



## Industrial Safety Training Council On-Site Class Request Form

All on-site classes will be charged the cost of class per student (minimum of thirty students), cost of on-site proctor (\$200.00 per class), cost of mileage to and from ISTC, and cost of SSV (\$5.00 per person). If the on-site training location exceeds a 60-mile radius from an ISTC location, the customer may be charged additional cost based on the location of the training site. All on-site registration must be completed online by customer prior to on-site or an additional \$125.00 administrative fee will be charged. If the customer wishes to pay the administrative fee, requiring ISTC to schedule, a list of individuals attending training must be submitted to [training@istc.net](mailto:training@istc.net) by 12:00 PM (CST) the day before the scheduled class. The list must include the last six digits of the trainees' social security number, name (first and last), and classes needed.

### ISTC shall provide the following classes at the request of:

Company Name: \_\_\_\_\_

Client ID: \_\_\_\_\_ Company Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Courses: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Requested Class Time: \_\_\_\_\_

Number of students (30 student minimum required): \_\_\_\_\_ PO# (not required) \_\_\_\_\_

Address where class will be given: \_\_\_\_\_

Insurance Requirements to enter facility: \_\_\_\_\_

Specific PPE Requirements to enter facility: \_\_\_\_\_

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
ISTC Representative Signature

**EMAIL COMPLETED FORM TO [training@istc.net](mailto:training@istc.net)  
Contact (409) 724-2565 to confirm the schedule.**

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#### FOR ISTC OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Company will schedule online: Yes    No    If no, scheduled in ATLAS by: \_\_\_\_\_

Copy sent to: Instructor:    Development:    Accounting:    IT:    Customer Service: