

[How to Register for Online Classes](#)

West Texas Safety Training Center's Hours of Operation are as follows:

Monday – Friday 7:10 am – 4:00 pm

Web Access 24/7

Saturdays and before or after hours Monday through Friday must be scheduled through WTSTC.

Phone: 432-563-3067 or 888-563-3067

Fax: 432-563-3904 or 866-563-3904

Emergency contact information is given on the recording if West Texas Safety Training Center is closed.

MEMBER COMPANY: If you are a member company, you will have an account number, username and password assigned to all within your company that have authority to register students for training. (And other access based on authority) If the student fails to complete the final exam there will be no charge from our direct web site.

NON MEMBER COMPANY: If you are a non member company, you will have to call and set up the student(s) for training. You may also fax a registration form to the West Texas Safety Training Center to have a student(s) set up. If the student fails to complete the final exam there will be no charge from our direct web site. You will be charged even if the student doesn't complete the course, but you may call and we will reset the student up [at no charge within one (1) week] through our direct web site.

**** You may set up classes a week in advance and the student may take the class anytime during that week. This is a special feature we have developed due to the hectic work schedules our customers sometimes face. Reminder - The course will not be available after one week.*

A photo of the student will need to be emailed to registration@wtstc.org for uploading. This email may be sent before or on the date the student takes course. The image will need to be a headshot photo, with no hat or sunglasses. The training card we will issue requires a photo, and it will not be issued without one.

The person in charge of scheduling must (online) set student(s) up for the classes that are required by class module(s) and date to be taken as follows.

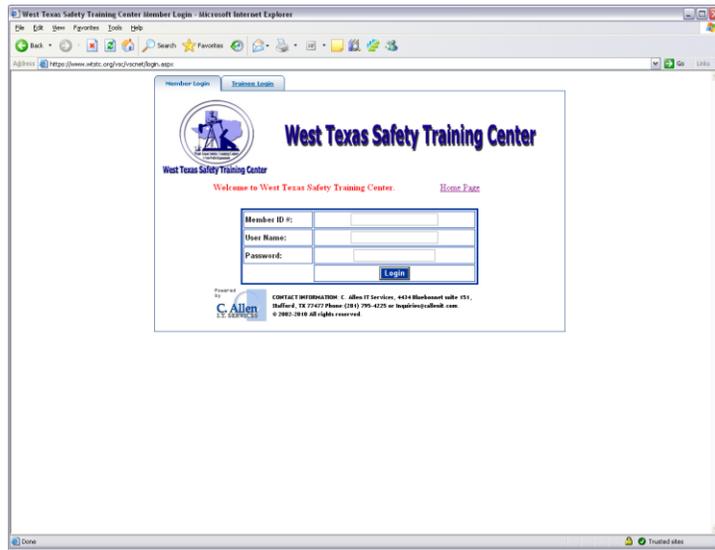
First, go to ...

www.wtstc.org Screen should look like this:



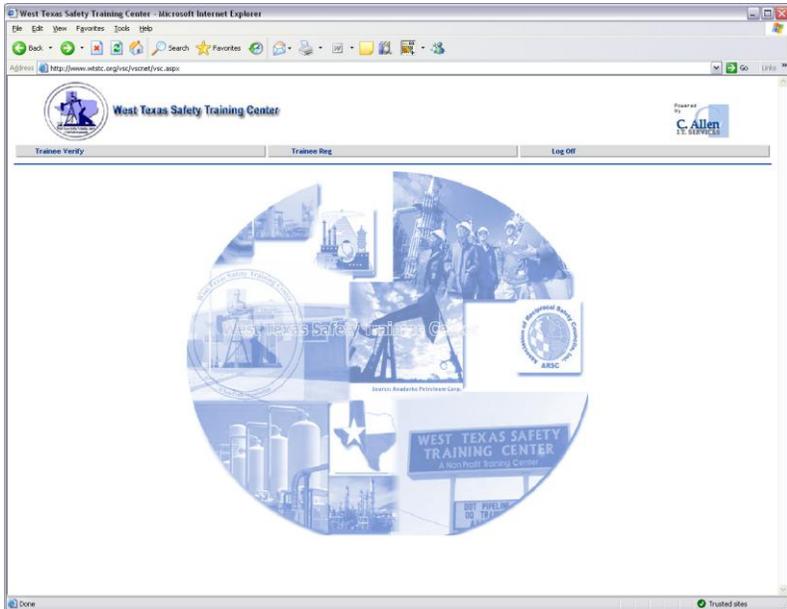
Choose: Login:

