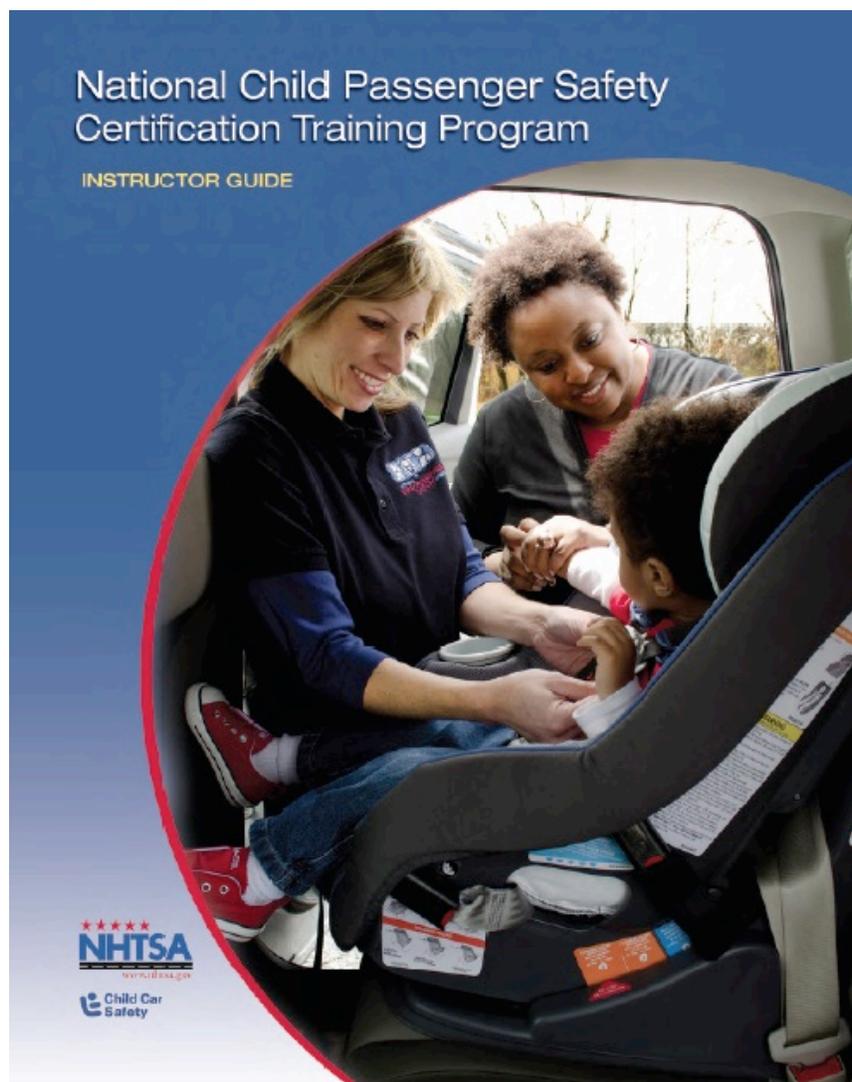


National Child Passenger Safety Certification Training Program and CPST Renewal Testing Course **PLANNING AND LOGISTICS GUIDE**



January 2014

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PROGRAM OVERVIEW

This training program is designed to educate individuals who wish to become nationally certified Child Passenger Safety Technicians (CPSTs). After successfully completing the National Child Passenger Safety (CPS) Certification Training Program, participants will be able to provide both individual and group CPS education.

Teaching strategies include presentations, videos, practice activities, and group discussions. Written quizzes and performance assessments are given throughout the course. A final CPS checkup event is an integral part of the course. Successful participation in all activities, quizzes, and assessments leads to national certification as a CPST.

Refer to the current National Child Passenger Certification Policies and Procedures manual regarding details of the Safe Kids Worldwide policies and procedures for this course. This information can be found on the Safe Kids Worldwide CPS Certification website at cert.safekids.org. Access the Policies and Procedures manual by clicking on the button at the top of each page.

