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.

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<tr>
<td>SERVICE</td>
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<tr>
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<tr>
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<tr>
<td>Replace Camshaft</td>
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<td>Replace Head Gasket</td>
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<tr>
<td>Oil Change and Blade Sharpening</td>
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<tr>
<td>Major Overhaul</td>
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Program Overview

Get Started with SkillPak 1 for only $35!
Your OPE Engine Repair Program includes the following:

- The Basic OPE Engine Repair Course with twelve SkillPaks, each with four Skills and all the materials, parts, and tools to help you master those skills.

- The Advanced OPE Repair Course, features additional instruction in chainsaw and power mower repair.

- The Bonus items, including the Small Engine Tool Set, the Small Engine Parts Kit, and the Small Engine Repair Business Start-up Kit. This is over a $249.00 value.

- Catalogs from which you can order professional tools and supplies wholesale (so you can add a mark-up of 50-100% or more!)

- 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 80 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, all necessary hardware and supplies, are included in your low program fee. There are no hidden costs.
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 engines are added to the market every year! The outdoor power equipment engines 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 9% to 17% through the year 2014. 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 $28,000 and $48,000 per year ($14 - $24.00 per hour) with many earning far more.
Payment Plans

PLAN A – Single Payment Plan – $699.00
Save over $106 compared to Plan B. You make a total investment of just $699.00 in one payment now. (E025)

PLAN B – “Super Low” Payment Plan
Invest just $35 now and receive your first Skillpack of lessons. Your monthly payments are only $55 per month with a Total tuition investment of $805. Tuition includes the entire course including parts, tools, Business Start-Up Kit and more! (E027)

The Advanced Course, SkillPak 13, is included absolutely FREE!

Business Start-Up Kit includes Ad Slicks, Business Cards, Invoices, Repair Forms, Patches, and Shop Signs. A $90 Value!

The Bonus Parts Kit includes over $100 in fast-moving repair parts!

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P.O.B. 419593
Kansas City, MO 64141-6593

Advanced Lessons
Lesson No. 13

COMPLETE SMALL ENGINE REPAIR
- 2-CYCLE
- 4-CYCLE
- SERVICE
- TUNE-UPS
- REPAIR
- OVERHAULS

COMPLETE SMALL ENGINE REPAIR
- 2-CYCLE
- 4-CYCLE
- SERVICE
- TUNE-UPS
- REPAIR
- OVERHAULS
“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 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

“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

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 2 years.

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 2 years. 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 accredited by anyone?
A. No.

The Foley-Belsaw Institute Outdoor Power Equipment Engine Repair Course is not an accredited program. 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.
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, student services and tools 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 much is shipping?

A. FREE if you pay your tuition in full at time of enrollment, or $3.20 will be added to your monthly payment if making installments.

For those students who enroll under a student payment plan, $3.20 will be added to your monthly payment amount to cover shipping and handling. If you pay for your complete tuition at the time of your enrollment, the Foley-Belsaw Institute pays ALL shipping and handling charges for you.

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. If you wish, special arrangements can be made to ship by UPS Next Day or Second Day Service for an additional fee.

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

A. Enroll online, by phone or though 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. If you are making payments on your Training Program, you will receive your next consecutive SkillPak after you make your next payment. You can receive as many SkillPaks as you wish to pay for at that time. You will receive your diplomas and your parts packages when your training is paid in full.

If you have paid for your Training Program in full, you can request your next SkillPak at any time or request to have the rest of the program to be 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 e-mail the answers to us at lessongrades@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, earned a passing grade on these exams, and have paid for the training program in full.

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,

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.
Here are the PRINTED MATERIALS you’ll use with SkillPak 1 (Skills 1-4) #5801300.

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<tr>
<td>3</td>
<td>1</td>
<td>Return Envelope for Grading or Payment</td>
<td>5706009</td>
</tr>
</tbody>
</table>

Here are the PRINTED MATERIALS you’ll use with SkillPak 12 (Skills 45-48) #5801307.