Screen should change to this:



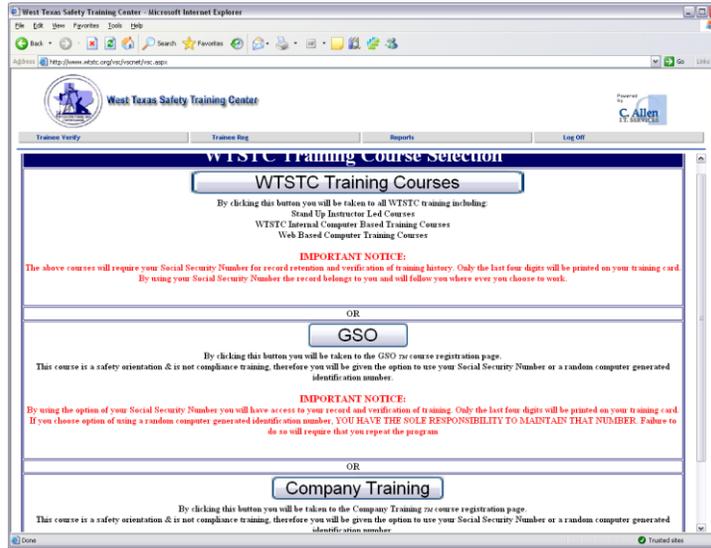
Supply: Member ID#: ??????
Username: ??????
Password: ??????

Click "LOGIN" and screen should change to this:

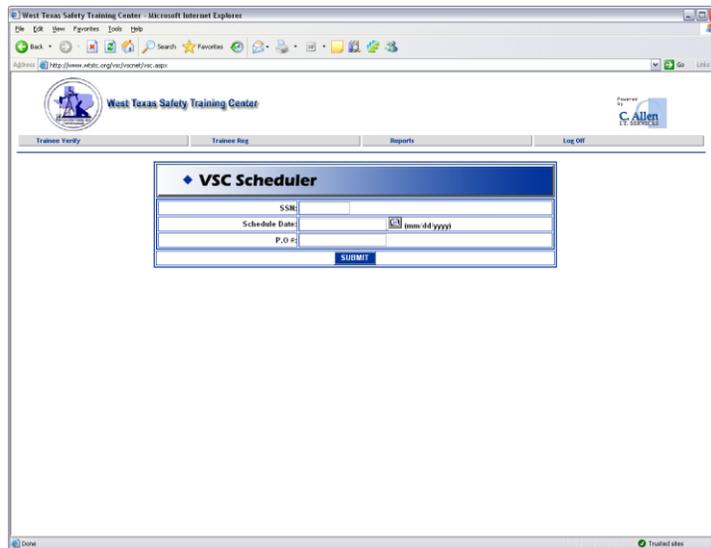


Choose: Trainee Reg
Choose: Training Registration.net

This is how the screen should look:

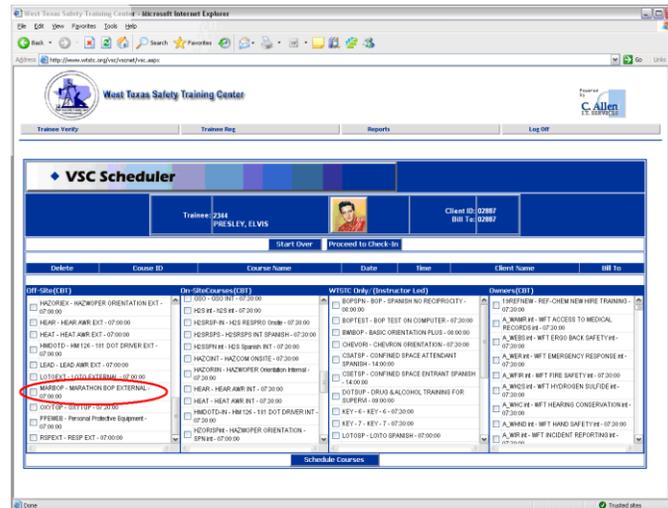


Choose: WTSTC Training Courses



Enter SSN# (no dashes) & the date you want to set the student up for training & submit.

The screen should change to this. The MARBOP course is in the left column "Off-Site CBT"



Select the class and click "SCHEDULE COURSES".

You will see the course appear above the four columns to show the student is registered.

If you should need any help or have any questions, call 432-563-3067 or 888-563-3067.