PROGRAM GOALS

The overall goals for the National CPS Certification Training Program are to:

- Certify participants as CPS Technicians.
 - Provide the opportunity to apply basic technical skills and knowledge to the correct installation and use of car seats, booster seats, and seat belts.
 - Equip participants to educate caregivers in the proper selection, installation, and use of car seats and booster seats and to know when to move to seat belts once booster seats are outgrown.
 - Equip participants to educate caregivers so they can confidently install and reinstall car seats and booster seats.
 - Enable participants to be a resource in their communities.
-

NATIONAL CPST CERTIFICATION PROCESS

The certification process requires participants' full attendance and active participation throughout the entire course, including the final checkup event.

- The certification period is two years.
- There is a separate process for certification as a CPST-Instructor called Instructor Candidacy.

The Policies and Procedures Manual contains information regarding all certification processes. Please make sure you are using the most recent edition by checking the website often for updates at cert.safekids.org/ResourcesFAQs/PoliciesProcedures.aspx.

The standardized National CPS Training Certification Program would not exist without the cooperation and collaboration of all of its partners. Each is responsible for and contributes to different aspects of the program.

National Highway Traffic Safety Administration

NHTSA developed the original National CPS Certification Training Program in the mid-1990s and continues to update its content with the latest technical information. NHTSA is also a founding member of the National CPS Board.

Safe Kids Worldwide

Safe Kids Worldwide is the certifying body for the National CPS Certification Training Program. It is responsible for administering all aspects of certification and maintaining a directory of nationally certified CPS technicians and Instructors.

National CPS Board

The National CPS Board strives to improve the quality and integrity of CPS information and materials. It provides recommendations and guidance to NHTSA and Safe Kids Worldwide regarding course and quiz/skills assessment development and serves as a panel of experts and advocates for the course.

- The CPS Board provides direction and technical guidance to states, communities, and organizations as a means to maintain a credible, standardized CPS training and certification program.
- Its members include representatives from child restraint manufacturers, vehicle manufacturers, law enforcement, the medical and public health fields, the insurance industry, and other CPS advocates.

NOTE: For contact information, see Organizational Resources in Appendix A.

GENERAL INSTRUCTOR GUIDELINES AND POSITION DESCRIPTIONS

A team of certified Instructors and Instructor Candidates conduct the standardized course. Only certified CPS technician Instructors and approved Instructor Candidates may teach the course. Certified technicians may assist with set up and behind the scenes as assistants, but certified Instructors are responsible for all content and practices taught during the course.

It is strongly recommended that classes have:

- A minimum of two Instructors (required).
- A maximum of 25 participants.
- An Instructor-to-participant ratio of one to five.
- No more than three Instructor Candidates in each course.

NOTE: CPST Renewal Testing Courses may only be taught by Certified Instructors. Instructor Candidates may not be on the teaching team.

Course Position Descriptions

The following are descriptions of positions that support the administration and implementation of the course.

A **Lead Instructor (LI)** is an experienced, certified CPS technician Instructor who works with the Course Administrator. Lead Instructors:

- Are ultimately responsible for every aspect of the course, including making sure the rosters are accurate and the course profile includes all members of the teaching team, entering participant scores, and calculating and entering Instructor teaching hours when the course is over.
- Must attend the entire course.

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Only Certified Instructors who have successfully completed the LI quiz may be added as an LI. Any Certified Instructor who wishes to be an LI may take the quiz by clicking on the action item **APPLY TO BE A LEAD INSTRUCTOR** in their CPS online profile. Once completed, this action item no longer appears.

Course Administrators may include currently certified Instructors and approved course administrators. If you are not included in one of these categories and are responsible for setting up courses, please submit a Course Administrator Application, which can be found on the certification website (cert.safekids.org) under Resources/FAQs and then Forms.

NOTE: Although Safe Kids allows members of any of the groups above to administer and set up courses, there may be additional state or local qualifications for Instructors. Please check with your state CPS training contact to ensure that state and local policies are followed.

