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## **Level 0 – Overview and Introduction to the Curriculum**

Welcome to the Key Systems Specialist curriculum.

Your management has assigned you this required curriculum.

The curriculum consists of five sections, or “levels”. Each Section has a due date.

The modules within each section have reference materials you need to download in order to be able to understand and pass the exams. Some modules also have online courses you will need to take and pass.

The Sections and Modules must be accomplished in order. After passing an exam, you are able to start the next Section or Module. Each Module has a Final Exam.

The detailed curriculum is as follows:

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### **Level 1 – Understanding Master Keying:**

You will only be allowed to take the test once and you will have to finish each test completely in one sitting.

You will be allowed to re-enter the test if you do not post a score of 80% or higher.

Download the following Reference Material: (Read each of the following before taking test)

- Master Key System Design Guide
- Educational Document (SKS) eDoc08004(PLS)Feb2015
- Educational Document (DMS)Feb2015
- Cylinder Comparison Matrix (2014Cylinder Chart MatrixRevJan.pdf)

Take the following online courses:

- Understanding How a Cylinder Works (test included)
- Understanding How to Design a Master Key System – Five Simple Rules (test included)
- Understanding Two Level Master Key Systems(test included)

Take and Pass Level 1 Final Exam (Open Book)

- 46 questions

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## **Level 2 - Product**

You will only be allowed to take the test once and you will have to finish each test completely in one sitting.

You will be allowed to re-enter the test if you do not post a score of 80% or higher

Download the following Reference Material: (Read each of the following before taking test)

- Administrative Document Matrix
- Educational Document (PLS) eDoc08004(PLS)Feb2015

Take the following online courses:

- Understanding Corbin Russwin Cylinders & Keys
- Understanding Sargent Cylinders & Keys

Download Additional Resources: (Recommended) (no links provided, you must search each manufacturer's websites for this material)

- Download Cylinder and Tech Manuals from each manufacturer; Corbin Russwin, Sargent and Yale
- Current Price Books from each company
- Keyed Order Lead Sheets from each company
- Security Policies

Take Level 2 Final Exams: (Open Book)

- Level 2 CR test: 25 questions
- Level 2 SGT test: 18 questions
- Level 2 Yale test: 22 questions
- Level 2 Joint test: 6 questions

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### **Level-3 Master Keying Applications**

You will only be allowed to take the test once and you will have to finish each test completely in one sitting.

You will be allowed to re-enter the test if you do not post a score of 80% or higher

Download the following Reference Material: (Read each of the following before taking test)

- Master Key System Design Guide
- ASSA ABLOY Key Control Guide
- Educational Document (SKM) – eDoc08002(SKM)Feb2015
- Sales & Conference Center – Pic:SCC#1
- Schematic – Pic:SCM#2
- New High School – Pic:NHS#3

Online Course:

- Understanding How to Conduct A Key Meeting

The Successful Key Meeting

- Download the Successful Key Meeting Educational Document from above.
- Read it thoroughly and have it with you while taking the test.

Selling Key Systems

- Download the Educational Document "Selling Key Systems" from above.
- Read it thoroughly and have it with you while taking the test.

Schematic Exercise

- The intent of this exercise is to familiarize you with a key system schematic and the proper listing of key symbols according to their hierarchy in relationship to their importance to the overall key system structure.

Questions on the test will refer to these documents:

- Pic: SCC#1 – Sales & Conference Center
- Pic: SCM#2 - Schematic
- Pic: NHS#3 – New High School

Take Level 3 Final Exam: 100 questions (Open Book)

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#### **Level-4 Master Key System Design**

You will only be allowed to take the test once and you will have to finish each test completely in one sitting.

You will be allowed to re-enter the test if you do not post a score of 80% or higher

You may want to review the Master Key System Design Guide, the Key Control Guide, and all of the educational documents before you begin testing.

The intent of this exercise is to test your knowledge of the correct pinning (combinating) of a Corbin Russwin, Sargent and Yale factory master keyed cylinder and/or core.

You will be asked to review specific reference material regarding the proper pin terminology and method for determining the right pin arrangement for each chamber.

#### Designing Master Key Systems

Download the Educational Document "Designing Master Key Systems" from above.

- Educational Document (PMT) – eDoc08001(PMT)Feb2015

You may also want to download and have with you some additional documents:

- Cylinder Catalogs and Technical Manuals from Corbin Russwin, Sargent and Yale.

Take Level 4 Final Exam: 28 questions (Open Book)

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## **Level 5 – Key Control**

Please complete the Review test first before continuing.

You will only be allowed to take the test once and you will have to finish each test completely in one sitting.

You will be allowed to re-enter the test if you do not post a score of 80% or higher

Download and Review:

- ASSA ABLOY Key Control Design Guide
- Educational Document (KW) – eDoc08003(KW)Feb2015

Key Wizard

Download the Key Wizard Educational Document from above.

Read it thoroughly and have it with you while taking the test.

Questions have been taken from this document and Key Wizard's website ([keywizard.net](http://keywizard.net)).

Take Level 5 Final Exam: 55 questions (Open Book)