



5335 Kesslersville Road, Easton, Pennsylvania 18040

Dear Parent/Guardian:

Congratulations! Your son/daughter has been selected to be a student in the Small Engine & Outdoor Equipment Technology program. It will be our goal to ensure that every student receives the best possible education while in this program.

In keeping with the high standards that Industry and the Career Institute of Technology have for the Small Engine & Outdoor Equipment Technology program:

1. The student will be expected to purchase uniform and supplies (see "Uniform and supply requirements" page 2)
2. The student will be expected to supply basic tools (Please see list on page 4)
3. Students will be required to have their tools, uniform and supplies BEFORE accessing the shop.
4. Online textbooks and registration will be supplied by the school.
5. Safety Glasses: must meet ANSI (American National Standards Institute) standards.

For more program details visit: www.citvt.com

Your adherence to all of these requirements is appreciated and we are looking forward to seeing your son/daughter enter the Small Engine & Outdoor Technology Program.

If you have any questions concerning enrollment, contact Student Services (610) 258-2857 x3623.

Sincerely,

Mr. Richard Pfanders

Small Engine & Outdoor Equipment

CIP Code: 47.0699

610-258-2857 x3481 or pfanders@citvt.com

UNIFORM & CLASSROOM SUPPLIES REQUIREMENTS

Required Items Checklist:

Uniform Requirements: Due to the active nature of this program, for hygienic reasons and protection, it is necessary for your son/daughter to purchase the items listed below.

- A. A two piece work uniform. Navy blue Dickies style work pants and navy blue blue, plain t-shirt. We recommend purchasing 2 shirts for your students, but only 1 will be required.
- B. Steel toe work shoes or boots with oil resistant soles. High or Low tops are acceptable.
- C. A black uniform belt with buckle cover or equivalent; preferably with non-marring buckle.
- D. Optional clothing may be purchased to accommodate the weather such as a Navy crew neck sweatshirt to wear in the shop on cooler days.
- E. Safety Glasses: must meet ANSI (American National Standards Institute) standards.

(Hoodies are *NOT* permitted in the shop area for safety purposes)

Uniforms are to be purchased through our online store:

<https://citvt.estore.shop/small-engines-outdoor-equipment>

Classroom Supply Requirements: These items below are needed for the first day of school. As a first year automotive student, you will be spending a lot of time learning the theories of the different automotive systems. This time will be spent in the classroom taking notes, viewing multimedia learning systems, listening to lectures, and reading online textbooks.

- a) A 3 ring notebook **(2-3 inch) - (able to be left in the classroom)**
- b) 1 subject notebook - **(able to be left in the classroom)**
- c) 3 ring notebook dividers **(5 tabs or more)**
- d) Pens **(Black and Blue ink only)**
- e) Pencils **(#2)**
- f) Highlighters, assorted colors

Required Items Checklist:

Due to increasing class sizes and storage limitations student tools will not be required until we start our tool lesson at the beginning of the school year. Students will be expected to provide basic hand tools and toolboxes. Students / parents can expect to spend roughly **\$150-\$250** on tools and a metal tool box.

See below for toolbox size examples:



Home Depot: #269900



Lowes: #1061269



Tractor Supply: #135799499

We do not specify a particular brand of tools. Tools can be obtained through any major retailer or tool vendor. Tools do not need to be new, however they do need to be in safe working order. Most starter sets can be purchased at Harbor Freight Tools, Sears, Lowes, or Home Depot. This tool set was recommended and approved by the Small Engine and Outdoor Equipment Occupational Advisory Committee, for students in this program. More tools can be added if available, but keep in mind the tools need to fit in the standard tool box size.

While we do our best to prevent theft, it is important to have a secure lock for your student's toolbox. Students purchase a combination lock so they can keep track of combinations in the event they forget. Keyed locks are acceptable but if the key is lost and the lock needs to be cut off, a replacement will be required. Tool boxes will be stored in secure tool rooms at the end of the session before the students leave CIT for the day.

If you are unable to obtain tools and or a toolbox for your student, please contact Student Services in private so he can discuss options.

We do not allow students to bring in roller tops and / or bottoms as we are limited on storage space.

Required Tools For Small Engines

- 1. $\frac{1}{4}$ Socket Set 6 to 14mm deep and shallow**
- 2. $\frac{3}{8}$ Socket set 8 to 19mm deep and shallow**
- 3. $\frac{1}{2}$ Socket set 19-36mm, 19, 21, 22, 24, 27, 30, 32, 36{optional}**
- 4. $\frac{1}{4}$ & $\frac{3}{8}$ extensions**
- 5. Allen key set**
- 6. Torx set**
- 7. Minimum 5 piece screwdriver set, #'s 1, 2, & 3 Phillips, 2 Flat blades**
- 8. Combination wrenches 6-19mm**
- 9. Tape Measure**
- 10. Feeler gauge/Thickness gauge**
- 11. Plier set, side cutters, needle nose, combination slip joint, channel locks**
- 12. Safety glasses**
- 13. Tool box, preferably 3 drawers with top that opens.**
- 14. Valve core tool**
- 15. 16oz ball peen hammer**
- 16. Soft face hammer**
- 17. Spark plug sockets $\frac{5}{8}$, 13/16, $\frac{3}{4}$, 18mm**