



NATIONAL
**CHILD PASSENGER
SAFETY BOARD**

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April 2015 Instructor Update:

This was sent to all Instructors and Instructor Candidates on April 15, 2015. If you did not receive please check your spam folders and make sure your email address is current in your online Safe Kids certification profile. Thank you!

In preparation for the second annual CPST month in May and the many courses that will be offered, we wanted to provide the following information for Instructors.

One key element of the course profile is making sure the instructor roster is correct. Here are some tips to make sure you are on track:

1) **Lead Instructor:** The main contact for the course; Must be present the entire course; Assures that all Policies and Procedures are followed; Teaches as little as possible.

- To be a Lead Instructor, log into your online profile, click on "Apply To be A Lead Instructor", pass the Lead Instructor quiz.
- Lead Instructor for a Spanish Materials Course: These Lead Instructors completed an agreement and can offer courses with Spanish Technician Guides and quizzes available (English also available).
- Plan for a back-up Lead Instructor in case of unexpected conflicts or emergencies that may occur just before a course starts or during the course.

2) **Assistant Instructor:** Assures that all Policies and Procedures are followed; Teaches according to the agenda.

3) **Mentor Instructor:** Assures that all Policies and Procedures are followed; Responsible for working with Instructor Candidates to assure they are ready and prepared to teach, manage the classroom and fulfill the requirements to pass their candidacy. The Mentor must be added to the instructor roster before the Instructor Candidate.

4) **Instructor Candidate:** Primarily works with the mentor(s) to fulfill the requirements of Candidacy. Assures that all Policies and Procedures are followed.

- More at <http://cert.safekids.org/i-am-a-tech/become-an-instructor>
- Forms available at <http://cert.safekids.org/resources-faqs/forms/becoming-an-instructor-or-technician-proxy>:

- Mentor - Instructor Candidate Guide (pdf) - ver. 3/2015
- Tips for a Successful Candidacy - ver. 3/2015
- Instructor Candidate Evaluation- ver. 7/2014

5) **Course Assistant:** Not on the official course roster, these technicians are considering becoming an IC. They participate in the planning meeting, setting up the classroom, indoor and outdoor exercises, and otherwise observe all aspects of the course, including various teaching styles. Serving as a Course Assistant is a necessary part of the IC process.

- Forms available at <http://cert.safekids.org/resources-faqs/forms/becoming-an-instructor-or-technician-proxy>:
 - Application for Instructor Candidacy - ver. 4/2014

Everyone on the team has the responsibility of making sure that all Policies and Procedures (P&P) are followed (<http://cert.safekids.org/policy-and-procedure-manual>). This includes following the standardized curriculum and providing a high quality learning environment. If a fellow instructor needs assistance or seems to be veering off the path defined by the P&P, work with them to bring them back on track. If you have a concern about observed classroom conditions, discuss with the team without delay. All issues should be addressed as soon as possible.

Sincerely,

National CPS Board

www.cpsboard.org