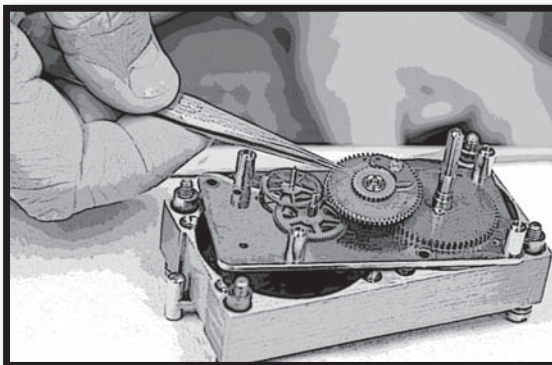


# **EDUCATION FOR SECURITY SPECIALISTS**



# TRAINING FACILITY



We are very proud of our facility. Not showy or ostentatious, just comfortable with small class sizes designed to give students the personal attention necessary to make their learning experience at MBA a positive one. If you would prefer be one of nine students rather than one of thirty, we invite you to spend your valuable time and training budget with us. We know you will join our many student customers who are glad they did (see page 31).

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## EDUCATION FOR SECURITY SPECIALISTS



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# OUR INSTRUCTORS

One of the most important components of effective training is an instructor who is experienced in the subject and capable of sharing information effectively with students. MBA has traditionally engaged instructors who fit this description. All three of our full time instructors have received the designation of Certified Master Locksmith (CML), two are Certified Professional Safe Tech (CPS) and are Certified ACE instructors. One is a Certified Master Safe Technician (CMST). All of our instructors have years of field experience.



## **MARK BATES, CML, CMST**

Mark Bates has worked in the lock industry for over 30 years, starting as a locksmith and safe technician. In 1993, he founded MBA USA, Inc. which is a leading provider of security education and equipment.

Mr. Bates is a longtime member of the Associated Locksmiths of America (ALOA) and the Safe and Vault Technicians Association (SAVTA). In 2000, he was inducted into the SAVTA Hall of Fame. Mark is the author of "Modern Safe Locks" and has contributed articles to leading industry journals.

In addition to his duties as instructor at MBA, Mark has conducted classes for ALOA, SAVTA, and for numerous regional associations. These classes have taken him throughout the U.S. and Canada, to England, Germany, Spain, Denmark, Austria, Italy, Poland, Norway, Sweden and the Middle East. From these travels, Mark has developed a deep understanding of locks and security from a global vantage point.



## **CHUCK BATCKE, CML, CPS**

Chuck has been in the physical security field for more than twenty years. He owned and operated a locksmith shop for twelve of those years. In those twenty years he has had many unique opportunities to work with many branches of government, and law enforcement, and brings a wealth of knowledge in covert and surreptitious entry techniques.

No stranger to education, Chuck has thousands of hours under his belt instructing technical courses throughout the world.



## **ANDY DENNISON, CML, CPS**

Andy has been a locksmith for over twenty years. His experience covers a wide variety of locksmithing services with the majority of his time spent in the area of safes, vaults, and GSA containers. Before becoming a locksmith, he spent four years in the U.S. Navy and another four years in the Naval Reserve. Prior to joining MBA, he taught certification classes for Mas-Hamilton/Kaba Mas for seven years and brings a wealth of knowledge and experience with him. He is the author of the book, "GSA Container Identification" Andy has been a member of SAVTA and ALOA since 1992.

# OUR INSTRUCTORS



## **JOHN FALLE**

John Falle is the brilliant designer of scores of ingenious lock opening tools, and his enthusiasm and genius is evident in the superb classes. John is the designer of numerous advanced opening tools, as well as the renowned Falle Pick Set. Mr. Falle's services are available in North America exclusively through MBA USA. Please contact us for your training requirements concerning John's advanced equipment, and we will give you a quotation. These courses require up to one year advanced notice to schedule and are available only to select government agencies.



## **MARTIN NEWTON, CPS**

Martin is a recognized expert on lever-type key locks, and has extensive knowledge of other mechanical locking devices. He has a background as a covert-entry specialist, making him an ideal instructor for our tactical training courses. As the owner of the U.K. firm, Safe Openings, Martin keeps his expertise up-to-date with constant practice in the field.

Available to select government agencies.



## **ED WOODS, CML, CPS**

Ed is an automotive locksmithing specialist with many years working in the automotive industry. Ed is a consultant to many manufacturers of automotive locksmithing related tools and equipment and is a Certified ACE instructor, a long time member of ALOA and taught automotive locksmithing classes at ALOA conventions and at ACE class events. Ed was the 2006 recipient of ALOA Continuing Education (ACE) Instructor of the Year award which is presented annually by the ALOA Training Department.





# FUNDAMENTALS OF LOCKSMITHING

**Class Time: 9am to 5pm**

**Course Length: 10 Days**

This class has been approved for 10 points towards the ALOA PRP Recertification requirements. If you have NOT yet achieved a PRP Certification, this class can also serve as valuable preparation for the Mandatory Categories section of the exam.

## **Course Description:**

Our 10 day Fundamentals of Locksmithing is a class that teaches the skills necessary for anyone working with locks. It was created to give those who are just starting a career in locksmithing, or who require locksmithing as part of their job in the military or other government service, a solid background in the basics. It is also ideal for anyone considering a locksmithing career but who wishes to first learn more about the trade.

## **The following is covered in detail:**

- How to distinguish between pin, warded and lever locks
- How each of these basic designs operate
- How to use a key blank directory
- Using a key duplicating machine
- How to use a plug follower
- The relationship between pin length, plug diameter and root depth
- How to rekey locks
- Direct codes and blind codes
- How to use code software to locate code information
- How to use a code machine
- Basics of masterkeying
- Lock picking
- Lock Impressioning
- Interchangeable core locks
- Using dial calipers to measure pins and plugs
- Shimming cylinders when no key is present
- Basics of combination safe locks
- High Security Locks
- Disc Lock Reading
- Basic Automotive Locks
- Life Safety Codes Overview
- Door and Exit Hardware

## **Do you need this class? Test yourself with these questions:**

- What is MACS and what can happen when you ignore it when creating a key?
- Does masterkeying increase or decrease security?
- What is the EPD of a common cylinder?
- What is the most likely problem with a cylinder that works OK until it is inverted?
- When a blank key is inserted in a cylinder, which set of pins prevents the plug from turning?

## **Each Student Will Receive:**

- |                                  |  |
|----------------------------------|--|
| • Locksmith tool bag, including: | • File cleaner                           |
| • Cutaway lock cylinder          | • 15-in-1 screwdriver                    |
| • Plug follower                  | • 2-in-1 screwdriver                     |
| • Pin tweezers                   | • Work Mat                               |
| • Warded pick set                | • Printed copy of the Class Presentation |
| • Standard pick set              | • Resource CD                            |
| • Pin kit                        | • MBA USA Course Certificate             |
| • Impressioning file with handle |  |



# SAFE DEPOSIT LOCKS

**Class Time: 9am to 5pm**

**Course Length: 1 Day**

**This class has been approved for 2 points towards the ALOA PRP Recertification requirements. If you have NOT yet achieved a PRP Certification, or are trying to achieve a higher level, this class can also serve as valuable preparation for Elective L-25 (Locks, Safe Deposit).**

## **Course Description:**

This class was designed to give the participant a solid background in servicing safe deposit locks. There are hundreds of varieties of locks in use in countless banks, hotels, and other businesses across America. There is a constant need for technicians who can install, re-key, and open safe deposit boxes when keys are lost or the lock malfunctions. Don't let your competition get all the "gravy" jobs - add this lucrative service to your list of skills.

