



324 Highway 69
Nederland, TX 77627
Phone (409) 724-2565
Fax (409) 724-2671

3166 Decker Dr.
Baytown, TX 77520
Phone (281) 421-0459
Fax (281) 422-3008

www.istc.net

I would like to take this opportunity to thank you for your interest in ISTC Nederland Training Center. ISTC is an organization for learning, dedicated to providing the highest quality training for our customers in the most cost-effective manner.

Our mission is to serve our customers in industry and in our community by providing a safer work environment through training and education and to continuously improve both instructional methods and services in order to meet and exceed mandated training requirements.

Please find attached the ISTC Baytown Training Center packet. The packet includes information concerning our policies and procedures, class schedules and registration forms. If you should have any questions concerning our Baytown facility please feel free to contact Glenn Fontenot, Vice President Operations-Baytown, at 281-421-0459 or for questions concerning our Nederland Training Center please feel free to contact Patty Collins, Vice President Operations-Nederland, at 409-527-3385.

Again, thank you for your interest in the ISTC Baytown Training Center. We look forward to serving you in the near future.

Sincerely,

R.M. Melancon, Jr.

Russell M. Melancon, Jr., CAE
President/CEO

ISTC's Policies and Procedures

All trainees must show proof of any of the following Acceptable documents:

- ◆ US Government or State Issued
- ◆ Valid Driver License w/Photo (US State issued)
- ◆ Valid Identification Card w/Photo (US State issued)
- ◆ Valid Passport w/Photo (US Government issued only)
- ◆ Valid Renewal document w/expired within 60 days photo Driver License
- ◆ (Expired license beyond 60 days will not be accepted. Student will have to wait for official license from State prior to taking a course.)
- ◆ Valid Renewal document w/expired within 60 days photo Identification Card
- ◆ (Expired identification card beyond 60 days will not be accepted. Student will have to wait for official identification card from State prior to taking a course.)
- ◆ Permanent Residence Card (US Government issued only)
- ◆ Valid TWIC Card (must be readable by our TWIC readers)

Note: If TWIC Card is not readable by our TWIC readers students must visit the local TWIC office and order a new card. Students may return to ISTC with the Valid TWIC Renewal document and their unreadable TWIC card and they will be allowed to train.

- ◆ Valid TWIC Renewal document w/expired within 60 days TWIC card

Also trainees may be required to show

- ◆ Social Security Card
- ◆ Any safety badges, including those from other safety council's

Note: Trainee's that are scheduled or have valid training for courses that require a TWIC card, the card must be present at the time of check in.

- ◆ ISTC performs a Social Security Verification on all students. A cost of \$5.00 per verification will be charged to the contract company. ISTC does maintain reciprocity with other safety councils performing Social Security Verifications under similar conditions.
- ◆ Normal business hours are Monday through Friday 6:30 a.m. – 4:00 p.m., for Nederland Baytown location 7:00-4:30.
- ◆ Electronic Registration is **REQUIRED** and available to all ISTC customers. Appropriate computer system required. Contact our Customer Service Department or apply by completing an Online Scheduling Agreement electronically <http://www.istc.net/forms.asp>.
- ◆ Students are accepted on a first come, first serve basis, but ISTC strives to accommodate special circumstances and emergencies.
- ◆ ISTC will accept the approved reciprocal code from the attached list of reciprocal councils. The employee **MUST** present a valid badge from the approved reciprocal council and training **MUST** be verifiable via the issuing council's website to be transferred to the ISTC badge. **See FAQ page for more details.**
- ◆ Any student who fails a Basic Orientation Plus or Basic Orientation Plus Refresher at ISTC must successfully complete the class at ISTC. **NO** reciprocal card will be accepted once a student fails at ISTC.
- ◆ It is the contractor's responsibility to inform their employees of dates and times they will attend classes at ISTC.

- ◆ PLEASE RETURN ALL OLD BADGES TO ISTC at check in. The ISTC Board of Directors recommends that the badge ownership remain with the employee. This keeps all contract personnel active in the area
- ◆ A \$10.00 fee is required to reprint a lost ISTC badge. Payment must be received when badge is released on all lost badges. If a client chooses to be invoiced for a lost badge for a trainee they will need to log into the https://www.istc.net/ISTCXNET1_0/ and schedule the code (09LB)
- ◆ Fail test will be charged at the regular class rate.
- ◆ Non-subscribers are required to pay for classes prior to releasing the badge. Payment may be made by cash, check or credit card.
- ◆ ISTC policies regarding alcohol, drugs, weapons and conduct have been posted in the halls. Students who are not within the guidelines of ISTC's policies may be asked to leave the premises.
- ◆ ISTC policies regarding cheating are posted in the classrooms. Any student caught cheating will not be allowed through classes for 30 days.

