

**Name of Sponsor/Provider:** Don O'Shall, Educational Services  
**Address:** 536 North 13th Street  
**City:** Allentown **State:** PA **Zip:** 18102-2104

## **Course Outlines**

**Understanding Our company's Course Numbers:**

**BHT = Builders Hardware Training**  
**BUS = Business Oriented Training**  
**CCT = Code Compliance Training**  
**EST = Electronics Service Training**  
**FBT = Forensic and Bypass Training**  
**LST = Lock Service Training**  
**LBT = Locksmith Basic Training**  
**MKT = Master Key System Training**  
**IAIL = External Class Owned by IAIL but which we are licensed to present**

**Courses suitable for beginners, apprentices, or those changing specialties are indicated with a 100 number (100, 101, etc). Courses intended for intermediate to advanced are given a 200 number (200, 201, etc.). Courses intended for advanced students or those who learn quickly in intense courses are identified by a 300 number (300, 301, etc.)**

**Within each group the relative number (102, 102, etc) serves only to indicate the order in which the course was developed and has no bearing on the merits or difficulty of the course or its subject.**

**Courses with a single digit number should be taken in a specific order.**

**Outlines are available upon request. Please note that although basic portion breakdowns, such as daily break points, are noted, we do not provide the number of minutes allotted per each outline topic. Experience has shown us that this will vary depending upon the strengths and weaknesses of the attendee group. However, it has been our experience that the daily breakpoints are reasonably close regardless of the sophistication or experience level of the attendee group.**

**Remember that some courses may require more than one instructor and not all courses are available at all times. Our standard (negotiable) fee ranges from \$700 to \$2,500/day/full instructor plus travel and hotel (preferably pre-paid) and shipping. Many courses have no shipping costs while others may have expensive shipping costs.**

**We are always open to negotiation. Our goal is to help the industry.**

**Courses typically include handouts but not textbooks. Courses typically use (but do not absolutely require) a computer projector and screen but a whiteboard (and dry erase marker set) is VERY welcome (Blank flip charts are the next best option). We typically can provide the overhead projector if given sufficient advance warning, if your A/V people at the site cannot, but the equipment does not fly or ship very well, and is best suited for areas within reasonable driving distance of PA/NJ/Delaware.**

**Six and Eight Hour courses are essentially the same course, based upon the State's method of time and CEU accreditation.**

**Course:**

<b>Alarm Systems Introduction 1 Day</b>	<b>Course EST-100</b>	<b>6 to 8 Hour</b>
<b>Description:</b> This is an introductory level course aimed at the locksmith expanding into the burglar alarm or access control field. There is considerable hands on mixed with theory.		

<b>ASSA Abloy™ Cylinder Service and Master Keying</b>	<b>Course CST-100</b>	<b>6 to 8 Hour</b>
<b>Description:</b> Learn to service these quality cylinders and how to properly lay out and implement a master key system for them.		

<b>Basic of Alarms and Card Access 1 Day</b>	<b>Course EST-101</b>	<b>6 to 8 Hour</b>
<b>Description:</b> Based upon the book by the same name, this one day course begins with basic electronics at the component level such as is helpful in troubleshooting and installation of electronic systems. It then covers the technologies and tokens involved in Card Access and touches upon Biometrics. The handouts include a CD with over 900 pages of service instructions related to biometric devices currently on the market.		

**Bilock™ Cylinder Service and Master Keying      Course CST-101      6 to 8 hour**

**Description:**

Learn to service this quality cylinder and how to properly lay out and implement a master key system for it.

**Building, Fire, Life Safety and Accessibility 1 day      Course CCT-100      6 to 8 hour**

**Description:**

This course is the most comprehensive and explanatory handling of these important issues available in a one day course. Despite the nature of the topic it is taught in an efficient manner to prepare the student to make the best decisions or recommendations, and is not a boring class.

(See also **New Jersey Barrier Free SubCode** course)

**Corbin - Russwin™ Cylinder and Core Servicing 1 day      Course CST-102      6 to 8 hour**

**Description:**

Corbin - Russwin products are often a mystery to the locksmith but with the proper knowledge and skills, they can be as simple as any other product. This course includes hands on with removable cores and master ring cylinders to handle them professionally and easily.

**Desk and Utility Lock Installation and Servicing      Course BHT-100      6 to 8 Hour**

**Description:**

A must course for beginners or those transferring specialties, this course covers the basic terminology and techniques to service all the most common products for utility purposes in the United States.