## **The following is covered in detail:**

- Principles of safe deposit lock design
- Lock Handling
- Nomenclature
- Operation
- Non-changeable locks
- Single changeable locks
- Double-changeable locks
- Key blank selection and duplication
- Generating keys using space and depth keys
- Using a key machine to generate keys
- The "drill and pick" method
- Damage-free bypass techniques
- Pulling the nose
- Pulling the door
- Repair techniques

## **Do you need this class? Test yourself with these questions:**

- On a two-nose lock mounted on a left-hand door, is the guard keyway to the left or right?
- How could you determine exactly where to drill a hole for the "drill and pick"?
- Which characteristics are vital when attempting to identify a safe deposit lock?
- How can you tell a left-hand lock from a right-hand lock?
- Do all safe deposit locks that use two keys have two separate keyways?

## **Each Student Will Receive:**

- 2-in-1 screwdriver
- Work Mat
- Printed copy of the Class Presentation
- MBA USA Course Certificate
- Coffee Mug
- MBA USA Ruler
- MBA USA pen
- Notepad



# TIME LOCKS

**Class Time: 9am - 5pm**

**Course Length: 2 days**

**This class has been approved for 2 points towards the ALOA PRP Recertification requirements. If you have NOT yet achieved a PRP Certification, or are trying to achieve a higher level, this class can also serve as valuable preparation for Elective L-26 (Locks, Time).**

## **Course Description:**

It might take years to really master time locks, but we have taught scores of people to be comfortable with the basics in two days. You will not be a watchmaker at the end of the class, but you will be comfortable correcting overwinds, servicing and synchronizing cases, and understanding the fundamentals of ultrasonic cleaning.

The following is covered in detail:

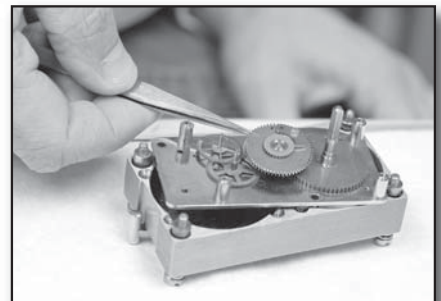
- Nomenclature
- Basic time lock operation
- Safely handling movements
- Triggers and lockouts
- Movement removal
- Determining which direction a movement is wound
- Handed movements
- Correcting overwinds
- Reserve power and how to calculate it
- Standard, reset, and snap action movements
- Ultrasonic cleaning, drying, and lubrication
- Checking cases for common malfunctions
- Synchronizing movements within the case

## **Do you need this class? Test yourself with these questions:**

- You encounter a time lock with 3 movements set for 12, 32, and 19 hours respectively. How many hours will elapse before the time lock unlocks?
- You wish to wind a Snap-Action S&G movement to 8 hours. The first thing you do is wind it to 12 hours. Why?
- Which part of a time lock movement must never be ultrasonically cleaned?
- What are the primary differences between a time lock and a DAT?

## **Each student will receive:**

- 2-in-1 screwdriver
- Work Mat
- Printed copy of the Class Presentation
- MBA USA Course Certificate
- MBA USA Ruler
- Coffee Mug
- MBA USA pen
- Notepad





# COMBINATION LOCK TECHNOLOGY

**Class Time:** 9am to 5pm

**Course Length:** 2 Days

**This class has been approved for 2 points towards the ALOA PRP Recertification requirements. If you have NOT yet achieved a PRP Certification, or are trying to achieve a higher level, this class can also serve as valuable preparation for Elective L-24 (Locks, Safe Combination Type)**

## **Course Description:**

This class was designed to give the participant a solid background in servicing and troubleshooting mechanical combination safe locks. It is ideal for both beginning and intermediate level locksmiths and safe technicians. In the extensive troubleshooting section, the student will learn how to deal with a wide variety of both common and unusual lock problems.

The following is covered in detail:

- UL Standards for Safe Locks
- Lock Handling
- Dialing procedures
- Determining the number of wheels in a lock
- Determining the dialing sequence
- The forbidden zone
- Combination changing procedures for key-changeable locks
- Combination changing procedures for hand-changeable locks
- Mechanical and thermal relock triggers
- Contact points - what they are, how to locate them, & what they tell us
- Lubrication points
- Opening locks with loose dial rings
- Opening locks that are splined incorrectly
- Detecting and compensating for stuck wheel flies
- Opening locks that have had the dial knocked off
- Understanding LOBC indexes
- Opening locks with loose spline keys

## **Do you need this class? Test yourself with these questions!**

- From the outside of a locked safe, how would you determine that the relock trigger is engaged?
- Is wheel number one closest to or farthest from the drive cam?
- What is most likely wrong with a lock that will open but cannot be re-locked?
- Does a "zero change" lock have a separate changing index?
- If all you knew about a lock was that the dial was numbered from 1-100, could you make an educated guess as to which company made that lock?

## **Each Student will receive:**

- 2-in-1 screwdriver
- Work Mat
- "Modern Safe Locks"; a reference book by Mark Bates
- Printed copy of the Class Presentation
- MBA USA Course Certificate
- Coffee Mug
- MBA USA Ruler
- MBA USA pen
- Notepad



# COMPREHENSIVE SAFE LOCK MANIPULATION

**Class Time: 9am to 5pm**

**Course Length: 3 Days**

**This class has been approved for 2 points towards the ALOA PRP Recertification requirements.**

## **Course Description:**

The ability to open a safe without drilling or damage of any kind is the crowning achievement for the professional Safe Technician. Learn how to open U.L. listed Group 2 and some Group 1 combination locks through the use of touch, sight, sound, and mind in this ground breaking class. Forget about graphs and complicated dialing sequences. This class enables you to understand the lock in a way few people do. The result is the ability to understand exactly what is happening inside the lock at any time. Also covered are the basics of straight tailpiece manipulation.

Note: The student should have a very good understanding of safe lock basics before taking this class. You should already be completely comfortable with dialing and changing combinations before enrolling.

The following is covered in detail:

- Review of wheel action.
- Determining the number of wheels in a lock.
- Determining dialing sequence.
- How to quickly open any 3 wheel lock where only 2 of the numbers are known - without knowing how to manipulate!
- How to open a combination lock without ever counting a single turn of the dial
- How to determine the combination of a lock through "back dialing"
- How to detect small differences in contact point variation - without graphs or magnifiers.
- How to determine which wheel is "reading".
- Tips that will increase your opening success rate

## **Do you need this class? Test yourself with these questions:**

- Can you already find one number of a lock through manipulation, but then get "lost"?
- Would you like to increase your profit on safe opening jobs?
- Would you like to toss out all the books and graphs you've tried in the past and develop a true understanding of manipulation?
- Would you like to be able to tell within a few minutes whether a lock is worth spending time on?
- Would you like to greatly increase your diagnostic skills?

## **Each student will receive:**

- A mounted, cutaway LaGard 3330 safe lock
- 2-in-1 screwdriver
- Work Mat
- Printed copy of the Class Presentation
- MBA USA Course Certificate
- Coffee Mug
- MBA USA Ruler
- MBA USA pen
- Notepad



# ADVANCED SAFE LOCK MANIPULATION

**Class Time: 9am to 5pm**

**Course Length: 3 Days**

**This course has been approved for 3 points towards the ALOA PRP Recertification requirements.**

This class has been developed for those who want to take their manipulation skills to the next level. We begin with a review of dialing techniques followed by some advanced dialing exercises. Next we conduct an overview of UL Standards for mechanical safe locks, including those for manipulation resistant locks.

