

# MTI P.E.A.K. Performance Program

## *Instruction Guide For Enrolling and Executing P.E.A.K. Program*

Program Duration: 4 to 6 Months

Welcome to the P.E.A.K. program. This 26-module program is designed to enhance your Performance, Education, Advancement and Knowledge in the world of heat treating. A full course syllabus is located at the end of this document.

It is important that you review this full document with your company's training administrator and the person assigned to be our "Sponsor" through the program. The MTI Academy recommends the Quality Director/Manager be your Sponsor, as they will be monitoring and grading your performance in 12-offline Knowledge Application Exercises (KAE) that appear with the program.

This document provides the instructions for how you and your sponsor proceed through the P.E.A.K. program.

REMEMBER, please review this document with person signing you up for program and your sponsor. Keep this document handy as you move through the program.

Good luck on your journey.

### ➤ **A Program Sponsor's Role**

- 1) As the Sponsor, you are responsible for reviewing, signing off and approving the 12 Learner's KAE's and allowing the Learner to proceed to the next module. We recommend the Sponsor be the Director of Quality or Department Manager
- 2) Some KAE's will be elements the Learner will execute while you monitor. Others will ask them to answer questions on the KAE form, which you will review and grade on a scale of 1 to 10 when the KAE is completed
- 3) Once the Learner has completed the assignment, the Learner will bring the KAE form that has been completed for your review, grading and signature
- 4) Once you have approved the document the Learner will upload the signed document to the appropriate module and the system will send you an email that includes the link to follow to verify the signed document has been successfully completed
- 5) From the link, click the assignment has been approved. (inputting the grade is not necessary)

## ➤ **How to Enroll Someone Into P.E.A.K. Program**

Learners can be enrolled in two ways.

- 1) A company who has a corporate subscription can enroll them through their group account
- 2) An Individual/Learner can purchase full course once they have created an account for Self and Sponsor for the program if not a current Learner in the system

**The following are directions for each option for enrolling:**

### ***OPTION 1: Enrolling Learner Through MTI's Corporate Subscription***

- 1) The Sponsor must be listed as a learner/administrator in your group members
- 2) To register the Sponsor, if not already in the group members, you will add this individual just as you would a learner
- 3) Once you have verified/created the Sponsor's profile and username, at the bottom of the Learner's profile you are enrolling, you will enter the Sponsor's username. As you begin typing the username, the Sponsor's name will pop up in the drop-down box. You will click on the name of this person then click save. The Sponsor will be the individual to monitor and sign off on the Knowledge Assessment Exercises as the Learner completes them

### ➤ **Enrolling Learner in the program**

- 1) Go to Group Member Page
- 2) Check box(s) next to Learner(s) that you wish to enroll in the Program
- 3) Click Enroll Tab on top right
- 4) Click Enroll in Program Sessions
- 5) Click on 400 P.E.A.K. Program
- 6) Click right arrow to move this program to the empty box on the right
- 7) At the bottom of the screen, Click Enroll
- 8) Learners are now enrolled in program and ready to go

### ➤ **Learner Begins the Program**

- 1) Learner will login after receiving the automated email that he/she will receive once enrolled
- 2) If the Learner does not receive an email he/she may go to [www.MTIAcademy.com](http://www.MTIAcademy.com) and log-in using the username and password the administrator assigned
- 3) The Learner will launch the program by clicking on the Launch button
- 4) The Learner can now proceed

### ***OPTION 2: Self-Enrollment/Purchase with a Sponsor:***

#### ➤ **Creating your Sponsor & Learner Accounts**

- 1) IT IS MANDATORY YOU HAVE A SPONSOR for this program and the Sponsor must have an MTI Academy account, PRIOR to you enrolling into this program
- 2) First determine who your Sponsor will be
- 3) If you and your program sponsor do not already have a Learner's account, you will need to create one for each of you. To do so, Click "Join" at top right of website home page
- 4) Once you both have accounts, you will enter your Sponsor's username in the Learner's profile at the bottom where it asks for "Course 400 Sponsor"

#### ➤ **Enroll Learner in the program**

- 1) After Logging in and assigning a Sponsor, go to the course catalog
- 2) Type in 400 in Keyword Box to locate the program quickly
- 3) Click BUY tab and execute payment
- 4) You are now enrolled and ready to begin
- 5) The Learner will launch the program by clicking on the Launch button

## What to Expect When Taking the Course:

### ➤ Learner to Begin the Program

- 1) Each module will need to be taken in the order they are listed
- 2) Open each page for review before moving to the Handout
- 3) The Handout(s) are download-able and printable by using the Download and or Print icon at top right hand of course content page
- 4) Handouts are to be used to read thoroughly and to assist you in following the video content
- 5) When printed you can make notes to refer to while preparing for the test
- 6) Not all questions in the test are on the Handouts but are in the video so be sure to pay attention to the video as you will NOT have accessibility to the video or handout once you have opened the test