**Ethics for Locksmiths****Course BUS-100****6 to 8 hour****Description:**

This course applies logic to the issues arising from an increase in expectations regarding ethical decisions and actions in the business world. It recognizes that some ethical considerations such as those involving pricing might conflict and require evaluation as to priorities, but that at the same time there are many ethical questions which can be easily answered. Topics include the difference between an ethics of duty and an ethics of consequences, business ethics, marketing ethics, corporate ethical policies, professional ethics, conflicts of interest and ethical considerations concerning intellectual property, knowledge and skills.

**Exit Device Installation and Servicing****Course LST-100****6 to 8 hour****Description:**

This course covers installation and servicing of fire exit and panic devices from most manufacturers. The course handouts include a CD of Manufacturer Templates and Parts Manuals that are often difficult to find in a hurry. Videos of actual installations and repairs will be shown

**Hardware Specification****Course BHT-101****6 to 8 hour****Description:**

Creating or reading a Hardware Specification including the Finish Hardware section, can be a challenging endeavor that is made much easier by taking this course.  
Finish Hardware Cut Sheets

**Impressioning and Wafer (Disk) Reading 1 day****Course FBT-100****6 to 8 hour****Description:**

This is a one day course in key fitting by the impressioning technique.  
A large portion of the course is hands on.

**In-house Investigator 1 day****Course FBT-101****6 to 8 hour****Description:**

In house locksmiths often must assist in the investigation of incidents that occur in the institutional environment. This course helps prepare them to do so without compromising evidence. This course is a mix of theory and hands on experimentation.

**Interchangeable Core Servicing – 2 Day****Course CST-103****12 to 16 hour****Description:**

This course reflects the fact that interchangeable cores can no longer be so easily separated into small format (SFIC) and large format (LFIC) by manufacturer, and covers both as well as the manufacturer's products that cross the line. The class consists of one third theory, one third pinning calculations and one third hands on.

**Investigative Locksmithing 1****Courses IAIL- 1****6 to 8 hour****(Scheduling requires approval from IAIL)****Description:**

Introduction to Investigative Locksmithing. History of, value to the consumer and law enforcement, and who is involved in this profession. Photos and slides of various locks, pins, and wafers which have been picked or subjected to impressioning will be shown. A list and display of Investigative/Forensic Locksmith tools of the trade will be shared. Discussion of the standards for Forensic Locksmiths and Code of Ethics. Discussion and instruction in crime scene searches, preservation of evidence, documentation of the scene, chain of custody of evidence and proper handling and packaging of evidence for transmittal. Instruction in effectively working with law enforcement officials and insurance investigators. An introduction to investigative photography will be conducted. Several "tricks of the trade" and covert entry techniques will be discussed and explained.

**Investigative Locksmithing 2****Course IAIL-2****6 to 8 hour****(Scheduling requires approval from IAIL)****Description:**

Investigative Locksmithing I will be reviewed. Students will do hands-on working with basic tool kits, hand held 30 power microscope, various pins and wafers to identify any possible marks made by picks or impressioning. Student will disassemble and reassemble a mortise cylinder and examine for any evidence of picking or impressioning. A wafer cylinder will be disassembled and reassembled and examined for any evidence of picking or impressioning. Slides will be shown depicting the areas where marks will be made and showing actual pick and impression marks. Instruction will be given in basic macro and micro photography. A discussion of court testimony with appropriate terminology and demeanor a priority. Legal and insurance terminology will be covered. How to build a resume and develop a report of your findings. Basic business and advertising will be covered. Recent investigative techniques will be revealed.

**Investigative Locksmithing 3**  
**(Scheduling requires approval from IAIL)**

**Courses IAIL- 3**

**6 to 8 hour**

**Description:**

Review Investigative Locksmithing I & II. Students will work with a 10 X 30 Power Stereo Microscope, examining pins from mortise, wafer, auto and other cylinders for pick/impression marks. A mock trial will be conducted with students participating as expert witnesses after being qualified. Instruction in qualification as an expert witness and laws and court decisions related thereto. Other tool marks and evidence of illegal entry and how to identify such will be discussed. Advanced by-pass techniques and the method of detecting as well as what to look for in all cases. Instruction in advanced report writing and micro/macro photography will be a part of this class. Emphasis will be given on how to prepare for a trial and building your business as a Forensic Locksmith.

**KABA-ILCO™ Simplex™ Service and Repair**

**Course LST-102**

**6 to 8 hour**

**Description:**

These locks are among the most popular "push button" locksets across the United States. This course will show you the parts you need, the tools it requires to save time and money and the techniques involved.

**KABA Peaks™ Cylinder Servicing**

**Course CST-103**

**6 to 8 hour**

**Description:**

Learn to service this quality cylinder and how to properly lay out and implement a master key system for it.