Dialing methods for the notoriously unyielding LaGard 3330 lock are discussed followed by a hands-on exercise. We then move up to techniques for several Group 2M locks, again followed by a practical exercise. Moving forward, we cover techniques for Mosler locks with faceted wheels. Current Group 1 locks are delved into next, in addition to various manipulation aids and dialers. Techniques for manipulation resistant padlocks round out this outstanding new offering.

## **The following is covered in detail:**

- UL ratings for Mechanical Safe Locks
- Advanced Dialing Techniques
- The LaGard 3330 safe lock
- Current S&G and LaGard Group 2M locks
- Mosler Locks
- Star round door safe locks
- S&G 8400 locks
- S&G 8500 locks
- S&G 2937 locks
- The LaGard 2200 and 2270
- Early versions of the S&G 8077 padlock
- Operation of the ITL 2000 Autodialer
- Amplifiers, magnifiers, and other manipulation aids

## **Do you need this class? Test yourself with these questions:**

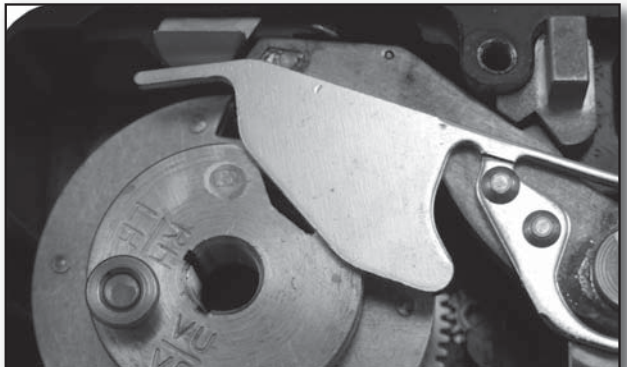
- Is it possible to park all wheels right on a lock to 3 different numbers? (Yes!)
- Do you understand Wheel Shadowing and how to overcome it?
- Is a 2.5 number increment effective when manipulating Group 1 locks?
- Is graphing the most efficient way to open most locks?

## **Each Student will receive:**

- Work Mat
- Printed Copy of the Class Presentation
- MBA USA Course Certificate
- Coffee Mug
- Ruler
- Pen
- Notepad

## **COURSE SIGN UP REQUIREMENT:**

DO NOT sign up for this course unless you are completely comfortable with manipulating Group 2 locks. You should have at least 10 unassisted openings to your credit prior to signing up.



# PROFESSIONAL SAFE DRILLING

**Class Time: 9am - 5pm**

**Course Length: 2 days**

**This class has been approved for 2 points towards the ALOA PRP Recertification requirements.**

## **Course Description:**

Join the ranks of our industry elite by learning the skills needed to open safes like an expert. Drill site selection, dial removal, drilling apparatus, drill bits, inspection lights, borescopes, number transferring, relock triggers, emergency dials and more are covered in this class. You will go home with the skills and confidence needed to grow in this profitable field.

The following is covered in detail:

- How to plan your attack
- How to remove various dials
- Opening burglarized safes
- How lock handling affects the drill site
- Hardplate and how it is used
- The pros and cons of templates
- Drilling the fence off
- HSS, cobalt, carbide, and diamond drill bits
- Pros and cons of lever rigs and fixed rigs
- How to transfer numbers
- Relock triggers and devices
- Thermal relock triggers
- How to use an emergency dial
- Reading through the change key hole
- Ophthalmoscopes and borescopes

## **Do you need this class? Test yourself with these questions:**

- When scoping the change key hole of a modern S&G 6730, do you first see wheel 1 or wheel 3?
- Are cobalt bits effective against most hardplate?
- At what dial number do many modern spline keyways align?
- Why is reading through the change key hole on a Mosler MR302 a bad choice of attack method?
- How is it possible to determine that a lock's relock trigger is engaged before even driving out to look at the safe?

## **Each student will receive:**

- 2-in-1 screwdriver
- Work Mat
- Printed copy of the Class Presentation
- MBA USA Course Certificate
- Coffee Mug
- MBA USA Ruler
- MBA USA pen
- Notepad



# GSA CONTAINER IDENTIFICATION

**Class Time: 9am to 5pm**

**Course Length: 1 Day**

**This class has been approved for 1 point towards the ALOA PRP Recertification requirements.**

## **Course Description:**

This class will give the student an extra advantage when taking the GSA Approved Container Inspection course and is typically scheduled the day before the inspection course. The first step in inspecting a GSA container is identifying it. Even if you have worked with GSA containers for years, there is always more to learn. This class will help fill in the gaps between what you know or think you know.

Since 1955, there have been at least 18 manufacturers of GSA approved security containers, IPS containers, vault doors, and weapons containers. Some of the manufacturers were in the game for a short time while others manufactured products for many years. Some made only certain approved products while others made many types of products.

This class will show examples of the types of containers, give an overview of the different manufacturers, explain the classes of containers, and even show examples of file cabinets that are commonly mistaken for GSA containers when they are not.

## **The following is covered in detail:**

- GSA History
- Classes of GSA containers and their protection requirements
- Differences between "Black Label" and "Red Label" containers
- Labels on containers and how to interpret their information
- Typical GSA container and vault door configurations
- Each manufacturer with samples of their approved products
- "Imposters" Containers that are mistaken as GSA approved
- Tips on identifying containers when the original labels are missing or incorrect

## **Do you need this class? Test yourself with these questions:**

- When was the first GSA container made?
- How can you immediately identify a Class 3 Mosler container?
- What is the difference between a COMSEC and IPS container?
- Which Classes of containers were insulated against fire?
- What Class is an insulated vault door?
- Can you identify an Overly Vault Door by looking at the hinges?

## **Each student will receive:**

- GSA Container Identification a reference book By Andy Dennison
- Class reference guide
- MBA USA Course Certificate
- Coffee Mug
- MBA USA Ruler
- MBA USA pen
- Notepad





# GSA APPROVED CONTAINER INSPECTION COURSE

**Class Time: 9am to 5pm**

**Course Length: 3 Days**

**This course is approved by the General Services Administration.**

**This class has been approved for 3 points towards the ALOA PRP Recertification requirements.**

## **Course Description:**

Individuals successfully completing this training program will be authorized by GSA to inspect and recertify GSA containers.

Classified material is stored in containers made to exacting specifications. These are commonly called "GSA Containers". They are not cheap. Some containers, although old, are still quite usable. Others, may appear new and to be in perfect condition, but have hidden vulnerabilities.

This course was developed to take the guesswork out of whether a container is suitable or not. It allows for the identification of containers that are vulnerable, yet permits the preservation of containers that are not being used due to minor flaws such as lack of a GSA label. Many such otherwise sound containers are currently shunned for this very reason. However, without inspection by a specially trained person it is difficult to distinguish between sound and fatally flawed containers!

Inspectors must be meticulous in their workmanship, maintain ongoing contact with the training organization, and attend continuing education programs as required by GSA.

## **The following is covered in detail:**

- GSA Container configurations
- How containers are classed
- What label color can tell about a container
- Security file container specifications
- Map and plan security container specifications
- Weapons storage security container specifications
- Vault door specifications
- Repair requirements
- Covert lock compromises and how to detect them
- Detailed inspection instruction for all covered containers
- Instruction completing mandatory inspection reports

## **Prerequisites:**

- DO NOT SIGN UP FOR THIS CLASS UNLESS you have completed at least three days of formal instruction in GSA safe locks, including mechanical locks, and are current with FF-L-2740 locks. No instruction in operating, installing, or programming FF-L-2740 locks will be given in this class. If you plan on repairing GSA containers as a part of the inspection process, you should have formal instruction before attempting to do so.
- Persons with little or no training on GSA containers or their locks should consider enrolling in our GSA Certified Safe and Vault Technician course and include the inspector option with that course.
- We strongly recommend you attend GSA Container Identification prior to taking this class. It is always scheduled the day before this course.

