

Closing & Checkup Event

OBJECTIVES

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

RECERTIFICATION PROCESS

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.)

See www.cert.safekids.org for recertification and other information.

Recertification information and clarification will be sent out through CPS Express, a monthly newsletter sent to all CPS Technicians and Instructors via email.

CPS Technicians must have a current and valid email address entered into their online individual profiles to take advantage of this service.

“As a certified CPS Technician myself, I know that this has been a tough class, but worth it. It changed how I look at kids in cars! Safe Kids is proud to be a partner and to support your efforts as the Certifying Body. We hope you enjoy your work in the field and recertify in two years!”

**Kerry Chausmer, Director
Safe Kids Worldwide Certification Program**

PREPARE FOR A CHECKUP EVENT

- At checkup events, 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 details for setting up and operating an inspection station are similar to those for a parking lot event.

PREPARE FOR A CHECKUP EVENT (CONTINUED)

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

The following are 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.

CONDUCT A CHECKUP EVENT

When conducting the event, remember that the safety of all participants is a top priority.

- ✓ 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.
- ✓ 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.
- ✓ 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.

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.

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

CONDUCT CLOSING ACTIVITIES

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.



Prepare for, conduct, and evaluate each checkup event