**Key Control Procedures 1 day**

**Course BUS-101**

**6 to 8 hour**

**Description:**

Writing key control policies for institutions is not just for the key system manager anymore. Today, commercial and Institutional Locksmiths are taking a greater role in the institutions they service. This course helps prepare you no matter what your role.

**Keying System Forensics. 1 Day**                      **Course FBT-102**                      **6 to 8 hour**

**Description:**

Although it is generally recommended that you not accept a key system that is not fully documented, this still remains a frequent customer request. In this class you will learn to use the Dayton Method and other tools to break the system down into its logical portions and re-create it, finding lost or unregistered master keys or change keys. Knowledge of master keying techniques is required to get the most out of the course, but most locksmiths can benefit from it.

**Large Format Interchangeable Cores**                      **Course CST- 113**                      **6 to 8 hour**

This course takes an in-depth look at LFIC products and includes hands on in all the basic servicing skills related to them. It also includes hybrid interchangeable core servicing, also with hands on.

**Large Format Interchangeable Cores 2 day**                      **Course CST- 113E**                      **12 to 16 hour**

This course takes an in-depth look at LFIC products and includes hands on in all the basic servicing skills related to them. It also includes hybrid interchangeable core servicing, also with hands on. The second day allows for a much more relaxed hands-on experience.

**Lock Bypass Techniques 1 day**                      **Course FBT-103**                      **6 to 8 hour**

**Description:**

This course focuses on bypass techniques for grade one through three locking devices using techniques ranging from common to covert. A large portion of the course is hands on.



**Locksmithing 101 2 day**

**Course LBT-101**

**12 to 16 hour**

**Description:**

This is a two day course aimed at the beginner or apprentice. It focuses on basic terminology and basic skills with some hands on.

**Master Key Application 1 Day**

**Course MKT-102**

**6 to 8 hour**

**Description:**

This course is based heavily upon the book *Master Keying – Specifications, Application and Management* (2008 edition), and the course focuses exclusively on the layout of systems to solve complex customer needs. It involves a considerable amount of writing on the part of the student, usually in a group environment.

**Master Keying One Day Course**

**Course MKT-101S**

**6 to 8 hour**

**Description:**

This fast paced one day course examines how master key systems are built, how various levels of master key are assigned, and how combinations for the customer's system are selected. Students will observe a complete system layout from which they will be shown how it was developed. Then they will learn a quick technique that allows them to develop a similar system in the least possible time. Students will learn how to transform the numbers on the charts they develop into usable combinations to satisfy the customer's system needs. The theory of pinning cylinders will be touched upon, but no actual pinning of cylinders will occur during the course. Upon successful completion, the student should have the requisite skills to lay out a typical master key system using the most common method. The course uses standard LIST council terminology as applies to master keying and is an appropriate study method for the Master keying elective of the PRP and that portion of the CIL. This course is based heavily upon the book *Master Keying Text Book* (2006 edition).

**Master Keying Two Day Course****Course MKT-101****12 to 16 hour****Description:**

This fast paced two day course examines how master key systems are built, how various levels of master key are assigned, and how combinations for the customer's system are selected. Students will observe a complete system layout from which they will be shown how it was developed. Then they will learn a quick technique that allows them to develop a similar system in the least possible time. Students will learn how to transform the numbers on the charts they develop into usable combinations to satisfy the customer's system needs. The theory of pinning cylinders will be touched upon, but no actual pinning of cylinders will occur during the course. Upon successful completion, the student should have the requisite skills to lay out a typical master key system and to select the appropriate method. The course uses standard LIST council terminology as applies to master keying and is an appropriate study method for the Master keying elective of the PRP and that portion of the CIL. This course is based heavily upon the book ***Master Keying Text Book*** (Third Edition).

**Master Keying Advanced 1 day****Course MKT-300****6 to 8 hour****Description:**

This course provides the training needed to enable the student to apply advanced Master keying skills to handle the most demanding of customer requirements, as well as to apply master keying techniques to specialized products. Previous knowledge of basic master keying techniques is required, and a background in basic locksmithing skills is assumed in order to implement the techniques following the course. Upon completion the student should be able to apply select and apply appropriate methods to satisfy even the most challenging customer requirements. This course is not appropriate for beginners or those with very limited master keying experience.

This course is based heavily upon the book ***Advanced Master Keying Skills*** (2008 edition)

**Master Keying Basic - QBE 1 day****Course MKT-100****6 to 8 hour****Description:**

This course uses the "Query By Example" teaching method to provide the training needed to enable the student or apprentice to perform Master keying skills to handle common levels of systems. No previous knowledge of master keying is needed. A background in basic locksmithing skills is assumed, however, in order to implement the techniques following the course. Upon completion the student should be able to design standard master key systems to satisfy typical customer needs. The course uses standard LIST council terminology as applies to master keying and is an appropriate study method for the Master keying elective of the PRP and that portion of the CIL. This book is based heavily upon the ***Basic Master Keying – QBE*** book.