Course Administrators:

- Plan and promote the standardized CPS Certification Training Program.
- Coordinate the logistics before, during, and after the course.
- Contact their state CPS training contact about their intent on holding a course.
- Provide information about the date, location, type, and number of participants anticipated.
- Select a LI and other certified Instructors or Instructor Candidates (Certification Courses only) for the team.
- Register their courses online through the CPS certification website at cert.safekids.org.
- Follow the guidelines provided in this Planning and Logistics Guide for planning, suggested timetables, equipment and material supply lists, suggestions for setting up, and conducting a checkup event (Certification Courses only).

Ideally, the same person should not handle the duties of the LI and the course administrator. The course administrator should plan to be on-site throughout the course so the Instructor is free to teach. This guide includes a suggested timeline, explanatory narrative, and a checklist of all equipment and materials needed to run the course.

NOTE: Instructions for adding, editing, or canceling courses and the administrative duties before, during, and after the course are available on the certification website under the heading Course Administration.

An **Assistant Instructor** is a certified CPS Technician Instructor who assists the LI or serves as a mentoring Instructor for an Instructor Candidate. Refer to Appendix D for detailed information about roles and responsibilities.

A **CPS Technician Instructor Candidate (CPST)** is someone who has enrolled in, met Instructor Candidate course requirements, and is formally approved to teach segments of the course while being evaluated by a certified Instructor or Instructors. The certification status is Instructor Candidate.

Instructor Candidates are evaluated and recommended for certification by experienced certified CPS Technician Instructors who are designated as **CPS Instructor Mentors**. An Instructor Mentor must be present at all times when an Instructor Candidate is teaching. Although only one is required (primary Instructor Mentor), it is recommended that two Instructor Mentors evaluate each Instructor Candidate.

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Instructor Candidates can be on the Certification Course teaching team. They cannot teach any part of the CPST Renewal Testing Course.

CPS Instructor Mentors should:

- Teach as little as possible so their attention is focused on observing the candidate.
- Not act as the LI and as a mentor for the same course.

If an Instructor Mentor must teach, he or she must be able to observe the candidates' teaching assignments, including their preparation for practice activities.

COUSE PLANNING AND PROCESS

The following checklist is intended to serve as a guide for experienced as well as new LIs and course administrators. Read the Policies and Procedures Manual on the CPS Certification website for updated course deadlines and requirements at cert.safekids.org.

1. Refer to the Downloads and Curriculum Clarifications pages on cpsboard.org to be sure your Instructor Guide and materials are up-to-date. This is a restricted access site that can be accessed through the Instructor Downloads (CPS Board) action item in Certified Instructors' Safe Kids Certification system online profiles.
2. Contact your state CPS Training Contact. Current contact information is available at www.nhtsa.gov/people/injury/childps/Training/ContactList.cfm. Inform the state CPS training contact of your intent to host a class. This person can assist you in identifying Instructors and obtaining training materials and state-specific resources.
3. Choose the Instructor team and dates for the course.
 - An effective Lead Instructor is vital to the success of your course. If you have never worked with the individual before, ask for references and follow up with phone calls.
 - Identify two or three potential dates. Take note of holidays and school closings that might create conflicts.
 - Discuss any fees and/or travel reimbursement with Instructors.
4. Create a detailed agenda. While the Certification course has a specific number of modules and hours of instruction, it may be delivered over three or more days, with a minimum of 24 hours scheduled. The CPST Renewal Testing Course must be at least eight hours long. Two sample agendas are included in the Instructor Preparation section of the Instructor Guide.
5. Send a confirmation letter to the Instructor team with the following:
 - Dates, times, and location of the course, suggested arrival time, and social events outside class time
 - Expected participants (police officers, nurses, community advocates, etc.)

NOTE: Appendix B contains sample Certification course confirmation materials.
6. Recruit participants.
7. Select course type.
 - A public course is open to all individuals.
 - A controlled course is open only to individuals approved (online) by the LI or Course Administrator.

8. For Certification Courses, schedule the required public CPS checkup event. Partnering with community groups or events will maximize your resources. Examples include:
- Open served community event: First-come, first-served public events are usually conducted at retail locations or other public venues such as a parks.
 - Appointment-based event: Interested families schedule a time to get their car seats and booster seats checked.
 - Partnering with an inspection station: The inspection station allows the class to work its station.

NOTE: For more information on planning and promoting a checkup event, see Appendix C.

9. Select a training facility and negotiate a contract. In-house facilities often work well. Hospitals, law enforcement academies, government agencies, and many businesses have facilities that are designed for training and may be available to you at reduced or no cost. Here are some factors to consider when selecting a site.

Location and Convenience

- Will participants and the Instructor team be interrupted by other activities at the facility?
- Is the facility clean, in good repair, and professional in appearance?
- Can the classroom be locked at night or is secure storage available nearby?
- Is food/meal preparation available on site? If not, are there other options (catering, nearby restaurants)?
- Does the parking lot have space available for practice activities (be sure to consider safety issues)?
- Is the parking lot readily accessible for practice activities?
- Is overhead cover available to protect participants from the sun, rain, etc.?

Classroom Size

- Is the classroom large enough to accommodate participants, materials, and teaching activities?
- Where will the projector and computer be placed and plugged in?
- Can all participants easily see the screen and Instructor?

Vehicle Storage

- Is there access to a covered parking area where vehicles can be stored and practice activities and demonstrations conducted?
- Is there a safe area to conduct demonstrations and, if needed, a checkup event?
- Is there a backup plan for adverse weather?

Equipment

- Who is providing the audiovisual equipment?
- Is there a rental charge for equipment?

COURSE CHECKLIST

Tasks that must be completed prior to the course to ensure a successful delivery are:

- Download current Policies and Procedures Manual on the CPS Certification website at cert.safekids.org.
- Check Instructor Downloads and Curriculum Clarifications pages on the cpsboard.org website to be sure manuals for all Instructors and course materials are up-to-date. Access updates through the Instructor Downloads (CPS Board) action item in Certified Instructors' Safe Kids Certification system online profiles.
- Secure a location.
 - Classroom size/layout (adequate seating and space for equipment).
 - Space for practice activities and vehicles (reserve parking spaces in lot or garage).
- Prepare a course budget. Include:
 - Fees and travel expenses.
 - Certificate of insurance, if required.
 - Food for breaks (optional).
 - Money from grants or sponsors (optional).
- Register the course.
 - Register online at cert.safekids.org at least six weeks before it starts.
 - Date/time/location; public or controlled
 - Certification course must be at least 24 hours long. CPST Renewal Testing course must be at least eight hours long.
 - Notify state CPS training contact.
- Select Instructor team.
- Set a detailed class agenda (including breaks) and notify Instructor team of their assignments.
- Recruit participants (depends on course type and limitations).
 - Send letters to the heads of agencies (e.g., police chiefs) telling them about the course and why it would be useful for their employees (optional).
 - Double-check your online roster for accuracy. **The roster must be correct by the end of the first day of the course.** Contact CPS Customer Service at 877-366-8154 for assistance.
- Send welcome letters with local details (directions, meals, etc.) to registrants (optional).
- Find a caterer and order food, drinks, etc.
- Plan a community checkup event (Certification program only).
 - Identify a local coordinator to handle the event. This person should not be a member of the Instructor team.
 - Publicize the checkup event and make appointments.

- Hold a pre-course Instructor meeting – **REQUIRED for Certification Courses.**
 - Discuss teaching strategies.
 - Discuss roles and expectations.
 - Review any evaluations (including IC evaluation).
 - Review the agenda and teaching assignments.
 - Set up the room and prepare materials.
 - Rehearse or practice with equipment (optional).
 - Review the course roster.
- Complete post-course activities.
 - The LI must follow all post-course instructions in the Policies and Procedures manual.
 - Send letters of congratulations to course participants (optional).
 - Send thank you letters to Instructor team and community support agencies.
 - Send copies or a summary of course evaluations to the Instructor team (optional but strongly recommended).