*This class requires you to be able to lift 80 pounds to a level of 4 feet.*

## **Each Student will receive:**

- 15-in-1 screwdriver
- 2-in-1 screwdriver
- Flashlight
- Work Mat
- 3-ring reference binder
- Resource CD
- GSA Approved Container Inspector Certificate
- GSA Approved Container Inspector Identification card



# GSA APPROVED CONTAINER INSPECTION COURSE UPDATE

**Class Time: 9am to 5pm**

**Course Length: 2 Days**

**This course is approved by the General Services Administration.**

**This class has been approved for 2 points towards the ALOA PRP Recertification requirements. (In-house course only. Does not apply to online exam.)**

## **Course Description:**

Current GSA inspectors may renew their qualification as inspector by taking the GSA Approved Container Inspection Update course. GSA Inspector qualification is valid for three years and may be taken by MBA USA or LSI graduates. Renewal may be taken up to six months before or three months after current expiration date.

There are two ways to renew:

1. You can take the renewal class which is two days and is offered in conjunction with the Basic GSA Approved Container Inspection Course. The first day is a review of documentation. The second day will be a hands-on inspection of containers and vault doors. This class is given at our training facility in Nicholasville.

## **The following is covered in detail:**

- GSA Container configurations
- How containers are classed
- What label color can tell about a container
- Security file container specifications
- Map and plan security container specifications
- Weapons storage security container specifications
- Vault door specifications
- Repair requirements
- Covert lock compromises and how to detect them
- Detailed inspection instruction for all covered containers
- Instruction completing mandatory inspection reports

*This class requires you to be able to lift 80 pounds to a level of 4 feet.*

## **Each Student will receive:**

- 15-in-1 screwdriver
- 2-in-1 screwdriver
- Flashlight
- Work Mat
- 3-ring reference binder
- Resource CD
- GSA Approved Container Inspector Certificate
- GSA Approved Container Inspector Identification card



**OR**

2. You can renew online. Go to our web site and select the GSA section. Click on the link "Inspector Renewal Request", fill out and submit the exam request. We will review your request and when approved, we will ask you to provide payment. When payment is received, we will ship you a class binder which includes a resource CD-ROM and a letter of instructions with your password. You will then be able to log on and take the exam.

**Prerequisites:**

**DO NOT SIGN UP** for this class or the online exam unless you have completed the Basic GSA Approved Container Inspection Course and your three year term is expiring. Refer to your inspector identification card for the expiration of your three year term.

# GSA CERTIFIED SAFE & VAULT TECHNICIAN

**Class Time: 9am to 5pm**

**Course Length: 11 Days**

**This course is approved by the General Services Administration. Factory Authorized Training**

**This class has been approved for 10 points towards the ALOA PRP Recertification requirements.**

## **Course Description:**

This course will certify the student to service, neutralize, and repair GSA approved security containers and vault doors. The Department of Defense and other federal departments are moving toward making this certification a requirement for anyone performing almost any type of service on these containers, including periodic preventive maintenance inspections.

The training begins with combination locks used on GSA containers including the latest FF-L-2740 and FF-L-2937 approved locks. It continues with GSA container identification, proper servicing, drilling & repair, Federal Specifications for GSA Containers and locks, and regulations concerning GSA containers and what are to be stored in them.

The course finishes up with the requirements and responsibilities for performing recertification inspections on GSA containers and vault doors.

This adds a second credential of GSA Approved Inspector to those who successfully complete all of the requirements. Both of these qualifications have been approved by GSA and are valuable credentials for anyone performing work on GSA Containers or vault doors.

## **The following is covered in detail:**

- Mechanical combination lock operation
- S&G Model 2937 factory authorized training
- S&G Model 2740A and 2740B factory authorized training
- Kaba-Mas X-10 and X-09 factory authorized training
- X-08 and X-07 training
- Pedestrian Door Deadbolts (PDDs)
- GSA container identification
- GSA container drilling and repair
- GSA container servicing
- Federal Specifications for GSA containers and vault doors
- DoD and other Federal regulations for classified storage requirements

## **Do you need this class? Test yourself with these questions:**

- How much forced entry protection are class 6 containers tested for?
- What is the difference between surreptitious and covert entry?
- What does blue lettering on a GSA label indicate?
- Must a container be recertified if it is drilled and repaired to the Federal Standard?
- What are the three levels of classified material?
- Which container provides more protection, class 5, 6, or 7?

## **Each Student will receive:**

- |  |  |
|--|--|
| • <i>GSA Container Identification</i> a reference book<br>By Andy Dennison | • Sargent & Greenleaf Model 2740 Certificate |
| • Sargent & Greenleaf <i>Mechanical Safe Lock Guide</i>                    | • Sargent & Greenleaf Model 2937 Certificate |
| • 3-ring reference binder  | • Coffee Mug                                 |
| • Sargent & Greenleaf 2740 DVD   | • MBA USA Ruler                              |
| • Resource CD  | • MBA USA pen                                |
| • GSA Certified Safe and Vault Technician Certificate*                     | • Notepad                                    |
| • GSA Certified Safe and Vault Technician Identification card*             | • MBA USA tool bag                           |
| • GSA Approved Container Inspector Certificate*                            | • 15-in-1 screwdriver                        |
| • GSA Approved Container Inspector Identification card*                    | • 2-in-1 screwdriver                         |
| • Kaba-Mas X-10/X-09 Certificate   | • Work Mat                                   |



\* Certificates and Identification cards are only issued to those who successfully pass.

# NEUTRALIZATION & REPAIR OF GSA APPROVED CONTAINERS

**Class Time:** 9am to 5pm

**Course Length:** 2 Days

**This class has been approved for 2 points towards the ALOA PRP Recertification requirements.**

## **Course Description:**

Proper opening and repair of GSA containers is essential for retaining GSA approval. This class teaches methods for opening and repairing GSA security containers authorized by Federal Standard 809.

All authorized methods of opening are covered with emphasis on drilling under the dial ring.

Drill rigs and their setup, types of drill bits, drilling techniques, and safety are covered. Repair is conducted to include proper hands-on welding and finishing of the repair.

## **The following is covered in detail:**

- Federal Standard 809 (current revision)
- Drilling techniques for most black label containers
- Drilling techniques for red label containers
- Welding as part of GSA container repair
- Painting and finishing techniques for repairs

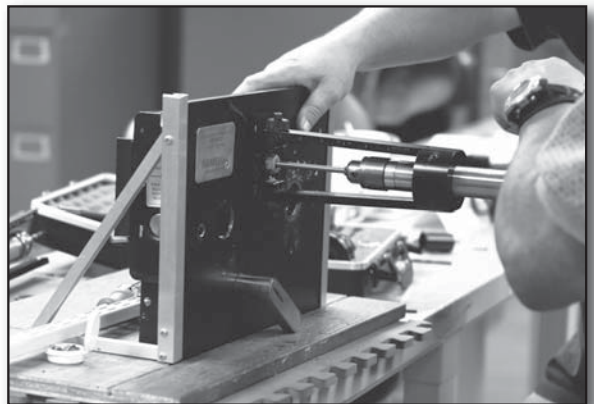
## **Do you need this class? Test yourself with these questions:**

- Can a Map and Plan container be drilled outside of its dial ring area and retain its approval?
- What is the proper repair for a red label container that was opened by cutting the drawer bolts?
- Does a repair require painting on the inside of the container?
- Must a container be recertified if it is drilled and repaired to the Federal Standard?

