

## IMPORTANT RIGPASS/SAFELAND 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 Social Security Verification has been performed by the company.
- If you need us to perform the Social Security Verification then we need the paper work at least 48 hours in advance.
- **SAFELAND TRAINING MUST BE REGISTERED THE WORKDAY PRIOR.**
- 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 , all paperwork is in order, and if this can be done without delaying the start of the class.
- The safety center **CANNOT** alter a registration form.
- All cancellations must be e-mailed to [pstcregister@fpctx.edu](mailto:pstcregister@fpctx.edu) by 8:00 am the day of classes, or you will be billed full price for class. **NO EXCEPTIONS.**
- You will be charged the regular class fee for your employee whether they pass or fail.

### Badge replacement

- There is a \$15.00 fee for all replacement of the Rig Pass/Safeland Card..
- 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

- All students must present two (2) valid forms of identification at time of imaging, registration, beginning of class, and testing. One identification means must be a state or government .photo" ID card (i.e., a state driver's license, valid ID card, 1-9 photo credentials, current passport, school ID, military ID, State or Federal Inmate Photo ID)