EQUIPMENT CHECKLIST

- LCD projector
- Laptop with DVD
- Internet access (for recalls and class roster)
- Sample car seats and booster seats (refer to Suggestions For Demonstration Equipment)
- Sample belts/buckles (mock seat)
- Vehicles (refer to Suggestions For Demonstration Equipment)
- Latest recall lists
- Locking clips and belt-shortening clips
- Pool noodles/towels
- Sample after-sales products (e.g., padding, belt-tightener)
- Dolls
- General course materials (vehicle ID cards, other materials)
- Demonstration tables
- Direction signs for posting outside and inside the building
- Duct tape
- Index cards (for practice activities)
- Name tags
- Clipboards
- Materials for CPS checkup event (see Appendix C) – Certification course only
- Skills Assessment forms (included on Instructor DVD)

- CPS Check Forms (included on Instructor DVD)
- Samples of educational materials (updated Child Transportation Safety Tip Sheets, CPS brochures, posters, technical updates, fact sheets, etc.)
- List of child restraint manufacturers
- Local CPS resource lists
- Course/Instructor evaluation forms (optional but strongly recommended)
- Videos
- Easel board, paper, and markers (optional)
- Child restraint manufacturer instruction CD (optional)
- LATCH manual and order forms (optional)
- Sample vehicle manuals for Air Bags module
- Extension cord/surge protector (optional)
- Table tent cards for participant names (optional)

SUGGESTIONS FOR DEMONSTRATION EQUIPMENT

Provide as much variety with vehicles and other equipment as possible for use in the course.

Vehicles

Local vehicle dealerships, course participants, Instructors, or employees of the host agency can supply vehicles. You can make an agreement with a used vehicle dealer to borrow vehicles to fill your vehicle systems needs. The goal is to offer a variety of latchplate-retractor combinations, including emergency locking retractor (ELR)-sliding belt systems.

If possible, include the following types of vehicles and restraint systems. If you are not able to secure these types of vehicles, a variety of videos are available on your Instructor DVD and on the NCPSTB website.

Pre-1989 Vehicles

- Rear seat lap belts
- ELR with sliding latchplate. If a vehicle with passenger position is not available, consider using driver position in an SUV, truck, or minivan.
- ELR with fixed latchplate
- ALR with fixed latchplate
- Automatic belts (shoulder, lap-shoulder, knee bolster)

1989 and Later Vehicles

- ELRs with different types of locking latchplates (previously referred to as standard and lightweight locking latchplates)
- ELR with switchable latchplate
- Switchable retractor with sliding latchplate
- Switchable retractor with fixed latchplate
- Driver frontal air bag
- Passenger frontal air bag
- Side air bags

- Pre-installed tether anchors
- LATCH

Special Features

- Forward-mounted belts
- Asymmetrical belts. Anchors for the same belt that are different distances from the back of the seat.
- Narrow anchor spacing
- Deeply contoured seats
- Vehicles with identifiable tether anchor points
- 60/40 split bench
- Front-facing jump seats
- Side-facing jump seats
- Fold-down armrests
- Integrated car seats
- Pre-installed air bag on/off switch
- Shoulder belt height adjusters
- Belt-sensitive ELR

Car Seats and Booster Seats

Car seats and booster seats used for demonstrations should include a variety of old and new models. They should have instruction booklets, intact labels, and their original parts. The number of car seats and booster seats necessary for an effective and efficient course will vary. When determining seats needed for class, Instructor teams should consider the:

- Number of participants.
- Equipment needed to complete all practice activities and skills assessments within the allotted time.

New car seats and booster seats are added to the marketplace regularly. Correct use and other recommendations may also change (inflatable belts, etc.). Check the manufacturer websites for the latest information.

Rear-Facing-Only

- 5-point harness
- Detachable bases with and without angle recline adjustment mechanism
- LATCH-equipped
- Various harness adjustment mechanisms (A-lock, rod/slot, adjuster slide, etc.)

Convertible Car Seats

- 5-point harness
- Tethers
- Built in lock-offs
- LATCH
- Various harness adjustment mechanisms (A-lock, rod/slot, adjuster slide, etc.)
- Various weight ratings (rear-facing and forward-facing)

Forward-Facing-Only

- Combination seat
- Higher weight limit harness
- Travel vest

Boosters

- Backless belt-positioning booster seat
- High-back belt-positioning booster seat

Adaptive Restraints for Children with Special Healthcare Needs

- Car beds
- Vest/Y-harness
- Assorted special needs restraints

Equipment for Practice Exercises

- 10 to 12 dolls representing a variety of infant and child sizes
- Child age and weight cards
- Scenario number cards
- Role-playing cards

APPENDIX A – ORGANIZATIONAL RESOURCES

National Highway Traffic Safety Administration

The National Highway Traffic Safety Administration (NHTSA) is an agency of the U.S. Department of Transportation.

US DOT, NHTSA
Office of Impaired Driving and Occupant Protection
1200 New Jersey Avenue SE, W44-219
Washington, DC 20590
Phone 202-366-2708
Fax 202-493-2088

Web site: www.nhtsa.dot.gov

Hotline: 800-424-9393 or 800-DASH-2-DOT

State CPS training contacts: www.nhtsa.dot.gov/CPS/Training/ContactList.cfm
www.cpsboard.org/state.htm

Regional Offices: NHTSA has 10 regional offices around the country to provide local assistance to state and private sector highway safety programs. Ask to speak with the CPS training coordinator.

Region 1 (CT, ME, MA, NH, RI, VT)

Volpe National Transportation Systems Center
55 Broadway - Kendall Square
Code 903
Cambridge, MA 02142
Phone: 617-494-3427

Region 2 (NY, NJ, PA, PR, VI)

222 Mamaroneck Ave.
Suite 204
White Plains, NY 10605
Phone: 914-682-6162

Region 3 (DE, DC, KY, MD, NC, VA, WV)

10 South Howard St.
Suite 6700
Baltimore, MD 21201
Phone: 410-962-0090

Region 4 (AL, FL, GA, SC, TN)

Atlanta Federal Center
61 Forsyth Street
Suite 17T30
Atlanta, GA 30303-3104
Phone: 404-562-3739

Region 5 (IL, IN, MI, MN, OH, WI)

19900 Governors Drive
Suite 201
Olympia Fields, IL 60461
Phone: 708-503-8822

Region 6 (LA, MS, NM, OK, TX, Indian Nations)

819 Taylor Street
Room 8A38
Fort Worth, TX 76102-6177
Phone: 817-978-3653

Region 7 (AR, IA, KS, MO, NE)

901 Locust Street
Room 446
Kansas City, MO 64106
Phone: 816-329-3900

Region 8 (CO, ND, NV, SD, UT, WY)

12300 West Dakota Avenue
Suite 140
Lakewood, CO 80228-2583
Phone: 720-963-3100

Region 9 (AZ, CA, HI, American Samoa, Guam, Mariana Islands)

201 Mission Street
Suite 2230
San Francisco, CA 94105
Phone: 415-744-3089

Region 10 (AK, ID, MT, OR, WA)

3140 Jackson Federal Building
915 Second Avenue
Seattle, WA 98174
Phone: 206-220-7640
Fax: 206-220-7651

APPENDIX A – ORGANIZATIONAL RESOURCES (CONTINUED)

Safe Kids Worldwide

Safe Kids Worldwide is the certifying agency for the standardized National CPS Certification Training Program. Contact the organization regarding registrations, materials and certification.