## **Each student will receive:**

- Work Mat
- Copy of Federal Standard 809
- MBA USA Course Certificate
- Coffee Mug
- MBA USA 7" Ruler
- MBA USA pen
- Notepad

Topics in this course are also included in our GSA Certified Safe and Vault Technician course.



# KABA-MAS X-10 CERTIFICATION

**Class Time: 9am to 5pm**

**Course Length: 1 Day**

**This class is approved for 1 point towards the ALOA PRP Recertification requirements.**

This factory authorized certification course provides in-depth training for installation, operation and programming of the X-10 lock and presents the differences between it and the X-09. Students will be taught to install the X-10, set up the lock in various modes of operation, change combinations, recognize and clear error conditions in the lock, auditing procedures, and basic troubleshooting.

The following is covered in detail:

- Where the X-10 is used
- Proper installation
- \* Dialing open the X-10
- Modes of operation
- Combination changing
- Changing the combination with the serial number
- Audit Features
- Basic troubleshooting
- Differences between the X-10 and the X-09

*A multiple-choice exam will be given at the end of each course. Students must score 76% or higher to receive certification of training from Kaba-Mas.*

Each Student receives

- Training workbook with product manuals
- Coffee Mug
- Notepad
- MBA USA Pen
- MBA USA Ruler
- 2-in-1 Screwdriver
- Work Mat
- Kaba-Mas X-10/X-09 Certificate (upon passing)

This class is also included in our GSA Certified Safe and Vault Technician course.





# S&G MODEL 2740 LOCK TRAINING CLASS

**Class Time:** 9am - 5pm

**Course Length:** 1 day

**This class has been approved for 1 point towards the ALOA PRP Recertification requirements.**

Factory Authorized Training

## **Course Description:**

The Sargent & Greenleaf model 2740B safe lock was designed to meet Federal Specification FF-L-2740 and is approved for use in protecting our nation's classified materials. The manufacturer requires that technicians successfully complete this approved training program to be listed in their 2740 recommended technician database.

The course will provide instruction in the installation, setup, and programming of the Sargent & Greenleaf model 2740B combination lock and includes training on model 2740A. The course is concluded with a written test developed by the manufacturer on which students must achieve a minimum score of 80% to become a registered technician.

## **The following is covered in detail:**

- Federal Specification FF-L-2740
- Proper installation of the S&G 2740 lock
- Setup Module Functions
- Dial calibration
- Combination changing and setting operating mode
- Model 2740 lock servicing
- Drilling the model 2740

## **Each student will receive:**

- 2-in-1 screwdriver
- Work Mat
- Sargent & Greenleaf 2740 DVD
- S&G Model 2740 Reference book
- S&G Model 2740 Reference CD
- Sargent & Greenleaf Model 2740 Certificate (upon passing)
- Coffee Mug
- MBA USA Ruler
- MBA USA pen
- Notepad

This class is also included in our GSA Certified Safe and Vault Technician course.



# ELECTRONIC SAFE LOCKS

**Class Time: 9am to 5pm**

**Course Length: 2 Days**

Note: If you have already achieved a STPRP Certification from (CPS or CMST), this class has been approved for 2 points towards the ALOA PRP Recertification requirements.

If you have NOT yet achieved a PRP Certification, or are trying to achieve a higher level, this class can also serve as valuable preparation for both the CPS and CMST exams.

## **Course Description:**

Love them or hate them, electronic safe locks are encountered in ever increasing numbers. In addition, model numbers and features are continually changing with little advanced notice from manufacturers.

This new class is designed to present you with up-to-date information on current production locks. Programming, troubleshooting, plus drilling and bypass methods are thoroughly covered for today's most common locks.

## **The following is covered in detail:**

- Principles of electronic locks
- Identification
- Nomenclature
- Operation
- La Gard Locks
- S&G locks
- AMSEC locks
- Kaba-Mas locks
- And more

## **Do you need this class? Test yourself with these questions!**

- A simple way to overcome a lost combination is to simply replace the keypad and punch in the Factory Combination (T or F?)
- The brand of battery used in a lock is of no importance, as long as they are the correct size and voltage (T or F?)
- All mechanical safe locks used by the U.S. Government will be required to be replaced by electronic locks by December 31, 2015 (T or F?)
- Time delay is never allowed as a feature on a lock that has two or more user codes (T or F?)
- All electronic safe locks in use today are manufactured by just two companies. (T or F?)

## **Each student will receive:**

- Printed copy of the Class Reference Material
- Coffee Mug
- Notepad
- MBA USA Pen
- MBA USA Ruler
- 2-in-1 Screwdriver
- Work Mat
- MBA USA Course Certificate



# JOHN FALLE/CUSTOM CLASSES

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**MBA USA** is proud to have been selected to be the exclusive provider of John Falle's training and equipment in North America.

When you train with John Falle you are receiving instruction from the greatest living expert on mechanical locking devices. The brilliant inventor of scores of ingenious lock defeat tools, John brings a talent into the classroom that is matchless in its depth.

*Courses with John Falle must be arranged well in advance (plan on at least a year), and are available only to select government agencies.*

**Lock Picking:** What technician wouldn't like to be a better lock picker? John is not only among the best lock pickers alive, he is able to transmit his profound understanding to the student in ways that make a complex skill seem simple. We can offer up to 15 days of hands-on instruction in lock picking.

**Engineering Course:** Mr. Falle conducts a lock defeat engineering course that can be focused on a lock of your choice. The strengths and weaknesses of the lock are examined, and a working defeat tool is designed and constructed. Five days, conducted at Falle's workshop in Jersey, Channel Islands.

**In-Depth Tool Instruction:** John can conduct in-depth training on any of his specialized defeat tools. Learn the best ways to operate and maintain your valuable Falle Lock Defeat Tools.



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**Class Time:** 9am to 5pm  
**Course Length:** 5 TO 10 Days  
**Course Fees:** Call for Quote

## CUSTOM CLASSES

You may find that your training needs cannot be met by our regularly scheduled classes. Schedules may conflict, or you may require training in topics not covered in our standard courses. We at MBA are experienced in putting together customized classes to meet your needs. Here is a sample of classes we have put together in the past....

**Bank Lock Servicing:**

Learn the basics of Bank Lock Servicing in a custom 3 to 5 day class! Perfect for training your service crew in the basics. Learn safe deposit locks, combination lock servicing, and time locks in one class!

**Lever Locks:**

Most high security safes use a lever lock in addition to the combination lock. Learn the construction and operation of a variety of both common and unusual lever locks, including the use of a Hobbs pick.

**Vault Locks:**

Do you really want to change the combination on a vault door without specific training on vault locks? Minimize the risks inherent in working with vaults with this class.

**Prison Locks, Handcuffs & Restraints:**

Learn the design, function, and maintenance of prison hardware and restraints. Emphasis is placed on proper security procedures, as well as documented security breaches and how they can be avoided.

# TACTICAL LOCKSMITHING

**Class Time: 9am to 5pm**

**Course Length: 5 TO 10 Days**

**Course Fees: Call for Quote**

**NOTE:** The following class can be scheduled for your group at a time that is best for you! Call us with your schedule and the number of students. We can work with you to provide your group with the training you need at a time that works for you.

**Enrollment:**

Limited to active Law Enforcement Personnel

**Types of locks dealt with:**

Common door locks, padlocks, utility locks, file cabinet locks, and desk locks.

## **Class Description:**

This course is designed to train tactical personnel in the skills needed for covert lock entry. Core locksmithing skills are taught, with an emphasis on how these skills can be used to gain damage-free access. By the end of the course the student should have a solid understanding of the tools and techniques required for accessing a wide variety of typical locking devices.

In order to gain proficiency, it is extremely important that the student develop a thorough understanding of lock design and operation. We begin with an overview of the four basic varieties of mechanical locks and how they differ. We progress to key blank design and the methods of matching blanks to locks. Basic key machine operation is explored next, followed by an in-depth look at lock cylinder design and function. Key codes and cutting keys by dimension is covered in detail. Basic masterkeying methods are explored, followed by an exercise in reverse-engineering a lock to obtain the masterkey. Lock picking and lock bypass techniques are covered in detail, followed by advanced key impressioning methods.

**NOTE:** A kit containing many of the tools used in this class is available for an additional charge.

The following is covered in detail:

- Lock cylinder terminology, design and function
- Duplicating keys
- Creating keys by code
- Measuring pin length to produce a key
- Decoding keys using dial calipers
- Determining the keyway
- Masterkeying - how it works and how to use it to your advantage
- How to pick locks
- Bypassing padlocks and other common locks
- How to create keys by the impression method
- Advanced impressioning techniques



# TACTICAL LEVER LOCKS

**Class Time: 9am to 5pm**

**Course Length: 5 TO 10 Days**

**Course Fees: Call for Quote**

NOTE: The following class can be scheduled for your group at a time that is best for you! Call us with your schedule and the number of students. We can work with you to provide your group with the training you need at a time that works for you.

Enrollment:

Limited to active Law Enforcement Personnel

Types of locks dealt with:

Safe deposit locks, key-operated safe locks, lever-type door locks (primarily foreign).

## **Class Description:**

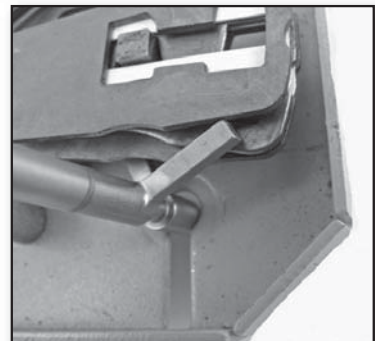
This class is best suited for students who are already familiar with defeat methods for standard locks. Lever Locks are generally considered the most secure of the basic mechanical lock designs.

The lever design is much more common than some people believe. Nearly all domestic safe deposit locks, many door locks (domestic, but especially foreign), and most key-operated safe locks and penitentiary locks are secured by levers. In addition, the lever design is used in some mail box and furniture locks. Tactical Lever Locks is intended for those who need to open such locks without damage.

NOTE: A kit containing many of the tools used in this class is available for an additional charge.

The following is covered in detail:

- Safe Deposit Locks:
- How they operate
- How to generate keys
- Known covert opening techniques including using the "drill and pick" technique, Hobbs Picks and bypass tools.
- British-Style Door Locks:
- Decoding with specially prepared keys
- Decoding by clay impressions
- How to use "build-up" keys to gain access after decoding.
- Multiple-Turn European-Style Door Locks:
- Picking and decoding techniques using weighted tension tools
- How to decode the lock during the picking process
- Key-Operated Safe Locks:
- Varieties of keys and lever designs
- Basic and advanced defeat techniques using Hobbs picks and Pin/Cam Decoders
- Practical exercises in measuring keyways, counting levers and key generation.





# TACTICAL SAFE LOCKS

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**Class Time:** 9am to 5pm

**Course Length:** 5 TO 10 Days

**Course Fees:** Call for Quote

**NOTE:** The following class can be scheduled for your group at a time that is best for you! Call us with your schedule and the number of students. We can work with you to provide your group with the training you need at a time that works for you.

**Enrollment:**

Limited to active Law Enforcement Personnel

**Types of locks dealt with:**

Common mechanical safe locks.

## **Class Description:**

Learn how mechanical safe locks operate and the methods used to defeat them in this program. To enable the student to become proficient in these advanced skills, we begin with the basics. We start with cutaway locks to study wheel action and operation principles. We proceed to combination changing, forbidden zones, and relock triggers. Once the student is comfortable with the basics, we move forward and learn wheel counting and back-dialing methods.

A complete understanding of wheel action is finally achieved when the student is capable of finding the combination looking only through the change key hole in the back of the lock. Next, we advance to lock manipulation: the technique of learning the combination of a locked safe through sight, sound, and touch alone. This crowning skill is the ultimate tool for the covert safe technician. The prospective student will find this to be a very challenging class. Come prepared to face a tough mental workout!

**NOTE:** A kit containing many of the tools used in this class is available for an additional charge.

The following is covered in detail:

- Counting Wheels
- Back-Dialing
- Reading combinations through the change key hole
- Combination Lock Manipulation
- "Straight-tailpiece" lock manipulation
- How to develop manipulation techniques for unfamiliar locks
- Bypassing electronic safe locks



# TACTICAL AUTOMOTIVE

**Class Time: 9am to 5pm**

**Course Length: 5 TO 10 Days**

**Course Fees: Call for Quote**

**NOTE:** The following class can be scheduled for your group at a time that is best for you! Call us with your schedule and the number of students. We can work with you to provide your group with the training you need at a time that works for you.

**Enrollment:**

Limited to active Law Enforcement Personnel

**Types of locks dealt with:**

Ignition, door, glove box, and trunk locks for a cross section of modern automobiles.

## **Class Description:**

Automotive security systems have become much more sophisticated in recent years. If you are tasked with accessing a locked car, don't count on the old "Slim Jim" to bail you out anymore! Today's technician is faced with alarms, remote unlocking devices, and keys with built-in transponders.

This class will help you determine what type of system you're up against and the best way to defeat it. You will learn how to access the passenger compartment of most any vehicle, plus what it takes to create working keys for a variety of modern cars.

**NOTE:** A kit containing many of the tools used in this class is available for an additional charge.

- The following is covered in detail:
- Visual assessment of vehicle locking and security systems
- Using the VIN to establish country of origin and model year of target vehicle
- Methods of generating keys without entering the vehicle
- Accessing the passenger compartment without triggering the alarm
- Obtaining code numbers and using them to generate keys
- Master/Valet and Primary/Secondary key systems
- Passive anti-theft systems and how to deal with them
- Dealing with transponders



# ENROLLMENT APPLICATION

## Personal Information

Type or clearly print requested information. You must complete all spaces on this page. Return to MBA USA, Inc. with required deposit.



First Name		Middle Name		Last Name	
Street Address (No P.O. Boxes)		City		State	Zip Code
( )		( )		( )	
Work Phone Number	Fax Number	Home Phone Number		E-mail address	
				/ /	
Sex	Height	Weight	Hair Color	Eye Color	Date of Birth (Include Month, Day, & Year)
Place of Birth (Include City, County & State; put country if outside U.S.A.)			Years of High School Completed		Years of College Completed
/ /			Yes No		
Social Security Number		Ever Convicted of a felony? (Circle One) If Yes, Explain			

## Employment & References

( )			
Current Employer	Phone Number	Dates of Employment	
Street Address	City	State	Zip Code
( )			
Previous Employer	Phone Number	Dates of Employment	
Street Address	City	State	Zip Code
( )			
Name of Character Reference (No Family Members)	Phone Number		
Street Address	City	State	Zip Code

## What you must do

1. Fill out the ENROLLMENT APPLICATION AND AGREEMENT. Be sure to fill in all the blanks.
2. Make a copy for your files, then return the completed application and agreement, along with the following items, to:  
**MBA USA, Inc. 200 Orchard Drive, Nicholasville, KY 40356-2357:**
  - Registration fee of \$25.00. This is a one-time only fee. Future classes taken by applicant will have this fee waived.
  - Deposit of \$100.00 for each class. Remaining balance will be due the first day of class. We accept checks and credit cards for deposits and balance of tuition. If you are a government employee, a check, government credit card or properly completed and signed SF182 form will also be accepted. These funding forms must be sent to MBA prior to the beginning of training class.
3. The ENROLLMENT APPLICATION AND AGREEMENT and deposits must be received 30 days prior to the scheduled start of any class. Early enrollment is recommended, as space for each class is limited.

