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NOTE: All statistics noted in the program are based on data available at the time of printing.

INSTRUCTOR PREPARATION

INTRODUCTION

This National Child Passenger Safety Technician (CPST) Renewal Testing Course is designed for individuals whose child passenger safety (CPS) certification has expired and who wish to become nationally certified CPSTs again.

- After successfully completing this course, participants will be certified and able to provide both individual and group CPS education.

- Previously certified Instructors who recertify through the Renewal Testing Course will be recertified as CPS Technicians and must repeat the candidacy process in order to regain certification as an Instructor.

- This course is for individuals who have stayed active and current in child passenger safety. Teaching strategies include brief presentations, a skills assessment, and a written quiz.

- The certification process requires that participants attend and participate in the entire course and pass the skills assessment and quiz. The certification period is two years.

There is a separate process for certification as a CPST-Instructor called Instructor Candidacy. Details can be found at http://cert.safekids.org.

After successfully completing this course, participants will be able to:

1. Select appropriate car seats and booster seats and secure children in vehicle restraint systems according to best practice guidelines and manufacturer instructions.
2. Teach others how to install car seats and booster seats in multiple types of vehicles according to best practice guidelines and manufacturer instructions.
3. Use appropriate resources to obtain updated CPS information.
4. Serve as a CPS resource to his or her community, state, or organization.

NATIONAL CPS RECERTIFICATION PROCESS

The National CPS Certification Training Program and all of its components 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.

- The National Highway Traffic Safety Administration (NHTSA), Safe Kids Worldwide, and the National CPS Board all work together to develop, update, and monitor this Renewal Testing Course.

The Policies and Procedures Manual contains information regarding all certification processes. Make sure you are using the most recent edition by checking the website for updates at: http://cert.safekids.org/policy-and-procedure-manual.

Review the National Child Passenger Safety Certification Training Program Planning and Logistics Guide for:

- General Instructor Guidelines and Position Descriptions
- Course Planning and Process
- Course Checklist
- Equipment Checklist
- Suggestions for Demonstration Equipment
- Organizational Resources and Sample Course Information Materials

INSTRUCTING GUIDELINES

This course provides all of the teaching materials needed to convey the information to participants. Cover everything in this Guide, but do not add to the content unless necessary for further explanation.

Remember that this is **NOT** an update/refresher course. This is a renewal course meant for expired CPS Technicians who have maintained their child passenger safety knowledge and their hands-on skills.

- It is expected that participants attempting to renew their certifications have stayed involved in CPS programs and activities, and have kept up with changes in the field by reading technical updates, attending other CPS classes, and working with non-expired technicians to keep their installation skills current.
- These individuals — for one reason or another — have allowed their certifications to expire.

There are three main parts to the Renewal Testing Course:

1. Presentation

    - Limited to:
        – Review of state occupant restraint laws and state/local CPS resources
        – Discussion of what is new and what is different with the 2014 revised curriculum
        – Brief CPS technical update with focus on major trends

2. Skills assessment

    - Four select and install scenarios
    - Three misuse scenarios

3. Quiz

    - Based on information CPS Technicians who meet the course criteria should know
    - 50 questions — most are multiple choice
    - Open book — based on the latest Technician Guide (TG) provided with registration for this course
    - Scored onsite by CPST Instructors

This Instructor Guide (IG) includes many TG references for content discussed in the presentation portion of the course. The Instructor covering that topic should refer participants to that content in their TGs to help them become familiar with the location of the different subjects.

Avoid going into great detail about the topics in the presentation. Also avoid talking about "the way we used to teach this was…" unless genuinely needed for clarification of questions or to identify terms they may not be used to, but that newly certified CPS Technicians may be using (such as "dynamic locking latchplate"). As with the current certification training program, expanding on the content will only serve to throw the schedule off track. Furthermore, teaching new material or re-teaching other material is not the purpose of the Renewal Testing Course.

SUPPLEMENTAL MATERIALS

The Renewal Testing Course materials should be used in their original form and may not be changed by Instructors without written consent from NHTSA.

There may be limited occasions when approved supplemental information may be used, such as providing state or local passenger safety resources, data, or legislative updates. If you feel the need to provide supplemental materials then the items must:

- Be clearly identified as supplemental.
- Reflect up-to-date factual information.
- Not conflict with any course information.

In addition, participants must be informed that they will not be quizzed on the supplemental information. Consider using supplemental materials as the foundation of post-class update courses. This will keep you in touch with your participants and enable you to enhance their skills and knowledge after they have completed their Renewal Testing Course.