INDUSTRIAL SAFETY TRAINING COUNCIL CLIENT INFORMATION

The undersigned company wishes to become a client of the Industrial Safety Training Council-Nederland and the ISTC Baytown Training Center.

This information will be used for the sole purpose of maintaining a client database and will not be shared.

If client wishes to become a subscriber of ISTC, the subscriber fee must be paid prior to processing application. We understand by becoming a subscriber we are entitled to net thirty (30) billing days, subscriber rates on all classes offered by ISTC, access to on-line scheduling, student histories and a subscription to a quarterly newsletter keeping us informed of all the latest changes in the industry. If at any time our account becomes delinquent, we understand we forfeit all subscriber rights and privileges until the account is made current. By submitting this application the undersigned company agrees to receive fax and email notifications from ISTC. ISTC will not share information contained in the application with any other entity. For full details of our privacy policy visit our website at www.istc.net.

ALL FIELDS MUST BE FILLED IN BEFORE THE APPLICATION WILL BE PROCESSED

PLEASE PRINT ALL INFORMATION

DATE: _____ CLIENT I.D. NUMBER: _____ (ISTC Use Only) UPDATE: _____

FULL COMPANY NAME:(No Acronyms) _____

Physical Office/Street Address: _____

City _____ State _____ Zip _____

Office Phone: _____ Office Fax: _____

COMPANY CONTACT:

First Name: _____ Last: _____

Title: _____ E-Mail Address: _____

Phone: _____ Ext. _____ Fax: _____

BILLING CONTACT:

First Name: _____ Last: _____

Title: _____ E-Mail Address: _____

Phone: _____ Ext. _____ Fax: _____

INDUSTRIAL SAFETY TRAINING COUNCIL CLIENT INFORMATION

BILLING ADDRESS :

Mailing Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Ext: _____ Fax: _____

SAFETY / HEALTH & ENVIRONMENTAL CONTACT:

First Name: _____ Last: _____

Title: _____ E-Mail Address: _____

Phone: _____ Ext: _____ Fax: _____

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE SERVICE YOUR COMPANY WILL BE PROVIDING TO LOCAL INDUSTRY.

Check One:

_____ **General Contractor** – A contractor who engages in more than one discipline of work.
\$250.00 Annual Fee

_____ **Specialty Contractor** – Special trade contractor may work on sub-contract from general Contractor, performing only part of the work, primarily one discipline, covered by the General contract, or they may work directly for the owner. \$150.00 Annual Fee

_____ **Vendor** – Any person, firm or corporation engaged in any work related to the Construction industry who *furnishes material, but no labor*, to the construction site.
\$50.00 Annual Fee

_____ **Background Screen Only Client** – company who wishes to process only background screens through ISTC and not take advantage of the training discounts available through other options.
\$50.00 Annual Fee

SIC Code(s): _____

****This application is valid for the company listed above and does not include any sub-contractors, which the company may employ.**

****This application must accompany payment prior to account being established. This application will be submitted to the Industrial Safety Training Councils' Board of Directors for final approval.**

_____ **Office Use Only** _____

Verified Primus _____ Verified Solomon _____ Paid Date _____

Rec# _____ Amt \$ _____ Pymt Type _____

SUBSCRIBER CREDIT APPLICATION

ISTC requires a brief credit check before accepting your subscriber application. Please furnish the following information:

Company Name _____

Address _____

Phone Number _____ **Fax Number** _____

Banking Information:

Name _____

Address _____

Phone Number _____ **Contact** _____

Account Number(s) _____

Please supply two credit references:

1. Company Name _____

Phone Number _____ **Fax Number** _____

Contact _____

2. Company Name _____

Phone Number _____ **Fax Number** _____

Contact _____

I authorize the release of credit information to Industrial Safety Training Council pertaining to the above listed company. I understand this information will be used in determining my subscriber application acceptance or declination.

Authorized Signature

Date

Credit Card Authorization

Please print all information clearly.

Date: ____/____/____

Your Name: _____

Company: _____

Mailing Address: _____

Phone Number: (____) _____

Credit Card Type: (Please circle one) Visa MC AX Discover

Credit Card Account #: _____

Expiration Date ____/____

Authorization Amount: \$_____.____

This is to authorize ISTC to pay for safety classes using the credit card listed above. If any price discrepancies occur, your company will be notified by phone the same day of the transaction, and an edited form must be initialed next to any and all changes made in order to be processed.

In order to insure proper credit to your account, please list invoices (if available) or the date of the class(es) that were taken with the name(s) of the student(s) that are being paid for below.