## What we will do

1. MBA will review your application and confirm your credentials.
2. Upon approval, you will be sent CONFIRMATION OF REGISTRATION consisting of your confirmation number, reminder of class dates/times and hotel information. **Remember**, you are **not** officially registered in a class until we send written confirmation to you.
3. MBA will keep you informed of any changes in class schedules as is necessary.

# ENROLLMENT AGREEMENT

## Method of payment

☐ Check (Payable to MBA USA, Inc.) ☐ Pre-Approved Company Purchase Order P.O. Number \_\_\_\_\_

☐  ☐  ☐  ☐  ☐ Government Form 182\*

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_ Last 3 digits on back of card \_\_\_\_\_

Name on Card & Card Billing Address \_\_\_\_\_

Signature \_\_\_\_\_ Total Enclosed: \$ \_\_\_\_\_

\* Government and Military Employees - forms must be submitted before class begins. Please be sure block 37 is completed.

## Refund Policy

Should it be necessary for you to cancel your registration, the following policy shall apply:

All fees, except the \$25.00 registration fee, will be refunded if you cancel prior to the start of class. Once class has begun, should it be necessary to cancel or dismiss a student, refunds will be based on the percentage of the course completed on the day of cancellation. When half of a course is completed, no refunds will be made. If not present the first day of class, and without notice of cancellation to MBA USA, Inc., you will forfeit all fees and deposits paid and will be billed for any unpaid balance.

MBA USA, Inc. reserves the right to cancel courses as we determine necessary. Full refunds will be issued to students who have paid for cancelled courses. Any refunds will be made MBA USA, Inc. within 30 days.

### Commonwealth of Kentucky Consumers Right of Cancellation

- You may cancel this contract, without penalty or obligation, within 10 business days from the date you sign the contract.
- You may also cancel this contract if, upon doctor's order, you cannot physically receive the services, or you may cancel the contract if the services cease to be offered as stated in the contract. If you cancel this contract for either of these reasons, the seller, MBA USA, Inc. may keep only a portion of the tuition or contract price.
- You may notify the seller, MBA USA, Inc., of your intent to cancel by giving written notice to: **MBA USA, Inc., 200 Orchard Drive, Nicholasville, KY 40356-2357.**
- MBA USA, Inc. reserves the right to cancel a class due to insufficient enrollment. You will be notified and a full refund will be issued.

I certify that I have received a copy of and read the ENROLLMENT AGREEMENT, including the REFUND POLICY. I understand that MBA USA, Inc. has the right to deny my application and that I may be investigated prior to acceptance. I confirm that I have never been convicted of any crime involving burglary, breaking and entering or robbery. All information obtained in these courses will only be used in my work in the security industry. I accept the payment policies of MBA USA, Inc. and understand that a deposit and registration fee must be submitted with my application.

I, the undersigned, do hereby swear and affirm that all statements on the ENROLLMENT APPLICATION are true to the best of my knowledge.

## Signature

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

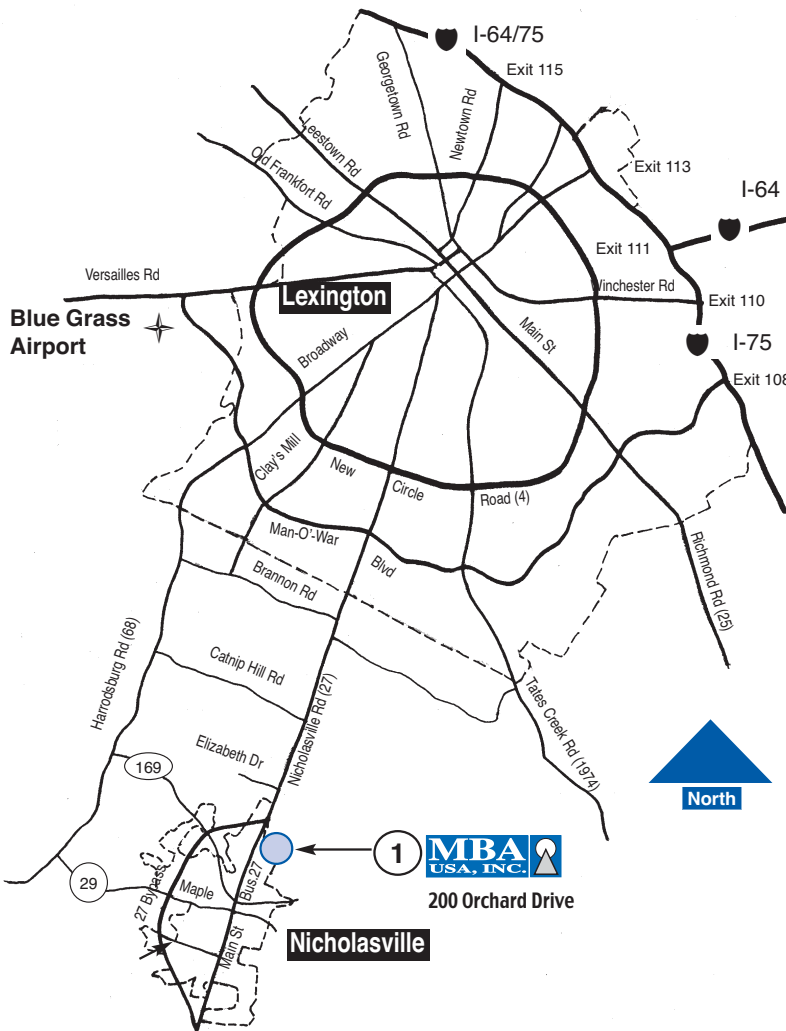
MBA School Official Signature \_\_\_\_\_ Date \_\_\_\_\_

Class You Are Attending \_\_\_\_\_ Class Date \_\_\_\_\_

Name as you prefer it to appear on the class certificate \_\_\_\_\_

**Please complete forms on pages 26 and 27. Return to MBA by email, mail or fax.**

# AREA INFORMATION - MAPS



## Lexington - Nicholasville KY

Lexington/Nicholasville is located in Central Kentucky and is within a one day drive of most cities east of the Mississippi River. Interstate highways 75 and 64 intersect in Lexington.

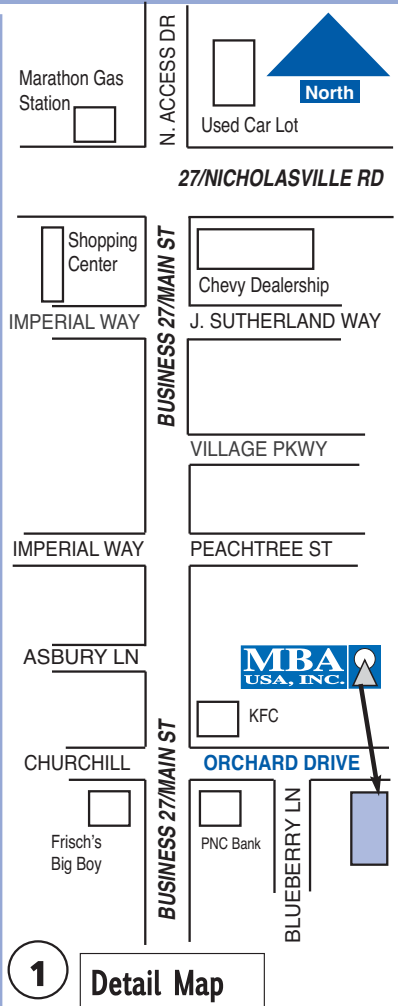
Blue Grass Airport serves the Lexington area. Airlines that serve the airport include American, Delta, US Airways Express and United Express.