PREPARING TO TEACH

Classes must be registered with the Safe Kids online system for at least eight hours of class time listed (such as 8:00 a.m. to 4:00 p.m.).

Lead Instructors (LIs) may design the agenda to fit the needs of the course as long as:

1. All information in the presentation portion of the course is covered (recommended time limit of 2 hours, including review of the state's occupant restraint laws and CPS program and resources).
2. All participants complete the skills assessment (time limit of 2 hours).
3. Once participants pass the skills assessment, they may move on to completing the quiz.

LIs have limited discretion to extend the time limit for completing the quiz. Barring outside issues, any expired CPS Technician who meets the criteria for the intended audience for this course should be able to complete a 50-question — mostly multiple choice — quiz in two hours or less.

LIs may extend the amount of time needed for the skills assessment if more time is needed to accommodate a large number of participants and/or a limited number of vehicles are available.

LIs also may set an agenda that spans more than one day — as long as the LI and the participants are the same for the duration of the schedule (other than participants who fail a quiz or otherwise drop out of the course). For instance, a class could start with the presentation at 1:00 p.m., followed by the skills assessment from 3:00 to 5:00 p.m., and a break for the night. Participants who pass the skills assessment return in the morning for the quiz.

Sample Agenda 1

Time	Topic/Activity	# of Minutes
8:00-8:30	Module 1: Program Introduction	30
8:30-10:30	Module 2: CPS Updates	120
10:30-10:45	Break	15
10:45-12:45	Skills Assessment	120
12:45-1:45	Lunch	60
1:45-3:45	Quiz	120
	TOTAL:	465 Minutes

Sample Agenda 2

Time	Topic/Activity	# of Minutes
9:30-10:00	Module 1: Program Introduction	30
10:00-12:00	Module 2: CPS Updates	120
12:00-12:45	Lunch	45
12:45-2:45	Skills Assessment	120
2:45-3:00	Break	15
3:00-5:00	Quiz	120
		450 Minutes

Sample Agenda 3
DAY 1

Time	Topic/Activity	# of Minutes
12:30-1:00	Module 1: Program Introduction	30
1:00-3:00	Module 2: CPS Updates	120
3:00-3:15	Break	15
3:15-5:15	Skills Assessment	120
		285 Minutes

DAY 2

Time	Topic/Activity	# of Minutes
9:00-11:00	Quiz	120
		120 Minutes

SKILLS ASSESSMENT AND QUIZ

A skills assessment and quiz are included in the course. Participants who pass the skills assessment and quiz will be recertified as CPS Technicians. The following summary describes the skills assessment and quiz. Specific instructions are included in the IG at the point of administration in Module 2.

Overall Guidelines for Skills Assessment and Quiz

All Instructors must follow specific guidelines when administering the skills assessment and quiz. Do **NOT**:

- Provide answers in any form or allow a participant to change their answers once submitted.
- Share the skills assessment and quiz forms with non-participants.
- Alter the skills assessment or quiz.

Preparation for Quizzes and Skills Assessments

- Copy/print the skills assessment and quiz (can be double-sided).
- Hand out the skills assessment and quiz immediately prior to administering them.
- Two versions (A and B) of the quiz are available. The questions are the same for each version, but the order of the questions and/or the answers differ between the two versions. Different versions can be handed out for each quiz in classes where space is limited and Instructors have reason to be concerned about participants copying from the answer sheets of others.

Skills Assessment Administration General Instructions

The skills assessment is administered after the presentation portion of the course. There are three "select and install" scenarios and four "misuse identification" scenarios.

- For a smooth running agenda, have one or more additional Instructors and an experienced CPS Technician set up the skills assessment scenarios during the presentation time.

- It is recommended that the skills assessment be administered prior to the quiz. If a participant takes the quiz first and does not pass, he or she may choose to leave the course and take away a vehicle that instructors were planning to use during the skills assessment. The sequence of the skills assessment and quiz is optional, but plan accordingly to ensure vehicles are available.

- Participants must pass both sections of the skills assessment.

- Participants may retake each section of each skills assessment one time.

- Specific instructions to prepare, administer, and wrap-up the skills assessment are contained in Module 2 of this IG.

- The participant form for the skills assessment is on the Instructor DVD.

- Emphasize that all assessments are done independent of Instructor input or collaboration with other participants. Participants must work separately.

