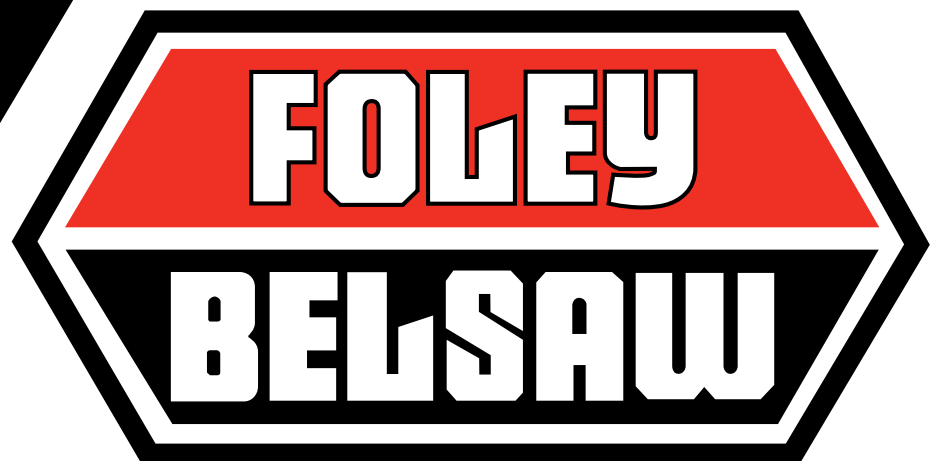


**Professional
OPE
Engine
Repair**

Program Guide



Putting People in Business Since 1926

Program Overview

Outdoor Power Equipment Repair is a great way to do light work and make good money! The average U.S. household has 2.5 pieces of outdoor power equipment, including lawn mowers, weed trimmers, leaf blowers, snow blowers, garden tractors, chain saws, and others. Sooner or later, they'll all need repair or maintenance.

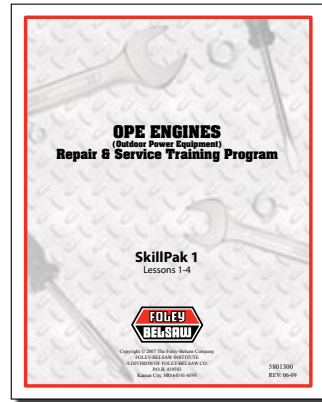
America needs more mechanics to handle all these repairs.

You can work your own hours. You can make it a full-time career, or a part-time way to earn extra money. It's perfect for retirees, or for people who are physically challenged.

You can start your own OPE Repair business working from your garage, a small shop or even a mobile shop. Or you can work for an established repair shop, hardware store, or power equipment dealership.

And you can make an average of \$48.00 or more an hour (see chart below)...plus substantial markups on supplies. Imagine earning that kind of money and having your services be almost constantly in demand!

Finally, OPE Engine Repair is a dignified profession, and mechanics are respected and trusted members of the community. You'll provide a needed service—an important service—and earn an excellent living doing it.



Get Started with SkillPak 1!

COMMON SMALL ENGINE SERVICES AND CHARGES		
SERVICE	TIME TO COMPLETE	MONEY EARNED
Tune-Up	1/2 hour	\$70
Adjust Carburetor	15 minutes	\$30
Replace Camshaft	1 hour	\$55
Replace Head gasket	20 minutes	\$15
Oil Change & Blade Sharpening	20 minutes	\$30
Major Overhaul	3 hrs	\$100

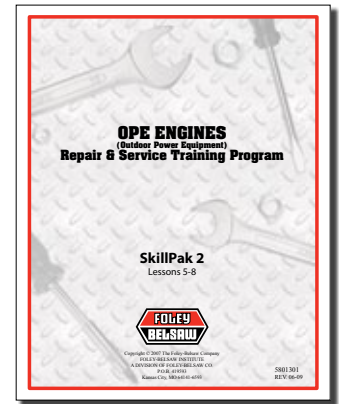
Your OPE Engine Repair Program includes the following:

- The Basic OPE Engine Repair Course with twelve SkillPaks, each with four Lessons and all the information to help you master those skills.
- The Advanced OPE Repair Course, features additional instruction in chain saw and power mower repair.
- Lifetime access to Foley-Belsaw technical assistance, to help you diagnose problems, answer technical questions and order parts.
- Two diplomas, for Basic and Advanced OPE Engine Repair.

You'll learn:

- Air Cleaners and Filters
- Carburetion
- Governors
- Starters
- Ignition Systems
- Valves
- Trouble-shooting
- Engine Disassembly and Assembly
- Operating a Business
- Fuel Pumps

- Major Overhaul and Shortblock
- And all the basic and advanced skills you need to know to earn a great living as a Professional Outdoor Power Equipment Engine Technician



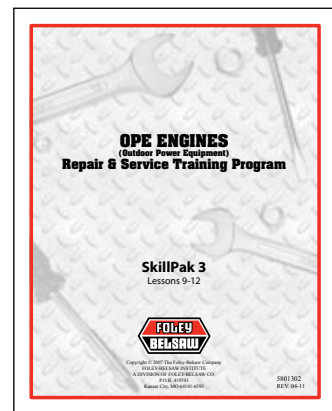
Training in the OPE Engine Repair Program is run by The Foley-Belsaw Company, with over 90 years of experience in preparing people for success on their own terms.

You will receive everything you need to advance at your own pace, and there is always help available, whether you need assistance on a particular lesson or understanding a concept you find challenging.

All basic and advanced lessons are included in your low program fee. There are no hidden costs.



2 Diplomas!



Career Outlook

Whether you choose to work for an established engine shop or start your own business, your career outlook as a professional, trusted Outdoor Power Equipment Engine Technician is excellent! Consider the following facts, and you will see why your expertise will quickly put cash in your pocket:

There are over 45 million outdoor power equipment engines in service today! Over 1 million outdoor power equipment engines are added to the market every year! The outdoor power equipment engine industry is one of the fastest growing industries in the United States and has grown over 2,400% since the 1980s!

Career Opportunities

According to the Bureau of Labor Statistics, employment of outdoor power equipment engine mechanics is expected to grow at about 4% a year through the year 2024. Job prospects should be especially favorable for persons who complete mechanic training programs. Most of the job openings will result from the expected retirement of many experienced outdoor power equipment engine mechanics.

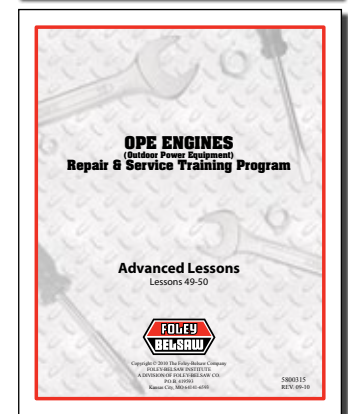
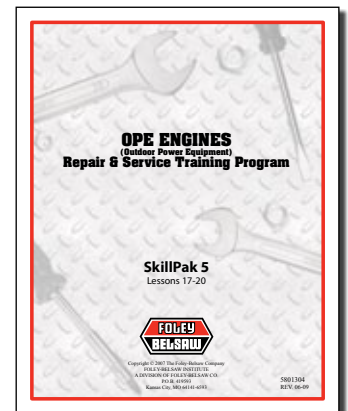
As a trained outdoor power equipment engine technician, you may choose to work for your own profitable business or work in a rewarding position for an already successful operation including:

- Independent Repair Shops
- Equipment Rental Companies
- Wholesale Distributors
- Landscaping Services
- Marinas
- Hardware Retailers
- Lawn and Garden Shops

Wage Rate

Qualified outdoor power equipment engine technicians usually earn between \$24,000 and \$48,000 per year (\$12 - \$24.00 per hour) with many earning far more.

The Advanced Course,
SkillPak 13, is included as a
SPECIAL BONUS!



Testimonials

“Having past experience with small engines, I ordered the small engine course. But instead of doing all engine repairs, I went in the direction of doing engine maintenance like oil changes, blade sharpening, plug and air filter replacement, no engine start situations.