Visit [www.visitlex.com](http://www.visitlex.com) and our web site, [www.mbaUSA.com](http://www.mbaUSA.com) for more information about the area including accommodations and attractions.

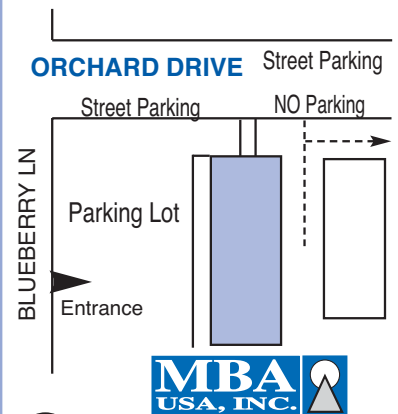
## MBA USA, Inc.

Our building is easy to find. Just turn at the bypass on to Main Street (see map #1 for landmarks). Then look for Orchard Drive (see map #1 for landmarks). Turn on to Blueberry Lane to access our parking lot.

Parking in the lot is limited but there is plenty of street parking on both sides of Orchard Drive. Please DO NOT park in front of the neighboring building (see map #2) or in front of our mail box.



## 1 Detail Map



## 2 Detail Map

MBA Building and Parking



# AREA INFORMATION - HOTELS/TRANSPORTATION

## Transportation

(Information on this page is subject to change without notice. Please check our web site for updates to phone numbers, web sites and ownership.)

**Avis** [www.avis.com](http://www.avis.com)  
Reservations: 1-800-230-4898

**Budget** [www.budget.com](http://www.budget.com)  
Reservations: 1-800-527-0700  
Local Number: 1-859-252-8408

**Enterprise** [www.enterprise.com](http://www.enterprise.com)  
Reservations: 1-800-261-7331

**Hertz** [www.hertz.com](http://www.hertz.com)  
Reservations: 1-800-654-3131  
Local Number: 1-859-373-0777

**National** [www.nationalcar.com](http://www.nationalcar.com)  
Reservations: 1-888-227-7368  
Local Number: 1-859-881-5151

## Nicholasville Accomodations

Blue locations listed below offer special rates to MBA Students

### The Corner House Bed & Breakfast/Townhomes

228 Richmond Ave. Nicholasville  
Reservations: 1-877-571-5777  
Local Number: 1-859-881-5229  
Web Site: [www.cornerhouse.com](http://www.cornerhouse.com)

### **Howard Johnson**

2149 Lexington Rd. Nicholasville  
Reservations: 1-859-887-8712  
Web Site: [www.hojo.com](http://www.hojo.com)

### Holiday Inn Express

164 Imperial Way Nicholasville  
Reservations: 1-888-465-4329  
Local Number: 1-859-885-8080  
Web Site: [www.hiexpress.com](http://www.hiexpress.com)

### **Comfort Inn**

100 Allstar Way Nicholasville  
Reservations: 1-877-424-6423  
Local Number: 1-859-0700  
Web Site: [www.comfortinn.com/nicholasville](http://www.comfortinn.com/nicholasville)

## South Lexington Accomodations

Homewood Suites [lexington.homewoodsuites.com](http://lexington.homewoodsuites.com)  
Reservations: 1-888-370-0983  
Local Number: 1-859-223-0880

**Hampton Inn** [www.hamptoninn.hilton.com](http://www.hamptoninn.hilton.com)  
Reservations: 1-800-426-7866  
Local Number: 1-859-223-0088

**Comfort Suites** [www.comfortsuites.com](http://www.comfortsuites.com)  
Reservations: 1-800-426-6423  
Local Number: 1-859-296-4446

**Hilton Suites** [www.hilton.com](http://www.hilton.com)  
Reservations: 1-800-445-8667  
Local Number: 1-859-231-9000

**Fairfield Inn** [www.marriott.com/fairfield\\_inn](http://www.marriott.com/fairfield_inn)  
Reservations: 1-800-228-2800  
Local Number: 1-859-224-3338

**Red Roof Inn** [www.redroof.com](http://www.redroof.com)  
Reservations: 1-800-843-7667  
Local Number: 1-859-277-9400

# FREQUENTLY ASKED QUESTIONS (FAQ)

## **What is your dress code? Do I need to wear my uniform?**

Dress is casual. Most of our courses involve hands-on training, so you should dress comfortably for work. For those in the military, there is no need to wear your uniform.

## **What tools should I bring?**

We will provide tools necessary for class. Some tools provided will be given to the student to keep. If you would like to bring any tools to use in class, please check with the instructor first.

## **What time does class start?**

Unless we notify you otherwise, all classes begin at 9am. Please note that we are in the Eastern Time Zone.

## **How do I register for a class?**

An enrollment application can be found in this catalog or downloaded from our website, [www.mbausa.com](http://www.mbausa.com). A deposit and registration fee is required at the time of application to secure a seat in class. Students who have previously taken classes at MBA USA do not have to pay the registration fee. Government employees may submit a completed SF182 in lieu of advance payment of deposits and fees.

## **When is the deadline for registering?**

We prefer to have enrollment at least 30 days before the start of class. We can accept applications as little as a few days before class depending on the class and enrollment levels. Some classes fill up faster than others, so it is in your best interest to enroll as early as possible.

## **Where do I stay while I'm there?**

There are hotels in Nicholasville very near our location. There are also many hotels in nearby Lexington. Some hotels offer a reduced rate for our students. Be sure to look at the Area Information page on our website, [www.mbaUSA.com](http://www.mbaUSA.com).

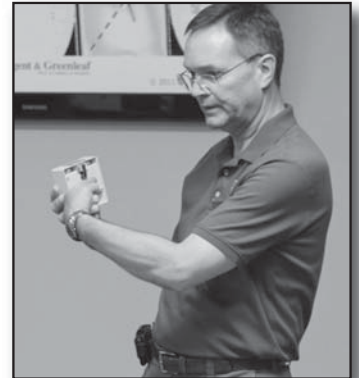
## **Are your classes only in Kentucky? Do you have another location?**

Typically, our courses are conducted at our facility in Nicholasville, Kentucky. This is our only permanent location. We can, however conduct some of our classes at your location for a small group. Contact our education division for a quote on customized classes.



# STUDENT COMMENTS

- "I really enjoyed the class and the MBA facilities. Thank you for a great learning experience."
- "An enormous amount of information was covered very thoroughly."
- "I've really enjoyed the small class and opportunity to ask questions."
- "Great class! The instructor was very thorough and spent the time needed in the field showing each and everyone of us how to install the locks!"
- "Very nice facility - class size is great!"
- "Excellent presentation, very informative and great teacher!"
- "I was impressed with the quality of the classroom, the class size and the hands-on training."
- "The whole experience at MBA was top notch. The instructor's experience and knowledge of all things GSA is truly impressive."
- "I was very pleased overall. I've taken a few other classes - I wish all could have been as complete as this one."
- "The instructor was very professional, knowledgeable, sound, fair and can relate to the students requirements."
- "As a person new to the field of locksmithing, the courses I have taken will give me the basic understanding and knowledge that I need - thank you."
- "Instructor was great and took the time to go in depth for all material."
- "Since I knew very little about safes before coming to this class, the learning curve has been steep but I feel I know a lot more than when I arrived."
- "The instructor made the class feel very relaxed which made it easier for me to participate and learn."
- "Outstanding course and very challenging!"
- "Great course - the instructor was willing to work with you."





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