Quiz Administration General Instructions

The quiz is administered after the skills assessment. There are 50 questions on the quiz.

- The quiz is timed and open book. Emphasize that while the quiz is open book, it is not easy and participants should not count on being able to find the answers in their IG if they are unfamiliar with the content. Participants can read the TG online (or download it) prior to the class. The TG is located on www.cpsboard.org.

- Participants must correctly score a total of at least 42 (85 percent) out of 50 questions.

- There are no quiz retakes.

- Specific instructions to administer and wrap-up the quiz are contained in Module 2 of this IG.

- Participant forms for two versions of the quiz are on the Instructor DVD.

- Any scoring discrepancies must be brought immediately to the attention of the LI who will investigate/rule (such as answer marked incorrect in error).

- Under **NO** circumstances can any participant, Instructor team member, or other person modify the participant quiz answer sheets, except in the case of a scoring discrepancy.

- Any Instructor who knowingly allows quiz altering to occur and does not take immediate action or shares the quiz with non-technician-candidates is at risk of certification sanctions.

Post-Course

- Should a participant not pass the skills assessment or quiz, he or she will have to retake the Renewal Testing Course. There is no limit to the number of times participants can take this course. If an individual does not pass, it is recommended that the full National CPS Certification Training Program be retaken.

- The LI:
  – Can print out and provide wallet cards for the CPS Technicians, if desired, and if a computer with Internet access and a printer are available.
  – Must keep the Score Sheet as a record of the participants' scores and may destroy any used quizzes after the course is completed.
  – Must keep the completed skills assessment forms as records of participant scores.
  – Submits skills assessment pass/fail scores to the online Safe Kids Certification system.

- Participants may also receive their new CPS Technician numbers by logging into their online profiles.

USING THE MODULE PLANS

This IG contains complete module plans for all topics in the course. The module plans are presented in a 2-column format for ease of use. The left column contains the Instructor directives in simple statements and the right column provides the content for use during presentations and activities.

- **Module Objectives.** All modules begin with participants reviewing the learning objectives for the module.

- **Icon Prompts.** Icons direct you throughout the course to present information, display a PowerPoint slide, play a video, conduct an activity, conduct a progress check, ask a question, or reference the TG.

- **Information.** Present information, as described, in the right column of the IG. Participants usually engage in additional activities or discussions to build on information presented.

The module plans are designed to help ensure you are able to cover the appropriate material within the time constraints of the course, as well as focus on the particular needs of participants.

IG Icon Key

Present Content	**Reference TG**	**Display PowerPoint Slide**	**Ask Question**
Conduct Activity	**Introduce Video**	**Play Video**	**Conduct Progress Check**

The **Reference TG** and **Display PowerPoint Slide** icons and directives are in color for emphasis to assist Instructors. PowerPoint slides with videos have the **Play Video** icon prompt on the slide.

SPECIAL NEEDS ACCOMMODATIONS

The following guidelines are intended to assist Instructors in meeting the special needs of participants.

- Clearly indicate the physical requirements of this course when providing a description to participants. Potential participants should be told to contact the host agency or administrator if they have any doubts about their ability to fulfill course requirements. Certification is dependent upon satisfactory completion of all course components.

- Instructors should ask at the beginning of class if anyone has any special needs with regard to meeting requirements to complete the course. Participants should be asked to respond to an Instructor during break time instead of asking for a show of hands.

- For those participants who have difficulty with reading, the written quizzes may be given orally. If possible, this should be determined prior to the quiz so that reasonable accommodations can be made. During an oral quiz, the Instructor should read the question exactly as written and with a consistent tone of voice.

- During a written or oral quiz, a term not related to technical content (such as transport) may be defined to help the participant understand the question, but not in a way that would indicate the correct answer.

- If individuals are physically unable to install a car seat or booster seat (due to size, disability, or illness) they should be permitted to verbally guide an Instructor in correct installation. Verbal instructions should be clear, concise, and include an explanation for decision(s) and/or action(s). This procedure should not indicate inadequacy of the participant's skills as they should always have the caregiver present when checking car seats and booster seats. The caregiver should always be the last one to install or make any changes to the seat.