<table>
<thead>
<tr>
<th>Picture</th>
<th>Qty.</th>
<th>Description</th>
<th>Part No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>OPE Engine Repair Skills 45-48 Text</td>
<td>5801311</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Exam / Answer Card 45-48</td>
<td>5801331</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Return Envelope for Grading</td>
<td>5706009</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Return Envelope for Payment</td>
<td>5706008</td>
</tr>
</tbody>
</table>
Here are the PRINTED MATERIALS you’ll use with SkillPak 13 (Skills 49-50) #5800316.

<table>
<thead>
<tr>
<th>Picture</th>
<th>Qty.</th>
<th>Description</th>
<th>Part No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>OPE Advanced Course 49-50 Text</td>
<td>5801315</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Exam / Answer Card Advanced Course 49-50</td>
<td>5800317</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Return Envelope for Grading</td>
<td>5706009</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Basic OPE Repair Diploma</td>
<td></td>
</tr>
</tbody>
</table>

**Bonus OPE Engine Repair Tool Kit**

<table>
<thead>
<tr>
<th>Picture</th>
<th>Qty.</th>
<th>Small Engine Tool Set Description</th>
<th>Part No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Crankshaft Holder Wrench</td>
<td>5955416</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Ignition Feeler Gauge</td>
<td>5800020</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Flywheel Puller</td>
<td>5955363</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Starter Clutch Remover</td>
<td>5978654</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>Tecumseh Impact Nut</td>
<td>5955367</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>Small Engine Ignition Tester</td>
<td>5951754</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>Spark Plug Wrench</td>
<td>5955407</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>Ring Compressor</td>
<td>5800025</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>Glow Tube Spark Tester</td>
<td>5978333</td>
</tr>
</tbody>
</table>

A $60 VALUE!
Business Start-Up Kit

Here are the PRINTED MATERIALS you’ll receive with your Small Engine Business Start-up Kit (5800023)

<table>
<thead>
<tr>
<th>Picture</th>
<th>Qty.</th>
<th>Description</th>
<th>Part No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Yellow Pages Ad Slick</td>
<td>5800323</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Newspaper Ad Slick</td>
<td>5800324</td>
</tr>
<tr>
<td>3</td>
<td>200</td>
<td>Small Engine Business Cards</td>
<td>5800328</td>
</tr>
<tr>
<td>4</td>
<td>200</td>
<td>Small Engine Repair Order Forms</td>
<td>5959003</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>Small Engine Shoulder Patches</td>
<td>5978679</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>Small Engine Pocket Patches</td>
<td>5978680</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>Small Engine Shop Signs</td>
<td>5978727</td>
</tr>
</tbody>
</table>

A $90 VALUE!
Here is the Bonus Parts Kit you’ll receive after you complete the program. (5959006)*

*Actual parts may vary from those listed below.

<table>
<thead>
<tr>
<th>Picture</th>
<th>Qty.</th>
<th>Description</th>
<th>Part No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Briggs Point &amp; Condenser Sets</td>
<td>5961772</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>Briggs &amp; Stratton Flywheel Keys</td>
<td>5978802</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Briggs And Stratton Gasket Set</td>
<td>5961608</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Tecumseh Carb Kit</td>
<td>5979247</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>Briggs And Stratton Air Filter</td>
<td>5978673</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>Briggs And Stratton Prefilter</td>
<td>5979027</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>Replacement Manual Starter Spring</td>
<td>5961326</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>Briggs And Stratton Air Filter</td>
<td>5961370</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>Universal Solid State Module</td>
<td>5978625</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>61” Universal Throttle Control</td>
<td>5978187</td>
</tr>
<tr>
<td>11</td>
<td>1</td>
<td>Briggs Muffler</td>
<td>5961278</td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>Briggs Muffler</td>
<td>5961270</td>
</tr>
<tr>
<td>13</td>
<td>5</td>
<td>In-Line Fuel Filter</td>
<td>5977149</td>
</tr>
<tr>
<td>14</td>
<td>5</td>
<td>Starter Handles</td>
<td>5961315</td>
</tr>
<tr>
<td>15</td>
<td>4</td>
<td>Spark Plugs</td>
<td>5980502</td>
</tr>
<tr>
<td>16</td>
<td>1</td>
<td>Starter Clutch For Briggs</td>
<td>5975478</td>
</tr>
</tbody>
</table>
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](http://www.foley-belsaw.com)
Mail This Form To: Foley-Belsaw Company  
PO Box 401  
River Falls, WI 54022-0401

Please Print

First Name: ___________________  Last Name: ___________________

Postal Address: ______________________________

City: ___________________  State: ______  Zip: ______ +

UPS Shipping Address (if different): ______________________________

City: ___________________  State: ______  Zip: ______ +

Telephone: ____________________________

Step 1: Read the materials enclosed.

