

CPS Re-certification Personal Log

Rev: 1/2019

For your records only. Do not submit to Safe Kids.

Basic re-certification requirements

- 1) **Five (5) seat checks** approved by a certified instructor or technician proxy option. These may be done at any time during your certification cycle.
- 2) **Community Education – pick one**
 - a) **Participate in at least 1 two-hour check up event** with at least one other CPS Technician where you serve families using any standardized checklist to provide documentation, if needed.
 - b) **Provide at least 4 hours of community education.** Provide at least four hours of community education. Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement) or other stakeholders who are not technicians.
 - c) **Attend a one hour (minimum) educational session(s)**, live or online. Examples include how to better reach community members or underserved communities, improve communication skills or instructor development and learning about other cultures and their beliefs in your community.
- 3) **Six (6) hours of CPS technical continuing education (CEUs)** must be earned and reported during a current certification cycle (two years). There is no carry-over from one period to the next, even when more than the required CEUs have been accumulated. CEUs may be entered at any time during your certification cycle and must fit into one of the five approved categories and meet content requirements.
- 4) **Register and pay fee** by the end of the certification expiration date.
- 5) In addition to the above requirements, instructors must also log 20 teaching hours of national CPS Certification or Certification Renewal Course instruction.

Random audits of CEUs are done regularly.

Name: _____ Certification #: _____
 Agency: _____ Certification End Date: _____
 Phone: () _____ Email: _____

Four Re-certification Requirements	Date(s) completed, Instructor name & Certification #	Verification
1) Five (5) verified seat checks <ul style="list-style-type: none"> ▪ Rear-facing only ▪ Rear-facing convertible ▪ Front-facing with harness ▪ Belt positioning booster ▪ Installation with LATCH 	Date(s): _____ Instructor Name and # _____ _____ I# _____ _____ I# _____ _____ I# _____ _____ I# _____ _____ I# _____	Approved online by instructor or tech proxy? <input type="checkbox"/> Yes: Date ___/___/___ <input type="checkbox"/> Yes: Date ___/___/___ <input type="checkbox"/> Yes: Date ___/___/___ <input type="checkbox"/> Yes: Date ___/___/___ <input type="checkbox"/> Yes: Date ___/___/___
2) Community Education: pick one Check up event, Community education or educational session Not audited.	Date/Times of event, # of attendees/CPSTs, etc.:	Keep information on check or education event on file
3) Continuing education (6 hours) – May be audited.	List date, times, types, etc. on following page.	Audit materials filed and available upon request?
4) Register and pay fee by the end of the certification expiration date.		

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Please carefully review the specific CEU requirements and audit requirements for each category.
You must keep CEU records and be able to provide information if selected for audit.

Random audits of CEUs are done regularly.

6 CEUS ARE REQUIRED FOR RECERTIFICATION			
Type of CEU	Date/time	Topic	Audit materials available?
Category 1: In-person Session/Workshop (Maximum of <u>six</u> CEUs) ** Keep proof of attendance and content (Event ID or agenda) in case you are audited.			
	TOTAL CATEGORY 1 hours:		
Category 2: Auditing a CPS Certification Course	No longer an option. Please select another CEU option.		
Category 3: Teleconferences (Maximum of <u>five</u> CEUs) ** Keep proof of attendance and content (Event ID or agenda) in case you are audited.			
	TOTAL CATEGORY 3 hours:		
Category 4: Online/Web sessions (Maximum of <u>six</u> CEUs) ** Some have a certificate or a quiz to be printed and filed.			
	TOTAL CATEGORY 4 hours:		
Category 5: Newsletters/Manuals/Journals (Maximum of <u>three</u> CEUs) ** Varies by type			
	TOTAL CATEGORY 5 hours:		

** Specific auditing requirements detailed online at <http://cert.safekids.org> under I'm a Tech: Recertification/Audit for CEUs

NOTES: