

MODULE 13 • Closing & Checkup Event

Module Agenda: 295 Minutes

Topic	Suggested Timing
1. Introduction	5
2. Recertification Process	5
3. Prepare for a Checkup Event	45
4. Conduct a Checkup Event <ul style="list-style-type: none"> • Final Assessment: Checkup Event 	195
5. Conduct Closing Activities	45
TOTAL	295 Minutes

Module Purpose

The purpose of this module is to close the classroom-based portion of the training and for participants to demonstrate their knowledge and skills in conducting seat checks through a checkup event. Participants will also learn about the CPS Technician recertification process.

Module Objectives

- Identify requirements for CPS Technician recertification.
- Prepare for a checkup event.
- Conduct a checkup event.
- Close and debrief a checkup event.

Special Media, Materials, and Resources

- CPS Check Form (Instructor DVD)
- Using Your New Skills (NCPSB website at www.cpsboard.org)
- CPS Inspections and Checkup Events (NCPSB website at www.cpsboard.org)
- Map It Out (NCPSB website at www.cpsboard.org)
- Sample Course Evaluation (Instructor DVD)

Video Titles and Times

None

Activities

Final Assessment: Checkup Event

Preparation

- It is the responsibility of the Lead (LI) to ensure that the checkup event is planned in advance and will allow all participants to actively participate.
- The LI may delegate the planning and coordination for the checkup event to another Instructor and/or local CPS Program Coordinator. The LI and/or Checkup Event Coordinator should evaluate the site of the planned checkup event ahead of time to identify safe traffic patterns and establish a safe environment for all attendees, especially children.
 - Ensure that the planned checkup site will be able to accommodate the desired size of the event and the number of traffic lanes needed to enable all participants to actively participate.
 - Use a grid to draw a map of the physical environment and layout of the event so it can be explained to participants and any volunteers who may be assisting.
 - Be sure to include a clearly marked entrance, registration area, and exit with 1-way traffic flow, if possible.
 - Identify lane locations and where supplies will be available for CPS Technicians.
 - Determine which check form participants will use for the checkup event and make enough copies for participants. A CPS Check Form is included on the Instructor DVD and in the TG Appendix. If your state or agency has a different check form, use that one instead.
- Review important information about the checkup event to ensure that all Instructors know what to expect and know how the checkup event will be set up and operated.
- Review the Checkup Event Guidelines (Instructor DVD).
- Duplicate course evaluations to distribute to participants.

1. Introduction



Display PPT 13-1.



Present module purpose.

The purpose of this module is to close the classroom-based portion of the training and for you to demonstrate knowledge and skills in implementing seat checks through a checkup event. You will also learn about the CPS Technician recertification process.



Reference TG page 13-1.



Display PPT 13-2.



Present module objectives.

As a result of this module, you will be able to:

- Identify requirements for CPS Technician recertification.
- Prepare for a checkup event.
- Conduct a checkup event.
- Close and debrief a checkup event.



Close the classroom portion of the training.

This concludes the classroom-based portion of the course.

- Use all of the job aids and other resources from your TG for our final checkup event and later on the job.
- Be sure to review all the resources available to you on the NCPSB website at www.cpsboard.org.
- The outcome of your hard work during this course is that you will be able to serve the families of your communities at checkup events, health and safety fairs, and community events.



Ask question and respond to comments.

Q. What additional questions do you have about any of the technical topics we have discussed?

2. Recertification Process



Reference TG page 13-1.



Display PPT 13-3.



Review the recertification process.

Once you pass the final assessment (checkup event), you will be a certified CPS Technician.

The certification cycle for both CPS Technicians and Instructors is two years. To retain your certification, you must meet all of the requirements and successfully complete the recertification process.

There are two general steps to successful CPS Technician recertification:

1. Meet all pre-registration requirements, including:
 - Verified seat check activities – must be observed by an Instructor or proxy to count for certification
 - A community event
 - Continuing education
 - If an Instructor, teaching hours
2. Register and pay for recertification (may be done up to four months prior to your certification cycle end date).

[INSTRUCTOR NOTE]

[Refer participants to www.cert.safekids.org for more information on the recertification process.]

3. Prepare for a Checkup Event



Display PPT 13-4.



Review checkup event requirements.

The checkup event is the final assessment of this course. This event is where you will put into practice the knowledge and skills learned during the course.

- Everyone must fully participate throughout the event.
- It serves as a final assessment of your technical and communication skills.
- Instructors will observe and assess Technician Candidate performance throughout the event.



Reference TG page 13-1.



Display PPT 13-5.



Introduce how checkup events operate.

It is important to understand how checkup events are planned and operated.

- CPS Technician teams work with and teach caregivers the basics of correct selection, direction, location, installation, and harnessing of car seats, booster seats, and seat belts.
- Checkup events provide opportunities to detect unsafe car seats and booster seats (such as recalled, damaged, missing parts/labels). Always remove and inspect all checked seats.
- Many of the details for setting up and operating an inspection station are similar to those for a parking lot event.



Reference TG
page 13-1.

- There is a *Map It Out* worksheet on the NCPSB website that includes a sample diagram to sketch the traffic flow of your checkup event.



Display PPT 13-6.



Review how to prepare for the checkup event.

Let's review several key considerations for planning an event or setting up an inspection station. Additional details may be found on the NCPSB website under *Using Your New Skills* and *CPS Inspections and Checkup Events*.

- Do **NOT** wait until the last minute to plan your event!
- Determine your target audience.
- Estimate the number of families expected to attend.
- Estimate the number of CPS Technicians and volunteers needed.
- Determine the amount of time to allocate per car seat or booster seat.
- Determine who the Checkup Event Coordinator will be at the event. Each event needs a designated Checkup Event Coordinator.
- Determine a safe location and conduct a site visit.
- Gather necessary equipment, supplies, and materials.

[INSTRUCTOR NOTE]

[Tell participants that the instructing team has already planned the final checkup event where they will apply their new knowledge and skills.

Review the diagram for traffic flow you prepared for this final checkup event.]

4. Conduct a Checkup Event

[INSTRUCTOR NOTE]

[Refer participants to any state-specific policies or procedures for conducting CPS events or setting up courses or services such as CPS inspection stations.

Remind participants they must stay for and actively participate in the final assessment checkup event to be eligible for certification as a CPS Technician.

Review the following:

- Time allocations per car seat or booster seat
- The person who will serve as the Checkup Event Coordinator
- Which Check Form will be used and how to use it
- Who will be responsible for reviewing the work of each checkup team
- Location of supplies – forms, clipboards, *Recall Lists*, *LATCH Manual* (if available), car seat/booster seat manufacturer instructions, educational materials for caregivers, etc.]



Reference TG page 13-2.



Display PPT 13-7.



Review what to expect with the final checkup event.

Remember that the safety of all participants is a top priority when you are setting up and conducting the event.

- Always use a Check Form. Be sure the caregiver signs the form before you begin your check.
- Fully involve the caregiver in the check.
- Team up with a partner and work together.

- Remember to use the Learn, Practice, Explain teaching method. This model does not end with your education. Always look for additional ways you can educate caregivers on child passenger safety such as:
 - Avoiding a vehicle backover.
 - Preventing a child from being locked in a trunk or being caught in a power window.
- Read instructions and labels.
- Document, document, document:
 - Everything you do.
 - Advice you give the caregiver.
 - Choices the caregiver makes – especially advice the caregiver chooses not to follow.

**Display PPT 13-8.**

- Follow any policies or guidelines set by the Checkup Event Coordinator such as which form is being used, replacement of car seats, who will be the lead checker to sign off, etc.
- Promote 1-way traffic flow.
- Turn off all vehicle motors.
- Watch small children, as caregivers may be distracted.
- Walk around every vehicle before starting the engine to be certain there are no children or materials around, near, or under the vehicle.
- Control **ALL** vehicles moving into and from the event. Announce “vehicle moving” when vehicles enter or exit the inspection. Always guide vehicles to the inspection location and exit.

By the end of the checkup, the caregiver should feel confident and competent in their abilities.

There will be an event debriefing to talk about what you saw and what you learned.

[INSTRUCTOR NOTE]

[Due to the sensitive nature of adjusting a child's harness at the crotch, it is advisable to have the caregiver adjust the child's harness under the supervision of the CPS Technician.]

**Display PPT 13-9.**

Review how participants will be evaluated.

Instructors will monitor/observe/evaluate performance in the following areas:

- Establishing a safe environment for all who attend (evaluating the site, setting up a 1-way traffic flow, establishing check lanes, and equipping lanes with all necessary tools)
- Acting as a team player with Instructors, technicians, and fellow candidates during set up and throughout the checkup event (holding babies, entertaining toddlers, and going for supplies when not conducting a seat check)
- Effectively communicating with caregivers and children (using words the caregiver can understand, conveying a positive attitude, not judging caregivers for decisions they have made or will make)
- Involving the caregiver in the checkup and participating in correction of errors by explaining what you are doing
 - *Here is the model number and date of manufacture for your car seat.*
 - *I'm going to check to be certain your car seat is not on the recall list.*
 - *Note the expiration date on your car seat.*
- Remembering that your job is to educate – **NOT** to install

**Display PPT 13-10.**

- Following and accurately completing the Check Form
- Using resources such as the car seat or booster seat instructions, vehicle owner's manual, recall list, and educational handouts
- Asking appropriate questions of Instructors but first using resources other than Instructors

- Assuring an Instructor signs off before the vehicle leaves after each seat check
- Participating in event breakdown activities such as loading supplies into vehicles, disposing of replaced cars seats and booster seats, carrying supplies back to storage areas, and turning in all paperwork
- Sharing experiences during checkup debriefing with the other participants at the close of the event and making plans for the next event

[INSTRUCTOR NOTE]

[Emphasize that caregivers should always know where their children are at all times. For example, if you take a toddler to a play area, get permission first from the caregiver.]

Transition to the checkup event that serves as the final assessment.]

5. Conduct Closing Activities

[INSTRUCTOR NOTE]

[Once everything has been put away, return to the classroom with participants to debrief the checkup event.]



Reference TG
page 13-3.



Review how to close the checkup event.

Always debrief the checkup event with other Instructors and volunteers. Discuss:

- What you learned (safety issues, new products, special situations).
- How to improve for the next event.
- Following the event, the Checkup Event Coordinator or Lead Instructor should review all forms and follow up with any questions or concerns.

[INSTRUCTOR NOTE]

[Conduct a debrief of the checkup event.]

- Thank participants for their time and hard work. Make any other concluding remarks.
- Tell participants when scores will be entered online and processed.

Refer participants to state and local resources to:

- Locate more experienced CPS Technicians with whom to work.
- Learn about and sign up for CPS events and/or inspection stations (if available).
- Learn about and sign up for CPS continuing education opportunities.
- Obtain educational and promotional materials.
- Find out about potential funding for local CPS courses.



Conduct the course evaluation.

Hand out the course evaluations. Give participants 5 to 10 minutes to complete them. Collect all evaluations.

Review the evaluations with the instructing team after participants leave.]