



**Greater New Orleans  
Industrial Educational Council**

**Mississippi Gulf Coast Safety Council**

## CBT Business Rules

### Company Information:

<b>Company Name</b>	- Shell Chemical / Motiva Enterprises Norco
<b>Company Contact</b>	- Diane St. Pierre and Jerry Flood
<b>Phone Number</b>	- 504-465-6263 and 504-465-7893
<b>Email Address</b>	- <a href="mailto:diane.stpierre@shell.com">diane.stpierre@shell.com</a> and <a href="mailto:gerald.f.flood@motivaent.com">gerald.f.flood@motivaent.com</a>

### Course Information:

<b>Course Name</b>	- Shell/Motiva Norco Site Orientation – Spanish
<b>Course Code</b>	- 08SPSMNS
<b>Course Price</b>	- \$20.00 (Members) / \$30.00 (Non-members)
<b>Course Length</b>	- 2 hours
<b>Course Expiration</b>	- 50 years
<b>Passing Score Required</b>	- 80%
<b>Testing Opportunities</b>	- 2 retakes allowed
<b>Miscellaneous Course Info</b>	- The Motiva/Shell Security video is included in this site orientation. A Signage test will also be given and 100% score is required to pass. If a trainee misses a sign during the course of the test, the sign will be asked again at some point throughout the test. The trainee is to take the test until he/she reaches 100%.

### Prerequisites:

<b>Valid ARSC Card (BOP/BOPR)</b>	- Yes – within the last 3 years
<b>Social Security Verification (SSV)</b>	- Yes
<b>Other Courses</b>	- No
<b>Background Screen</b>	- TWIC badge required – no exceptions
<b>Medical Services</b>	- Verify that the trainee’s company has established the necessary contracts with the following Shell/Motiva approved vendors for employee drug screens: (When setting up a contract, be sure your company is listed under the North American Consortium – NASAP) <ul style="list-style-type: none"> <li>• ASAP – (877) 877-8758</li> <li>• Forward Edge – (713) 920-1335</li> <li>• First Advantage – (504) 367-0096 ext. 212</li> <li>• DISA – 800-752-6432 (ONLY ACCEPTED IF CONTRACT WAS ESTABLISHED PRIOR TO JULY 15, 2009)</li> </ul>

### Other Items:

<b>Reader Assistance</b>	- Yes. Individual must have prior approval from Shell/Motiva Management. OK to accept Read Assist BOP Card. Individual must also pass the Shell Signs Test after completion of this course.
<b>Handouts</b>	- 2 environmental handouts per student, once they pass the CBT (Supplied by Shell/Motiva)
<b>ID Requirements</b>	- Students must present a valid (not expired) State or Federal I.D. with picture and separate social security card if the social security number is not on the I.D. -- No Exceptions.

<b>Course Exceptions</b> -	Exceptions can be made by Shell/Motiva Management only (i.e. Diane St. Pierre, Jerry Flood, Jude Vicknair, and Macarthur Webster)
<b>Last Updated</b> -	9/9/2009