### ➤ Knowledge Application Exercises (KAE) Instructions

- 1) There are 12-KAEs in this program to help you apply what you are learning. Your Sponsor is responsible for grading your performance in each KAE
- 2) Once you have successfully completed a module that includes a KAE, you will open the KAE file and CLICK on the PDF document you should see in this file
- 3) Download this file to your computer
- 4) You will perform the KAE with your Sponsor. Type in any required responses/answers on this fillable form to questions asked.
- 5) Once Completed, save and print this file to be reviewed by your Sponsor for grading and signature
- 6) Once graded, both you and Sponsor will sign the document on the signature lines
- 7) Scan the entire document and upload the KAE document back into the learning program. Under the Case Study file in your P.E.A.K. account, you will see the option to upload a file. This is where you will upload all pages of your signed KAE
- 8) Once Uploaded, Click "Submit for Review" button and the Sponsor will receive an email to approve the document allowing you to proceed to the next module
- 9) Once your Sponsor clicks approved, you will be able to proceed to the next module

# **P.E.A.K. Performance Program Full Course Syllabus**

1. ABC's of Metallurgical Theory
  - Handout: Student Handbook to Read
  - Video Lesson
  - Test
  - Knowledge Execution Exercise (KAE #1)
2. Workplace Safety (fire, general plant, endothermic gas)
  - Handout: Power Point
  - Video Lesson
  - Test
3. ABC's of Materials
  - Handout: Student Handbook to Read
  - Video Lesson
  - Test
  - Knowledge Execution Exercise (KAE #2)
4. ABC's of Processes
  - Handout: Student Handbook to Read
  - Video Lesson
  - Test
  - Knowledge Execution Exercise (KAE #3)
5. ABC's of Equipment
  - Handout: Student Handbook to Read
  - Video Lesson
  - Test
  - Knowledge Execution Exercise (KAE #4)
6. ABC's of Quality, Inspection and Failure Analysis
  - Handout: Student Handbook to Read
  - Video Lesson
  - Test
  - Knowledge Execution Exercise (KAE #5)
7. Heat Treat Evaluation & Hardness Testing
  - Handout: Power point
  - Video Lesson
  - Test
  - Knowledge Execution Exercise (KAE #6)

## 8. Process & Atmosphere Controls

- Handout: Power point
- Video Lesson
- Test
- Knowledge Execution Exercise (KAE #7)

## 9. Furnace Atmospheres

- Handout: Power Point
- Video Lesson
- Test

## 10. Furnace Maintenance

- Handout: Power point
- Video Lesson
- Test
- Knowledge Execution Exercise (KAE #8)

## 11. Heat Treat Troubleshooting

- Handout: Power point
- Video Lesson
- Test
- Knowledge Execution Exercise (KAE #9)

## 12. Machining & Annealing Heat Treat Parts

- Handout: Power Point
- Video Lesson
- Test

## 13. Blueprints 101

- Handout: Power Point
- Video Lesson
- Test
- Knowledge Execution Exercise (KAE #10)

## 14. Advanced Processes: Brazing

- Handout: Power Point
- Video Lesson
- Test

## 15. Advanced Processes: Induction 101

- Handout: Power Point
- Video Lesson
- Test

16. Advanced Processes: Vacuum 101

- Handout: Power Point
- Video Lesson
- Test

17. Surface Treatments: Nitriding

- Handout: Power Point
- Video Lesson
- Test

18. Surface Treatments: Plasma Nitriding

- Handout: Power Point
- Video Lesson
- Test

19. Surface Treatments: Carbonitriding

- Handout: Power Point
- Video Lesson
- Test

20. Surface Treatments: Carburizing

- Handout: Power Point
- Video Lesson
- Test

21. Surface Treatments: Flame Hardening/Laser

- Handout: Power Point
- Video Lesson
- Test

22. Surface Treatments: Plasma Carburizing and Low Pressure Carburizing

- Handout: Power Point
- Video Lesson
- Test

23. Pyrometry 101

- Handout: Power Point
- Video Lesson
- Test
- Knowledge Execution Exercise (KAE #11)

24. Audit Compliance 101

- Handout: Power Point
- Video Lesson
- Test
- Knowledge Execution Exercise (KAE #12)

25. Principles of Operating a Heat Treat Plant

- Handout: Power Point
- Video Lesson
- Test

26. How to Deal With Difficult People in Workplace

- Handout: Power Point
- Video Lesson
- Test

**QUESTIONS:**

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