The C-Stop program was created to address the need for uniform and consistent training of contract workers in the petrochemical and energy plant environment of South Arkansas at an orientation level. Industries driving the development of the C-STOP program were Great Lakes Solutions, El Dorado Chemical, Entegra, and Lion Oil. Albemarle, Clean Harbors, Chemours, Tetra, and Cross Oil joined the program after it began. It is anticipated that other companies will join in the future. A list of participating companies is available and will be updated as companies join. C-STOP is an instructor-led course. The curriculum was customized to fit the needs of local industries.

C-STOP CLASS SCHEDULE

Class schedules are published for Fall, Spring, and Summer. Please email ce@southark.edu to request a class schedule.

- Class are held Monday – Thursday
  - 9:00 a.m. – 4:00 and 5:00 p.m.
  - Employees should arrive at 8:30 a.m.
- Additional classes, pending demand, will be scheduled during start-ups, renewals, and shutdowns. Two weeks advanced noticed is required for additional classes and accommodations.
- Minimum of 6 and maximum of 30 students allowed per class.

REGISTRATION

To ensure employees have the necessary materials and space, please follow the registration process.

Registration: $50  
Late Registration: $75 (see below for cutoff times)

1. Employee registration is due **2 days in advance** of the class.
   Regular class registration is due by 5:00 p.m. two days in advance and late registration is due by 12:00 p.m. the day before training Monday – Thursday and 11:00 a.m. on Friday (a late fee will be assessed for late registration). Registrations will not be accepted after late registration cutoff times.
2. Site specific training needs to be indicated on registration form.
3. No refunds for cancellations or no shows; however substitutions may be made if notified by noon the day before class.
4. No shows will need to call and reserve their seat for the next available class.
Registration form may be submitted by

ce@southark.edu 870.864.8495
*a confirmation email will be sent

PAYMENT OPTIONS

1. Invoice Company
   Information needed for invoice:
   a. Company Name
   b. Billing Address
   c. Responsible Party
   d. Email Address
   e. Fax Number
   f. Federal ID Number
2. Credit Card
   For credit card processing, call 870.864.8453
3. Company Check
4. Purchase Order
   Fax purchase orders to 870.864.8495
5. Cash *please bring correct amount

CLASS LOGISTICS

Employees need to arrive at 8:30 a.m. for class. Late arrivals will need to reschedule their class time. The training is 5 hours plus a lunch break and two 15 minute breaks. The total estimated time is 7 to 8 hours depending on the number of site specific training needed.

*Walk-ins will not be admitted to class. Contracting company will need to reschedule for employee.

**Employees are required to provide a valid Photo ID before allowed into class. “Valid” identification means U.S. government or state issued Photo ID card such as state driver’s license, federal/state identification card, or current passport.

Replacement badges are $10 each and require exact cash or check.

TESTING

Employees must pass C-STOP and site specific exams with a 70% or better to receive their gate badge.
DISCLOSURES

The C-STOP program increases the safety-training efficiency for the contract employee and participating plants due to a reduction in redundant information being presented at each plant site. While the C-Stop program may meet a significant portion of the OSHA mandated contractor requirements as many safety training programs do, the C-Stop program is not meant to relieve contract companies of training responsibilities. Other than the C-Stop badge, there may be other requirements from each company to gain access into each plant. Please check with each plant safety manager on requirements. A company safety contact list is included with this packet. There are elements of the standards that require the contractor to provide employer specific information regarding policy and procedures as well as hands on training on specific equipment.

The C-Stop program outline is included in this packet. All subjects are covered at the orientation level. Due to the importance of this training, students will not be taken out of class for phone calls, messages, work, etc. Leaving the class will require that the student register for another class.

In addition to the C-Stop program, many participating plants have site-specific training. Some are offered at the Center for Workforce Development after the C-Stop training. Others will be offered by specific companies at their plant site. The participating company list will have an * by the name of the company indicating that their site-specific training is offered as part of the C-STOP program. For companies without an asterisk, you will need to contact them with inquiries about site-specific training in addition to C-STOP.

Please note that all classes and tests are in English. Spanish speaking employees may learn English for free through the English as a Second Language (ESL) classes offered by SouthArk’s Adult Education Department. For information on the ESL classes, please contact 870-864-7113.