Customer Service

Safe Kids Worldwide

c/o PES

475 Riverside Drive, 6th Floor

New York, NY 10115-0089

Phone: 877-366-8154

Fax: 917-305-9876

E-mail: cps.certification@safekids.org

SKW - Certification Program

1301 Pennsylvania Ave NW, #1000

Washington, DC 20004

Phone: 202-662-0600

E-mail: info@safekids.org

National Child Passenger Safety Board

The National CPS Board provides recommendations and guidance to NHTSA and Safe Kids regarding curriculum and test development and serves as a panel of experts and advocates for the certification program as a whole. The National Safety Council coordinates many aspects of the certification program including general information, and serves as a coordinator of the board.

National CPS Board

c/o National Safety Council

1121 Spring Lake Drive

Itasca, IL 60143

Phone: 630-775-2159

E-mail: cpsboardsecretariat@nsc.org

Website: www.cpsboard.org

APPENDIX B – SAMPLE COURSE CONFIRMATION MATERIALS

Sample Letter of Confirmation

Dear Future Child Passenger Safety Technician:

Please read this letter carefully! It will serve to prepare you for your upcoming National Child Passenger Safety course on _____ at _____.

Directions to the course site are enclosed. You will be given a guide on the first day of class. **Remember to bring your guide to class everyday.** Please dress in comfortable clothing. Be prepared to work in and around vehicles. This is a physically demanding class that will require you to climb in and out of vehicles, apply weight into car seats, and manually adjust seat belts. If you have physical limitations that may prevent you from completing these tasks, please contact me at _____ to discuss your situation.

If you have not adjusted or installed a car seat or booster seat in a long time or question why this course takes so many hours to complete, you may want to attend a checkup event in your community or visit a local store to inspect different car seats and booster seats and get a better understanding of the problems faced by caregivers who transport young children. Coming to class with this information may help you get a jump on understanding the issue.

Logistics

The course starts promptly at _____ each day. You must attend and successfully complete the entire course to become certified. There are no excused absences from the class. Leave your cell phone on silent while in the classroom. There are breaks throughout the day when you can make phone calls.

Breakfast and lunch are provided in the classroom for a cost of \$_____. If you have special food needs, please contact _____ at _____. Unless otherwise arranged, all participants will receive the same meal choices.

What the Course Involves

This course addresses the basics of car seats, booster seats, and seat belts and proper vehicle installation. There will be practices activities in the classroom and outside in vehicles.

If you have any questions about the course, the certification process, or travel logistics, please contact me at _____. I'm looking forward to seeing you at _____.

Sincerely,

APPENDIX C – SAMPLE COURSE INFORMATION SHEET AND SCHEDULE

**Child Passenger Safety Training Workshop
February XX, 20XX
Heartland County Police Training Center**

Sponsored by the Heartland Safety Belt Coalition

Location: Heartland County Police Training Center, State Highway 123 just west of downtown Heartland. See the map on the reverse for detailed directions. Free parking is available in the visitors' parking lot. All participants are encouraged to arrive in time to attend the welcoming reception on Monday evening (see attached schedule).

Accommodations: Rooms are available at the Heartland Motor Lodge for participants from out of town. The hotel is two blocks from the training center and has an indoor pool, exercise facility, and 24-hour café. Please call the hotel directly at 800- XXX-XXXX and ask for the Heartland Safety Belt Coalition's special rate of \$79 per night. Free shuttle service is available from the airport.

Dress: Dress comfortably for the training. Pants and sportswear are appropriate for the entire course, including the welcoming reception. Remember to bring appropriate clothing and outerwear to adapt to changing weather conditions. For the checkup event, health care personnel may wear white jackets, and police officers and emergency medical professionals may wear uniforms.

Fees: In addition to the national course fee of \$75 (paid directly to Safe Kids Worldwide), the workshop is XXX, and a XX nonrefundable deposit is required to reserve a space. The remainder of the fee is due no later than January 15, 20XX. This fee includes all additional course materials and handouts, continental breakfast daily, lunch daily, and a welcoming reception.

Remember: This is a physically demanding class. You will be climbing in and out of a variety of vehicles outdoors during the practice activities and while participating in the final checkup event. If you have any medical or physical limitations, please contact the Lead Instructor for the course beforehand so arrangements may be made, if possible.