



Industrial Safety Training Council Specialized On-Site Class Request Form

All specialized training on-site classes will be charged the cost of class per student (minimum of four students), cost of on-site instructor (\$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 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 (four 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
Contact (409) 724-2565 to confirm the schedule.**

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: