. Appeal must state extenuating circumstances and explain how the issues are being addressed.

Student's Legal name:

Last First MI Maiden

College Wide ID No (CWID): Program:

Semester of Admission/Year:

Fall, Spring or Summer semester of the year for which you are applying (example: Fall 2009)

I understand a full Non-Resident Waiver includes only a waiver of the non-resident portion of the semester credit hour tuition and that the remaining fees, as paid by Oklahoma residents, still apply. I further understand that my Non-Resident Tuition Waiver is conditionally awarded subject to verification of housing status, an Institution GPA of at least 2.0 and full time enrollment. Failure to meet any of the conditions stated above will result in the loss of this Non-Resident Tuition Waiver.

Student Signature: Date:

**FOR OFFICE USE ONLY:**

HS GPA \_\_\_\_\_ ACT Composite \_\_\_\_\_ College GPA (24+ credit hours) \_\_\_\_\_ State of Residency \_\_\_\_\_

Number of Hours Enrolled \_\_\_\_\_ Degree \_\_\_\_\_ Campus Housing \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