Step 2: Complete this Enrollment Form.

Step 3: Return this Enrollment Form with payment to the address above.

Or call 1-800-821-3452 and use your credit or debit card to enroll.

Enroll Online Now.

Qualifying Resident Only: Tuition Discount Available: Enrollment Period Ends:

APPROVED

$106 (with full payment plan E025)

Open

SECTION 1

Your enrollment agreement.

I want to enroll in the Foley-Belsaw Institute OPE 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 tuition payments and final examination.

Signature: ____________________________

Phone: ________________________________

Date: ________________________________

*For a full refund ALL materials must be returned postage paid to Foley-Belsaw in like new and resellable condition.

SECTION 2

Choose your payment plan.

☐ INSTALLMENT PLAN E027)--Get started for only $35!
Send this form with just $35 to begin, then make low, interest-free monthly payments of only $55. (Total Tuition is $805.00.)

☐ SINGLE PAYMENT PLAN (E025)--Return this form with just $699.00 as payment in full—a total savings of $106.00. And you can still get all your money back within 30 days if not satisfied!

MN and WI residents - All applicable sales tax apply

☐ DISCOUNT PLAN

Enroll Online Now.

SECTION 3

Choose your method of payment.

☐ Check or money order enclosed (made payable to Foley-Belsaw) for the payment plan checked at left.

☐ Bill my credit card for payment plan indicated at left

☒ MasterCard®

☒ VISA®

☒ Discover®

Card Number: ________________________________

Exp. Date (Month/Year): _____________________

CVS# (Last 3 digits on back of card): ___________________

Signature: ________________________________

MN and WI residents - All applicable sales tax apply

*For a full refund ALL materials must be returned postage paid to Foley-Belsaw in like new and resellable condition.

YOU RISK NOTHING BY ENROLLING NOW.

You may withdraw within 30 days of enrolling for a full refund.

OFFICE USE ONLY

Student Number: ______  Order Number: ______

Amt. Rec’d: ______  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.

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

THE PAY-AS-YOU-LEARN PLAN
This monthly payment plan is designed for students who wish to pay their tuition over time. Students who choose this plan may receive one SkillPak for each $55.00 payment received in advance. It is understood, that upon the student’s acceptance of this plan, that the student agrees to make their minimum monthly payments in full and on time to remain in good standing.

The Pay-As-You-Learn Plan requires a minimum of one $55.00 payment per month, regardless of the student’s progress in the course.

Students not in good standing for a period of 90 days will have their payment privileges revoked and their FULL remaining account balance will become immediately due. The student’s account may also be turned over for collection and their information forwarded to their credit bureau. Students further agree that they will be responsible for any additional expenses incurred in the collection process. Students who pay their delinquent accounts in full within two years of the original enrollment may be allowed to finish their course.

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:

<table>
<thead>
<tr>
<th>Lesson Score</th>
<th>Letter Grade</th>
<th>Rating- Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% to 100%</td>
<td>A</td>
<td>Excellent/Passing</td>
</tr>
<tr>
<td>80% to 89%</td>
<td>B</td>
<td>Very Good/Passing</td>
</tr>
<tr>
<td>70% to 79%</td>
<td>C</td>
<td>Good or Passing</td>
</tr>
<tr>
<td>60% to 69%</td>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

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

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 two sets 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.
6. Within one year of cancellation, any student wishing to resume their training may apply for permission to do so to the Institute and will incur a $50.00 re-enrollment fee. On acceptance, you will be given credit for any lessons completed and monies paid.

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.
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Great Prices, Free Advice and Fast Shipping!

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