Student Name/Invoice Number

Classes Taken/Class Date

Authorized Signature: _____

(Will not be processed without signature)

Please fax to (281) 421-8130



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www.istc.net

Dear Clients;

In July 2010, ISTC launched a new electronic billing system designed to eliminate paper invoicing. This has helped to reduce delays in receiving invoices and allow you to expedite your payables process.

As of July 1, 2010, all invoices are posted to our secure web tool which will allow you to view, print and pay invoices online. Invoices will be posted daily for your convenience. You will receive an email notification when you have open invoices posted to your site. It is your responsibility to check your invoice status regularly so that your account remains current. This new process is mandatory as we feel it is an efficient, effective process for our business model.

Your early participation in this new process is critical to its success and your continued current account status. To ensure that we have the proper information, please complete the attached questionnaire and returned with your new client information forms. Failure to provide the necessary information may result in your company's account status being affected.

If you have any questions, please feel free to contact a member of our accounting department at 409-724-2565 or email accounting@istc.net

**ELECTRONIC BILLING
QUESTIONNAIRE**

COMPANY NAME: _____

CLIENT ID# _____

BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #: _____ **FAX #:** _____

EMAIL ADDRESS: _____

(We recommend a generic email address be used as this will be the only communication you receive notifying you that an invoice(s) are ready for viewing/printing/paying from our web tool. It will be your responsibility to update us on any email address changes.)

ACCOUNTS PAYABLE CONTACT PERSON: _____

A/P TELEPHONE # _____ **FAX#:** _____

PLEASE RETURN VIA EMAIL (accounting@istc.net) or VIA FAX (409) 721-6580.

ISTC Office Use Only:

Date received: _____ Date verified: _____

By: _____

CONGRATULATIONS ON BECOMING A SUBSCRIBER OF I.S.T.C.

Once the subscribership for your company has been paid, you may start to enjoy the many benefits of being an I.S.T.C. subscriber. As a subscriber, not only will you be invoiced net 30 days, but you now will have access to **Online Scheduling Registration**. Some of the advantages to this method include the following:

- + No more faxed registration forms. Your class request will be automatically processed, saving you time and money.
- + Instant notification of class availability. This will allow you to better manage your training needs.
- + Time savings from eliminating forms, faxes and phone calls.
- + Access to your employees training records.
- + Access to company reports
- + Access to report of employees with training that will be expiring with-in 30 days.

We are confident that you will enjoy the many benefits of electronically registering your employees for classes at I.S.T.C. We are always ready to assist in any way needed to make this a smooth transition.

You may go to our website - www.istc.net and download the **Online Scheduling Agreement** and return to us. Upon receipt of the signed agreement, you will be contacted to arrange passwords and access rights. Please call our office at (409) 724-2565 for information or assistance, or email us at info@istc.net.

Reciprocal Training Councils and Codes

Training Council Name and Location	Reciprocal Code
Ark-La-Tex Safety Council, Shreveport, LA	08 Basic Plus / 08 Basic Plus Ref
Colorado Safety Association, Denver, CO	25 Basic Plus / 25 Basic Plus Ref
Contractors Safety Council of Brazosport, Freeport , TX	04 Basic Plus / 04 Basic Plus Ref
Contractors Safety Council of Coastal Bend, Corpus Christi, TX	03 Basic Plus / 03 Basic Plus Ref
Contractors Safety Council of Texas City, Texas City, TX	07 Basic Plus / 07 Basic Plus Ref
Contractors Safety Council of Mid-Coast, Port Lavaca, TX	06 Basic Plus / 06 Basic Plus Ref
Greater New Orleans Industrial Education Council, New Orleans, LA	08 Basic Plus / 08 Basic Plus Ref
Houston Area Safety Council, Houston, TX	19 Basic Plus / 19 Basic Plus Ref
Mid-Atlantic Safety Council, Wilmington, NC	18 Basic Plus / 18 Basic Plus Ref
Regulatory Training Center, Charleston, WV	10 Basic Plus / 10 Basic Plus Ref
Safety Council of East Texas, Longview, TX	05 Basic Plus / 05 Basic Plus Ref
Safety Council of Southwest Louisiana, Lake Charles, LA	13 Basic Plus / 13 Basic Plus Ref
Safety Council of the Louisiana Capital Area, Baton Rouge, LA	12 Basic Plus / 12 Basic Plus Ref
Tennessee Valley Training Center, Decatur, AL	20 Basic Plus / 20 Basic Plus Ref
Training Solutions for Construction & Industry, Mobile, AL (formerly ABC Mobile)	01 Basic Plus / 01 Basic Plus Ref
Tri-State Industrial Safety Council, Evansville, IN	23 Basic Plus / 23 Basic Plus Ref
West Texas Safety Training Center, Midland, TX	14 Basic Plus / 14 Basic Plus Ref
Wyoming Montana Safety Council	24 Basic Plus / 24 Basic Plus Ref