

# IMPORTANT REGISTRATION INFORMATION YOU NEED TO KNOW

## Registration:

E-mail registration forms can be found on our web site at [www.fpctx.edu/pstc.htm](http://www.fpctx.edu/pstc.htm). If you are unable to open this from please visit <http://get.adobe.com/reader/?promoid=BUIGO> and download the latest version of Adobe Reader.

- Fill out registration forms completely
- Include all job numbers or P.O. if applicable
- All registration forms must have a contact name and number
- **ONE DAY ONLY** on each registration form
- All registration forms must be e-mailed by 4:00 the workday prior to training.
- If you need training the same day please call the Safety center after 7:30 am to see if space is available, **BOP MUST BE REGISTERED THE DAY PRIOR**
- BOP class starts at 8:00 and no student will be admitted after this time
- Any student that arrives for class without being registered will be asked to contact their company and have a registration form sent over. They will be placed in class if space is available and if this can be done without delaying the start of the class.
- The safety center **CANNOT** alter a registration form. If a student is scheduled for a class and can show proof of current class; the company will have to resubmit the registration form in order for their class to be changed.
- The student will only be placed in those classes that they are scheduled for. The Safety center will not make the decision as to which classes a student needs to take.
- All cancellations must be e-mailed to [pstcregister@fpctx.edu](mailto:pstcregister@fpctx.edu) by 8:00 am the day of classes, or a \$10.00 no show fee will apply. **NO EXCEPTIONS.**
- You will be charged the regular class fee for your employee whether they pass or fail.

## Badge replacement

- There is a \$10.00 fee for all replacement badges.
- If the company is paying the fee please send a registration form and indicate in other classes that this is a badge replacement

## Proper Identification

- Attendees must present a valid form of photo identification. Valid for ARSC purposes is defined as legal and legitimate. Identification must be original documents; no copies or facsimiles are acceptable.
- A valid United States Government issued identification card or license that contains a current photograph. This document must be unexpired or expired no longer than 60 days with valid receipt of renewal. Valid United States Government issued identification

consists of: State Driver License, State or Federal Identification Card, State or Federal Inmate Card (includes County & Municipality) or Military Identification or a valid U.S. passport that contains a current photograph. The Government issued "TWIC" cannot be validated and is not deemed an acceptable form of ID.

### **Reciprocity**

- Any student that has successfully completed the Basic Orientation Plus from another ARSC council must be able to show the badge from that council.
- The badge must be current as to allow us to transfer the class to FPCSTC

### **Computer Based Training**

- The CBT lab is open Monday – Friday 7:30 am -4:30 p.m.
- These classes have no specific start time
- CBT courses are self-paced therefore class times will vary
- No training will start after 1:30 p.m. Monday – Friday
- If students are taking multiple classes they must arrive in the morning in order to complete training.