**Master Keying Comprehensive      4 Day      Course MKT-200      24 to 32 hour**

**Description:**

This is a "Total Immersion" course including observation, SPF usage, Total Position, Partial Progression, and Rotating Constant Method, system layout, system standards and application, and key control basics. It is the absolute fastest way to get up to speed on master keying from beginner through ultra-advanced, but it is not a class for everyone. It is highly intense and moves quickly. The four day course is the same course but more spread out for better comprehension. If you consider yourself a poor learner, this is probably not the best course for you, but if you are quick witted and like a challenge it is excellent preparation. This course is based heavily upon *The Security Professional's Handbook of Master Keying* (2008 edition).

**Master Keying Comprehensive      3 Day      Course MKT-301      18 to 24 hour**

**Description:**

This is a "Total Immersion" course including observation, SPF usage, Total Position, Partial Progression, and Rotating Constant Method, system layout, system standards and application, and key control basics. It is the absolute fastest way to get up to speed on master keying from beginner through ultra-advanced, but it is not a class for everyone. It is highly intense and moves quickly. The four day course is the same course but more spread out for better comprehension. If you consider yourself a poor learner, this is probably not the best course for you, but if you are quick witted and like a challenge it is excellent preparation.

**Master Keying - Rotating Constant 2 Day      Course MKT-201      12 to 16 hour**

**Pre-requisite:** Completion of a minimum of a basic and either an intermediate or advanced master keying course. The student **MUST** have a firm understanding of standard progression format or the contents of the course could actually be dangerous to their ability to do a proper professional master keying implementation.

This is an advanced course covering all phases of Rotating Constant Method, including many techniques formerly reserved to the master keying elite.

**Master key Specification 1 Day      Course MKT-103      6 to 8 hour**

**Description:**

Based on the MK-SAM book, this one day course covers master key specification and identification. It prepares the student for more efficient usage of key stamping, the SKCS and KSS and other master keying tools.

**Master Ring Cylinder Servicing 1 Day      Course CST-105      6 to 8 hour**

**Description:**

This often misunderstood and unappreciated product is still in common usage in institutions, industrial plants and office buildings all across the country. Upon completion of this one day course with hands on, you will understand all the variables that make it a nearly ideal keying system product. This course will also touch on hybrid interchangeable cores with some hands on related to them as well.

**Medeco™ Cylinder Service and Master Keying      Course CST-106      6 to 8 hour**

**Description:**

Learn to service these quality cylinders and how to properly lay out and implement a master key system for it.

**New Jersey Barrier Free SubCode 1 Day      Course CCT-101      6 to 8 hour**

**Description:**

N.J.A.C 5:23-7 provides specific implementation requirements and exclusions to the International Code Council/American National Standards Institute (ICC/ANSI) A117.1-2003 document entitled "Accessible and Usable Buildings and Facilities". This course examines and explains both the original document and its modifications within the State of New Jersey. This is a required course for locksmith license renewal in the State of New Jersey.

(see also **Building, Fire, Life Safety and ADA compliance requirements** course)

**Pyramid Cylinder Service      Course CST-107      6 to 8 hour**

**Description:**

Learn to service this quality cylinder and how to properly lay out and implement a master key system for it.

**Preassembled Lockset Service and Repair      Course LST-104      6 to 8 Hour**

**Description:**

Based upon Dean Nickel's top selling book on the topic this course goes into great detail on servicing Corbin-Russwin™ Unit Lock and their equivalents or substitutes.

**Scorpion™ Cylinder Service      Course CST-108      6 to 8 hour**

**Description:**

Learn to service these quality cylinders and how to properly lay out and implement a master key system for it.

**Schlage Everest™ Cylinder Servicing      Course CST-109      6 to 8 hour**

**Description:**

Learn to service these quality cylinders and how to properly lay out and implement a master key system for it.

**Schlage Primus™ Cylinder Servicing      Course CST-110      6 to 8 hour**

**Description:**

Learn to service this quality cylinder and how to properly lay out and implement a master key system for it.

**Small Format Interchangeable Core 1 day      Course CST-111      6 to 8 hour**

**Description:**

This course is an in-depth look at SFIC products and includes hands on in all the basic servicing techniques involved for them. It also includes hands –on servicing of hybrid core products. The class consists of one third theory, one third pinning calculations and one third hands on.

**Yale™ Cylinder Servicing      Course CST-112      6 to 8 hour**

**Description:**

Learn to service these quality cylinders and how to properly lay out and implement a master key system for it.