INSTRUCTOR DVD CONTENTS

The Instructor DVD contains six main folders:

1. Course Forms
2. Instructor and Technician Guides
3. Quizzes
4. Planning & Logistics Guide
5. PowerPoint Slides
6. Skills Assessments

1. Course Forms

- **Participant Vehicle Information**
  This form is distributed to participants at the beginning of class and collected as quickly as possible. It should be filled in by participants and allows Instructors to determine seat belt systems available for use in practice activities and skills assessments. The LI or Course Administrator should ensure that copies are made for all participants and Instructors and have extra copies on hand, if needed.

- **Score Sheet**
  This sheet should be filled out at the close of the course. Use this Score Sheet to track participant progress and keep it for your records of the course.

- **Participant Vehicle Occupant Restraint Systems Details**
  This form is used by Instructors to collect detailed information about the vehicles available for practice activities and skills assessments. Instructors should refer to this information when planning practice activities and skills assessments. The LI or Course Administrator should ensure that copies are made for all participant and Instructor vehicles and have extra copies on hand, if needed.

2. Instructor and Technician Guides

- **Instructor Guide**
  PDF version of the IG – Instructor Preparation and Modules 1-13

- **Technician Guide**
  PDF version of the TG – Instructor Preparation, Modules 1-13, and Appendix

3. Planning & Logistics

- **Planning & Logistics Guide**
  This guide provides useful information on the process and procedures that should be followed to plan for, set up, and conduct the National CPS Certification Training Program. Subjects covered include:

  – Program overview and goals
  – National CPST Certification process
  – General Instructor guidelines and position descriptions
  – Course planning and process

- Course checklist
- Equipment checklist
- Suggestions for demonstration equipment
- Additional resources

4. PowerPoint Slides

- There is one PowerPoint presentation for each module.

- Instructors present the information in the IG and TG, using the PowerPoint slides as a visual aid for participants and to play the embedded videos. **Teaching only from the slides, rather than from the IG and TG as well as the slides, will not provide participants with the proper instruction. This will put an Instructor at risk of certification sanctions.**

- Instructors have their choice of two video formats (MP4 or WMV) based on which format works better on the computer being used to project the slides and videos. It is advisable to have both versions available for any given class to determine which version works better on the computer used in the classroom.

- It is critical that the LI and/or Course Administrator **set up and test the PowerPoint slides on the computer/projection system** to be used prior to the first day of the course. Remember that what works well on one computer/projection system may or may not work well on another computer/projection system due to differences in operating systems, the type of projection system, and/or versions of PowerPoint.

- **ALL** Instructors must be familiar with the contents of the slides and know how to navigate through a PowerPoint presentation. Training on the AV set up should be included as a part of the Instructor meeting held prior to the start of the course.

5. **Quizzes**

- **Quizzes**

  There are two versions (A and B) of the quiz. Hand out the form to participants just before you administer each quiz.

- **Quiz Answer Key**

  - An Instructor answer key is provided for two versions of the quiz.
  - Relevant page numbers (where the answer can be found) from the TG are noted for each answer. Note that the sources for some answers are marked as being "NA = Not applicable. Deductive reasoning is required to come up with correct answer."

- **Quiz Answer Sheet**

  This document is a blank answer sheet for participants to record their quiz answers.

6. **Skills Assessment**

- **Skills Assessment Form**

  This form is for participants to complete. Hand out the form to participants just before you administer the skills assessment.

INSTRUCTIONS AND TIPS FOR USING THE POWERPOINT PRESENTATIONS

Always refer to your computer and software manuals for details and troubleshooting.

Running the Presentation and Videos

To view the presentation on your monitor, open the presentation file for the appropriate module, and then select **Slide Show** from the View menu (or click on **Slide Show** from the icon near the bottom of the screen, or press the **F5** key). The first slide will fill your screen.

There are several ways to advance to the next slide or go back to previous slides. The easiest way is to press the **down arrow** to advance and the **up arrow** to go back. Press the **Esc** (Escape) key to return to the normal view.

The slides with videos are not set to start automatically. Instead, manually start the videos by clicking on the **Play Video** icon. This allows the Instructor to introduce the topic in advance of the video.

Working with the Presentation and Video Slides

Because the videos are linked to the presentation, the videos **MUST** be in the same folder as the PowerPoint presentation to operate.

- Copy the entire PowerPoint Slides folder from the Instructor DVD as is to the hard drive of the computer that will be used for a course.

- Check **ALL** slides and videos **BEFORE** you begin teaching.

- Be sure to play the each video to the end.

NOTE: Always use the **Copy** and **Paste** feature of My Computer (or Windows Explorer or equivalent function) to move the slide presentation files from one folder to another.

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.