



NATIONAL  
**CHILD PASSENGER  
SAFETY BOARD**

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**November 2015 Instructor Update:**

This was sent to all Instructors and Instructor Candidates on November 15, 2015. If you did not receive please check your spam folders and make sure your email address is current in your online Safe Kids certification profile. Thank you!

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This Instructor update serves as a follow up to the update provided last month. We are pleased by the interest expressed in the updated Child Passenger Safety Restraint System on School Buses National Training. The addition of being able to recognize CPSTs with this extra training in their CPS certification profile is a positive step forward, and increases the ease in which State CPS Coordinators can locate technicians who have completed the school bus training in their state.

**Frequently Asked Questions (FAQs): Updated Child Passenger Safety Restraint Systems on School Buses National Training:**

- 1) Can I still teach the “old” course?

Yes! It is understood that it will take some time for CPSTs to plan trainings, attend and be trained with this updated course. In the meantime, the former course can still be utilized.

- 2) I am a CPST Instructor. Do I need to take this training in order to teach the course?

Yes, even CPST Instructors must attend and successfully complete the updated training in order to teach the updated Child Passenger Safety Restraint Systems on School Buses National Training. Instructor materials will not be provided until the updated training is completed.

- 3) I was trained under the previous training course. Do I need to take this updated course to receive the updated instructor materials?

Yes. While this course can be taught by CPS Technicians, all CPST and CPST Instructors who wish to teach this updated training must attend and successfully complete the updated training before being eligible to receive the updated Instructor Materials. However, the updated Participant Manual and Appendix are available to utilize as resources now at <http://cpsboard.org/tech-instructor-curriculum/>. It is also strongly encouraged that CPSTs teaching this course work closely with local school transportation professionals.

- 4) Why not schedule on-line update sessions?

The option of offering an online update for those already trained was discussed. However, there are challenges with this option. First, there was no system in place previously to track those that were trained, so there is not a way to confirm everyone that has taken the former course.

In addition, one of the main updates to the course is increased hands on experience, which all CPSTs are asked to participate with moving forward. There are a number of new items that were not in the former training, to include facilitating a better understanding of installation for participants before the hands on experience. Installation in school buses is different than installing child restraints in other vehicles. This is considered an important piece of the training.

5) How does this process track with other specialty trainings?

In an effort to provide some consistency with other trainings offered as “Extra Training” recognized in CPST certification profiles, there are criteria for becoming trained and remaining eligible. There are four “Extra Training” recognitions offered in CPS certification profiles: Special Needs, Lead Instructor, Tech Proxy and now School Bus.

In the case of Special Needs, there are requirements for CPSTs to be working with children with special health care needs before they are eligible to take this training. To become a special needs instructor an application process is required.

To qualify as a Lead Instructor for the National Child Passenger Safety Technician Certification Training Program, CPSTs must go through the process (and payment) of becoming an instructor and then pass a quiz to qualify as a Lead.

To become a Tech Proxy there is an application, which includes 2 testimonies from others, and a fee to apply. We are fortunate that the school bus training doesn't *require* additional fees, applications and/or testimonies in order for participants to be approved to participate like the other three extra training designations.

Ideally, with the school bus curriculum, it would be best to have a CPST Instructor who works in a school district. Since people with expertise in both CPS and school buses are generally uncommon, it could be a requirement to teach with someone from a school district, but to date that has not been made a requirement. Instead, it is a recommendation. It would also be very beneficial for CPSTs to spend some time with a transportation professional prior to taking the course, riding school buses and observing issues, in order to teach with more confidence and awareness of the subject.

6) How do I access the 2015 trainings?

For a list of upcoming trainings, please visit:

<http://cpsboard.org/cps/wp-content/uploads/2013/03/cpsboard-training-list-101515.pdf>.

Additional trainings will be offered. Several states and/or technicians are planning trainings. This list will be updated as these trainings are finalized and confirmed.

Please note: This is a NHTSA curriculum and this list is being offered on cpsboard.org as a resource only.

On a separate note, please nominate a certified child passenger safety technician or instructor for the annual Tech and Instructor of the year awards! The deadline to nominate is November 20, 2016.

Nomination forms can be found at <http://cpsboard.org/awardpage/2015-technician-instructor-of-the-year-awards/>.