The curriculum is updated each year by the C-Stop Committee and instructors. Employees should schedule a C-Stop class annually to renew their card before expiration.
Frequently Asked Questions:

What is C-STOP?
C-STOP is an acronym for Contractor Safety Training Orientation Program. The C-STOP program was developed for contractors working in the South Arkansas region. In addition to improving the safety emphasis desired by local plants, this program also reduces duplication of orientations that contractors receive at different sites in the area, saving time and resources for both contractors and the contracting business.

What is the value of a C-STOP card?
When contractors successfully complete the C-STOP program, they receive certification in the form of a badge/card and when requested a certificate of completion to give to their employers for their file. This badge/card is required for entry into certain plants in the area. See attached list for companies requiring the badge. The badge is valid for one year. After one year, contractors are required to return to SouthArk to renew their C-STOP certification.

Can the C-STOP program be taught in the evenings or weekends?
Yes. At your request, we will schedule a class for a date of your choice depending on instructor availability and classroom availability. A minimum of 6 students would be needed. We can do it for less, but you will still be billed for 6.

Is site-specific training still required?
Yes. The C-STOP program provides an overview of standard safety issues. SouthArk offers site-specific training for companies on the attached list with an * by their name. Additional plant site-specific training programs may be added as they are developed.

What if one of my employees has a reading disability?
Program instruction is given orally with the assistance of video. The test consists of multiple choice and true false questions. The reading levels of tests are estimated to be at 10th grade and below on some tests. If employees have a reading disability, they should bring documentation to The Center for Workforce Development two days in advance of their class so that accommodations can be arranged. For students who do not identify their need for help before the first class and do not pass the test because of reading difficulty, the employer must call the administrative staff to arrange for the test to be read to them when they repeat the class. For questions on the reading policy or to arrange for the test to be read to a student, call 870-864-8453. Anyone who would like to improve their reading ability can take free classes through SouthArk’s Adult Education Department. For information on reading classes, please call 870-864-7182.

What if one of my employees does not pass the C-Stop program?
Students that do not pass are permitted to return and re-take the course within two weeks at no-charge. To ensure that they gain a fuller understanding of the material, they are required to go through the program again, and not just the testing. The contractor will be billed normal rates for employees who must repeat the course 3 or more times or who wait past the two weeks. If it is determined that the student did not pass due to a reading problem, the employer may call the administrative staff and request that the test be read to the student at the end of the repeat class. Seats must be reserved for retakes.

What if we have received training from another safety council?
The participating C-STOP plants will honor a similar contractor safety orientation program such as a Basic Orientation Plus program recognized by the Association of Reciprocal Safety Councils within the past 12 months. However, you must contact the individual plants to see which cards they will accept and about taking their site-specific training.

It is difficult for me to schedule employees for all the training they have and now they have to do C-STOP on top of everything else. Do I have any options?
Yes, we can include C-STOP as part of other programs, specifically 8-Hour, 24-Hour, and 40-Hour HazWopers. A minimum of 6 students is required for these classes. The six students can come from one or more contractor companies. The prices for these classes are:

- 8 Hour Refresher (including C-STOP): $ 50 per person
- 24 Hour (including C-STOP): $ 180 per person
- 40 Hour (including C-STOP): $ 297 per person

These classes are offered as open-enrollments from time to time. We will attempt to send out an email to contractors advising them of seats available in specially scheduled classes. We can also schedule classes for your employees only. Please be advised that a 24-Hour or 40-Hour Hazwoper initial training is required for any 8-Hour HazWoper Refresher card to be issued by SouthArk. If employees have not received refresher training within the past two years, they will be required to retake the initial 24 or 40-Hour HazWoper. For the 8-Hour Refresher, documentation of the initial 24-Hour or 40-Hour HazWoper training is required. Documentation can be a copy of the initial certificate of completion or a statement from an authorized safety representative of the company. A statement should contain the following information: employee’s full name; company’s name employee works for; name of course, dates of course, name of course provider, and location where course was delivered. The statement must be signed and dated by an authorized safety representative of the company with the printed name under the signature.

If you would like to schedule one of the combo classes or find out if any are already on the schedule, please contact ce@southark.edu.

Do you allow smoking on your campus?
SouthArk is a smoke free campus. Please make your employees aware of this policy. Violators of the smoking policy will be asked to leave class and employers will be notified of the reason. People who need to smoke must leave the campus to do so.
What if I have other concerns or questions?
You may make an appointment with Sherry Howard, Dean of Workforce and Continuing Education at SouthArk. You may email her at showard@southark.edu or call her at 870-864-7193.

South Arkansas Community College does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.