I was really surprised with the money I made, plus I operate as a mobile mechanic which my clients really like the convenience of having their equipment serviced and able to use it the same day. Plus, I get a lot of referrals for more business. Thanks Foley-Belsaw!”

Tuffy Warner
Virginia

“I completed the outdoor power equipment engine course nearly 5 yrs. ago and started my own part-time business. Anyone that has doubts about your courses needs to talk to me. I have more business than I can handle most of the time. Had I not taken your courses, I would still be truck driving for a living. Thanks again!”

Rick Mathes
Knoxville, Tennessee

“I didn’t know the first thing about outdoor power equipment engines when I started the course. Everything about the course was explained in a way you just couldn’t miss. I think this is the best course or school there is. Thank you for helping me.”

Tazewell Hunt
Martinsville, Virginia

“It was pretty simple. I already knew some things, and the Foley-Belsaw Institute taught me the rest!”

Michael Hill
Phoenix, Arizona

The course was well planned and designed to give excellent theoretical and practical skill. To those who worked on its preparation, I have much admiration and respect.”

Sabahudin Handan
Hamilton, Ontario - Canada

“I started earning money with outdoor power equipment engine repair within a month of beginning the course.”

Robert P. Schmidt
Bob’s Repair Service
Englewood, Colorado

Frequently Asked Questions

Q. How do I know your school's programs are really all you say they are?

A. We guarantee it.

Each of our programs comes with a 30-Day No-Risk Free Trial and Money-Back Guarantee. This allows you to receive your first lesson materials and review them at your leisure for a full 30 days. If you are not satisfied, for any reason simply return your materials for a FULL REFUND. No questions asked.

Q. How long does it take to complete the OPE Engine Repair program?

A. As little or as much time as you need up to 1 year.

One of the wonderful things about the Foley-Belsaw's self-paced training is that there is no set schedule that you must follow to complete your training. How long it takes is completely up to you. Each student has the luxury of working at their own pace according to their own particular needs, requirements and available time.

Many finish in as little as six months or less while others may require additional time. You are kept well supplied with lessons and materials so you can proceed as quickly as you wish.

Q. What is the maximum time allowed for me to complete my course?

A. You have up to 1 year. While most students complete their training in 6 - 9 months, you may take up to two years.

Q. Do I need any prior knowledge or experience to take your courses?

A. No.

Each of our courses begins with the fundamentals and takes you step-by-step through your training. Your lessons are broken down into easy-to-understand fully illustrated modules that allow you to learn at your own pace. You'll learn hands-on the information you need to know from top to bottom... and NO previous knowledge or experience is necessary or required.

Q. Is there any age requirement?

A. No.

Our students come from all age groups. Many are looking to start or change full-time careers while others want to supplement their existing incomes or retirement by developing their own part-time business.

Q. Is the Foley-Belsaw Institute licensed, certified to operate or accredited by anyone?

A. Yes.

The Foley-Belsaw Institute licensed to operate by the Wisconsin Higher Education Board. Foley-Belsaw has been providing Small Engine Repair training for almost 50 years and is recognized as a trusted and respected school for individuals, institutions, and government agencies. We have continuously been in business since 1926 and are proud to have trained many thousands of students over the years who now have their own successful part or full-time businesses.

Frequently Asked Questions

Q. What do I do if I have a question? Is help available if I need it?

A. Yes.

It's not uncommon for students and graduates alike to have technical questions from time to time. A very important and exclusive benefit that we provide for you and our graduates is the Foley-Belsaw's Technical Support Center.

Anytime you need assistance, during or after your training, you can take advantage of our Student Assistance Hotline. Our staff of highly trained instructors and advisory personnel is available to answer your questions. Best of all there is no charge for this special service!

Q. What do my tuition fees include?

A. Everything.

Your tuition covers all of your lessons, examinations and student services that you will need to complete your training. There are no additional costs or hidden charges of any kind. The total costs for each program are clearly listed on your Enrollment Agreement.

