

February 2014 New CPST Curriculum Update:

The new curriculum Instructor Guides (IG) and Instructor DVDs have been mailed to CPST Instructors. As you review your materials, we have created a new streamlined way for you to share your feedback with the National Child Passenger Safety Board. Please go to:

<https://www.surveymonkey.com/s/CurricFeedback>

This link can also be found on the “Tech + Instructor Curriculum” page of the NCPSB website, <http://cpsboard.org/tech-instructor-curriculum>, or at the bottom of the homepage, www.cpsboard.org, under “Board Quick Links”. The link is entitled “**Materials Feedback Form**”.

Please remember to completely replace your old curriculum materials with the new curriculum materials. As of March 1, 2014, the former curriculum will be officially outdated and should no longer be referenced. You will notice that your new Instructor materials did not come in a binder. That is because you can replace your former pages in your existing binder with the new materials. Please be sure to read the Instructor Preparation information carefully. It is imperative that the entire curriculum be reviewed by Instructors before teaching this course. Otherwise, you will miss a lot of information.

Instructors have also been sent individual emails providing important information regarding Module 10 Power Point slides and videos. The email stated the following:

This is being sent to all Instructors and Instructor Candidates.

When reviewing the new curriculum materials, specifically Module 10 Power Point slides, when you open the slides it might read: “Click to edit Master text styles”. If this is what you see, go to the top tool bar and you should see a red square with an X in it. It says “Close Master View”. Click on this red square and the full Power Point presentation should appear.

In addition, you must re-link the videos in Chapter 10. Instructions are in your IG Guide (page PREP-21) and are provided here for your convenience:

The slides with videos are linked to the MP4 or WMV video files. If the video file is separated from the PowerPoint slide it will not play. Follow these steps to reinsert the video file.

- 1. On a Windows (PC) computer, open the PowerPoint presentation with the slide that links to the video.*
- 2. From the top menu and while in Normal view, select Insert < Movie < Movie from File.*

- Double Click the video file to insert. This will insert your video directly into the presentation as an image that can be moved, resized, and played either when the slide comes up in your slideshow or when you click on the image.

- Resize the video file to fit within the slide header/footer.

NOTE: Make sure the video is saved into the same folder as your PowerPoint presentation. This helps to prevent broken links and ensure the video will play properly if you move both files (the PowerPoint deck and video) to another location.

3. Save the changes made to the PowerPoint presentation.

4. Play the video to ensure it is now connected to the slide.

Whether the videos play in PowerPoint or not depends on your computer (PC/Windows, Mac), your operating system version, and the type of media player installed on your computer. Older versions of PowerPoint (such as 2002) may only intermittently play the videos within the PowerPoint slide. In this case you will need to minimize the PowerPoint presentation and directly play the video file.

If one is available, consult your MIS department to assist you with any problems.

We apologize for this inconvenience!

Thank you for the continued excitement about the new curriculum, and for all of your work in the field to help protect children and families! We look forward to hearing about your experiences as you implement the new curriculum.

The National Child Passenger Safety Board

www.cpsboard.org

<https://www.facebook.com/NCPSB2011>