Q. How can I get more information about your courses?

A. By phone, mail, or online.

If you would like to speak with an instructor, please call 1.800.821.3452 for more information on our programs.

Q. How are my lessons sent?

A. Parcel Post or UPS.

Under normal circumstances, your lessons are sent via Parcel Post or UPS.

Q. How much is shipping?

A. Shipping is included in the price of the course for students in the contiguous United States. Courses destined for Alaska, Hawaii, Puerto Rico, and all international countries must be prepaid in full and will be shipped in a single shipment. These orders will be charged actual shipping rates.

Q. How can I get started in one of your courses?

A. Enroll online, by phone or through the mail.

You can enroll in your course over the Internet or, if you like, you can contact one of our Customer Service Representatives via our toll-free number 1-800-821-3452 and they will gladly assist you. You may also print a copy of the enrollment form in this program guide and mail it to us at the following address:

Foley-Belsaw Company
PO Box 401
River Falls, WI 54022-0401

Here's What To Expect.

Thank you for choosing Foley-Belsaw for your Outdoor Power Equipment Engine Repair Training Program. Here is a list of your Training Materials, including printed materials and supplies. Some of this training material may seem a bit overwhelming at first, but we will break down your training into simple steps and skills that you will easily master. You will start out with the most basic skills and advance through the most difficult. After you finish with this program you will have the skills, knowledge and training to become a **OPE Engine Mechanic!**

Your Next SkillPak

When you take a look at your Training Program Materials, you will see that the Training Program consists of twelve SkillPaks with four Skills each, for a total of 48 Skills. After you have looked over the first SkillPak, give us a call and we will have the rest of the program sent to you in your next shipment.

Exams

When you finish a SkillPak, you will take a short ten question exam and send it back to us. We will send the results back to you. You do not have to wait for the results to continue on with your next SkillPak. If there is a problem with your exam, we will let you know. You can either mail the Exam/Answer Card to us or submit your answers online at www.foley-belsaw.com. You will receive your OPE Engine Training Program Certificate of Completion after you have returned all of your exam answers to us and earned a passing grade on these exams.

Study Habits

Try to make regular and systematic study a habit. The trick is not in how long you study, but in how regularly you study. Setting aside a short period each day or even each week for study will help you finish much faster than studying long hours on a haphazard basis. So make a schedule for yourself and stick to it. Don't wait long periods between study sessions. Short, but regular, study periods are best. That way, your mind will stay fresh and alert.

We suggest that you try to study at least one-half hour each day. If possible, study at the same time each day. Before long, this routine will be a habit. If you prefer to study longer periods each session, be sure to take a break at regular intervals. Get up, stretch your muscles, walk around and forget about your studies for a bit.

By following these suggestions, you will remain fresh and alert and able to gain the

most from your course. Remember, the knowledge you gain will be worth money to you when you finish. The more you learn, the more you will be able to earn.

Work Area

Try to find an area where you can be by yourself – your own room, the basement, workshop, garage, den, corner, or similar place. The space you select should have proper ventilation, good lighting, power outlets and enough working room. If possible, the place you choose should be a quiet place where you can concentrate.

You should arrange your work area so that your study materials are organized and within easy reach. This way, you will not lose valuable time looking for materials during your study period. For proper lighting, we recommend using a lamp with at least a 100-watt bulb place no more than 6 or 8 feet from your work surface.

Take One Step At A Time

Combine your efforts to do good work. **Study** – then **work** through each skill. Many students find it useful to find an old engine to use as a reference point for their training. The engine does not have to run to be useful. After the Skill is completed, it should be read again to become familiar with the special terms and the other points that may not be thoroughly understood.

If you are good with your hands, you are lucky. If you are not fast and steady, **take your time! Do it right first.** Speed will come later. Don't expect to become a qualified mechanic overnight. The speed at which you work depends on your individual mechanical ability. Also, the time you have available to put into your lessons each day means a lot. Keep at a steady pace and try to avoid any long lapses between studying. Learning by doing is one of the fastest methods of increasing your knowledge in any subject. You may understand something by simply reading, but for most people, it is easier and retained longer if they actually see, feel, and do the job themselves.

New Items

We periodically update our Training Program and our SkillPaks, keeping the content up-to-date and the materials relevant. The Program's content may vary slightly over time, but we believe it will always be for the better.

Lastly, please remember that we are here to help you succeed with your training. We have an outdoor power equipment mechanic on staff that will be able to help you with any problems or questions that may arise throughout your training. He is

also available to help with ordering repair parts from our Outdoor Power Equipment Parts catalog. If you are not able to call during our normal business hours of Monday through Friday, 8 am to 4:30 pm CST, you can either e-mail us at info@foley-belsaw.com or use one of the Technical Inquiry Forms in the back of your SkillPak text and mail it to us. We will respond as quickly as we can.

On behalf of Foley-Belsaw, I thank you and wish you the best of luck with your Outdoor Power Equipment Engine Repair Training Program.

Sincerely,

A handwritten signature in cursive script that reads "Richard Cobian".

Richard Cobian
Director of Training

SkillPak 1

- Lesson 1 Principles & Terms Relating to Simple Machines
- Lesson 2 Principles and Terms Relating to Outdoor Power Equipment Engines
- Lesson 3 Introduction to Outdoor Power Equipment Engine Service
- Lesson 4 Two- and Four-Cycle Basic Principles

SkillPak 2

- Lesson 5 Air Cleaners and Filters
- Lesson 6 Carburetion
- Lesson 7 Float Carburetion Principles
- Lesson 8 Drawings, Part Numbers & Float Carburetion Repair

SkillPak 3

- Lesson 9 Diaphragm, Suction Lift, and Automatic Carbs
- Lesson 10 Carburetor Cleaning and Adjustments
- Lesson 11 Two- and Four-Cycle Fuel
- Lesson 12 Fuel Pumps

SkillPak 4

- Lesson 13 Governors
- Lesson 14 Manual Starters
- Lesson 15 Electricity
- Lesson 16 Electric Starters

SkillPak 5

- Lesson 17 Battery and Starter Circuits
- Lesson 18 Batteries
- Lesson 19 Magneto Principles
- Lesson 20 Electrical Distribution and Solid State Ignition

SkillPak 6

- Lesson 21 Spark Plugs
- Lesson 22 Magneto and Flywheel
- Lesson 23 Breaker Points and Ignition Service
- Lesson 24 Magneto Timing

SkillPak 7

- Lesson 25 Two and Four Cycle Valve Action
- Lesson 26 Four Cycle Valve Assembly
- Lesson 27 Four Cycle Timing and Compression Test
- Lesson 28 Cylinder Head and Valves

SkillPak 8

- Lesson 29 Valve Repair
- Lesson 30 Piston and Rod Removal
- Lesson 31 Installing Rod Bearings, Rings and Pin
- Lesson 32 Major Overhaul and Short Block

SkillPak 9

- Lesson 33 Lubrication and Breathers
- Lesson 34 Parts Catalog and Troubleshooting
- Lesson 35 Basic Physics and Characteristics of Fluids
- Lesson 36 Fluid Lines and Fittings

SkillPak 10

- Lesson 37 Engine Oil Grades and Classifications
- Lesson 38 Characteristics & Properties of Modern Gasoline
- Lesson 39 Gasohol and 2-Stroke Engines
- Lesson 40 Corrosion – Types, Causes and Controls

SkillPak 11

- Lesson 41 Threaded Fastener identification
- Lesson 42 Repairing Damaged Threads
- Lesson 43 Measuring Tools and Instruments
- Lesson 44 Measuring Systems Conversion

SkillPak 12

- Lesson 45 Engine Disassembly
- Lesson 46 Engine Assembly
- Lesson 47 Carburetor Disassembly and Reassembly
- Lesson 48 Operating a Service Business



**PLUS THIS
EXCLUSIVE
BONUS - The
Advanced Course!
Special Advanced
Training on power
mower and chain
saw repair.**

Enrollment Options

1. **Call** 1.800.821.3452 to enroll over the phone with a credit/debit card.
2. **Mail** the completed form on the following page along with your choice of payment to:
Foley-Belsaw Company
PO Box 401
River Falls, WI 54022-0401
3. **Fax** the completed Enrollment Form with a credit/debit card payment to 1.715.426.2198
4. **Enroll Online** with your credit/debit card at www.foley-belsaw.com

Tuition

PLAN A – Single Payment Plan – \$499.00

Includes The 48 Lesson Basic Course plus the Advanced Course on Chain Saw Repair and Power Mower Repair.

INSTRUCTIONS FOR COMPLETING THIS FORM

**OUTDOOR POWER EQUIPMENT ENGINE REPAIR
COURSE ENROLLMENT FORM**

- Step 1:** Read the materials enclosed.
 - Step 2:** Complete this Enrollment Form.
 - Step 3:** Return this Enrollment Form with payment to the address below.
- Or call 1-800-821-3452 and use your credit or debit card to enroll.
- Enroll online now at www.Foley-Belsaw.com.

Please Print

First Name _____ Last Name _____

Postal Address _____

City _____ State _____ Zip _____ + _____

UPS Shipping Address (if different) _____

City _____ State _____ Zip _____ + _____

Telephone () _____

Mail This Form To: **Foley-Belsaw Company**
PO Box 401
River Falls, WI 54022-0401



**PO Box 401, 1173 BENSON ST.
RIVER FALLS, WI 54022**

**OUTDOOR POWER EQUIPMENT ENGINE REPAIR
COURSE ENROLLMENT FORM**

Qualifying Resident Only:	Tuition Fee:	Enrollment Period Ends:
APPROVED	\$499	Open

SECTION 1

Your enrollment agreement.

I want to enroll in the Foley-Belsaw Institute Professional Outdoor Power Equipment Engine Repair Course. Please send my first lessons right away so I can begin increasing my income. I understand that I have a 30 day No-Risk Trial and Money Back Agreement. I will receive my diploma as soon as I have completed my final examination.

Signature: _____

Phone: _____

Date: _____

SECTION 2

Tuition Fee

SINGLE PAYMENT PLAN (E025)--Return this form with just \$499.00 as payment in full -- **and you can still get all your money back within 30 days if not satisfied!**

MN and WI residents -
All applicable sales tax apply

SECTION 3

Choose your method of payment.

- Check or money order enclosed (made payable to Foley-Belsaw) for \$499.00.
- Bill my credit card for \$499.00
 - MasterCard®
 - VISA®
 - Discover®

Card Number

Exp. Date (Month/Year)

CVS# (Last 3 digits on back of card)

Signature

YOU RISK NOTHING BY ENROLLING NOW.
 You may withdraw within 30 days of enrolling for a full refund.

OFFICE USE ONLY

Student Number
Amt. Rec'd.

Order Number
Ref. No.

PERSONALIZED INSTRUCTOR & STUDENT ADVISOR SERVICES

Our Instructors will take a deep personal interest in your lessons. Remember, if you have any questions about your lessons, you may write your questions on one of the special "Quick Reply" letters that you will receive with your first set of lessons, or call the school at 1-800-821-3452, 8:00 – 4:30 CST, Monday through Friday.

All of the Instructors at Foley-Belsaw have years of technical home study instructional and industry experience. Our Instructors will do their best to offer you individualized help on any lesson you may be having problems with... and this professional help is yours at no extra charge by simply contacting the school. We also have a highly trained Customer/Student Service Staff that will assist you with any other questions that you may have.

On acceptance of your Enrollment Application, Foley-Belsaw will immediately rush you your first set of lessons and materials (known as a SkillPak). You have thirty days from your enrollment date to review these materials without obligation. As you proceed through your course and complete your lessons, you will be instructed to periodically send in grading materials for evaluation and grading by your Instructor. Your Instructor will carefully review your work and return your grade along with any comments and suggestions for improvement

GRIEVANCE POLICY

It is the Institute's desire to assist our students whenever we can. To that end, we encourage all students who have a concern to contact the Institute and take advantage of the Student Services provided for their use. Students may contact the Institute via the US Mail, Fax or by Telephone at the address/numbers listed below. In order to assist students quickly and completely, it is suggested that they follow the following procedure.

1. Students should start out by contacting one of our Customer Service Representatives. They are trained to provide you with assistance in a variety of ways and can offer additional direction when and if it is necessary. If a student feels that the representative was not able to adequately address their concern, students may request to speak with their Instructor.
2. If, after exploring their concern with their Instructor, they feel that they need further assistance, students should feel free to contact the Institute's Director of Training or President.

Refund Policy

1. Students who cancel within 30 days of their enrollment date and have not submitted any lessons for grading will receive a complete refund of all monies paid.
2. Students who cancel 31 to 60 days after their enrollment date OR have submitted not more than one set of lessons for grading will be charged 1/3 of their tuition.
3. Students who cancel up to 90 days after their enrollment date OR have submitted not more than two sets of lessons for grading will be charged 2/3 of their tuition.
4. Students who cancel after 90 days from their enrollment date OR have submitted more than two sets of lessons for grading will be charged their full tuition.
5. Students wishing to cancel must contact Foley-Belsaw at 1-800-821-3452 for a returned goods authorization number and the correct address for returning their materials. Returning materials to an improper address or without a returned goods authorization number may cause you to incur an enrollment fee of \$50.00. Foley-Belsaw is not responsible for any materials returned to an incorrect address or without proper authorization.

TRANSCRIPT REQUESTS

The school will provide a transcript to the student free of charge at any time. Students may make such requests by contacting the school at 1-800-821-3452.

Contact Information:

Foley-Belsaw Institute
1173 Benson St
PO Box 401
River Falls, WI 54022-0401

Telephone (800) 821-3452
Fax (715) 426-2198

HOW YOU ARE EVALUATED

At the completion of a lesson or group of lessons (SkillPak), you will take an "open book" exam which is graded on the following scale:

Lesson Score	Letter Grade	Rating- Pass/Fail
90% to 100%	A	Excellent/Passing
80% to 89%	B	Very Good/Passing
70% to 79%	C	Good or Passing
60% to 69%	D	Passing
Below 60%	F	Failing

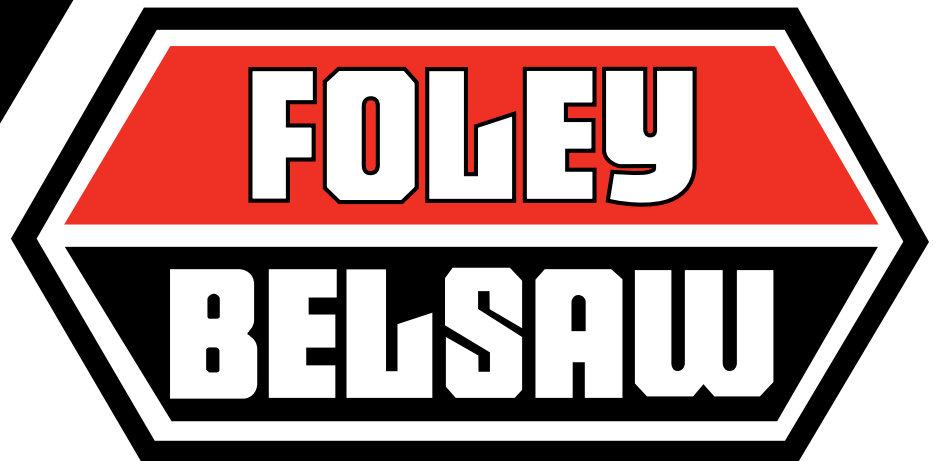
An overall program average of 60% or above is required to graduate and receive a diploma.

Write us • Fax 1-715-426-2198 • Call 1-800-821-3452

Your training is backed by The Foley-Belsaw Company, a major corporation with a record of satisfied customers throughout the United States and 50 foreign countries since 1926.

We suggest that you make a copy of this enrollment form front and back for your records before mailing to the school.

Keep Everlastingly At It...



1.800.821.3452
www.foley-belsaw.com