



# DIGITAL CPS CHECK FORM FLOW CHART

## CREATE AN ACCOUNT

User Login

Username \*

Password \*

- Create new account
- Request new password

LOG IN

LOG IN

CREATE CHECK FORM

Caregiver Information

SAVE

+ ADD CHILD



COMPLETE

SUBMIT

Step 5 of 5 Caregiver sign off

Step 1 of 5 Child Information

Step 4 of 5 On Departure

Step 2 of 5 On Arrival

USE BUTTONS  
TO NAVIGATE  
THROUGH  
SECTIONS

NEXT PAGE

PREVIOUS PAGE

Step 3 of 5 Findings On Arrival



# DIGITAL CPS CHECK FORM

A HOW-TO GUIDE TO USING THE NATIONAL CHILD PASSENGER SAFETY DIGITAL CHECK FORM

## Getting Started

All technician users must create a free account to gain access to the CPS form. CPST can access the form at:

<https://carseatcheckform.org/>

### NEW USER

New users will have to create an account. In order to gain access to the system, all users will have to complete the following:

- Create a username.
- Provide an email.
- Provide your Name and the State where you work in CPS.
- Upload a copy of your CPS Tech or Instructor wallet card.
- Provide your CPST/I expiration date and certification number.
- Accept terms and conditions as outlined.

#### Administrator

- Program administrators can enter agency information (this can be used for grouping of data for reporting purposes).

#### IMPORTANT NOTES:

Access to the system may take 1-3 business days so please plan accordingly. Requests will be reviewed Monday through Friday and approved as time permits. Personnel will not be available on weekends to approve access to the system.

**Please provide a valid email.** You will receive a confirmation that your request for access has been received. You will also receive an email once your account is approved which will include a link that will guide you to creating a password.

Once you have created your password, ensure your time zone is correct and click



Thank you for visiting Car Seat Check Form.

1. **You will need your CPS Certification with you when you register, as either a PDF, JPG, or PNG. Please allow 1-3 business days to be granted access to the system.**
2. **These checks will not automatically count towards your CPS recertification. You will need to submit your checks for recertification to your certifying body.**
3. **If you need extra permissions after your account is created, as agency administrator, state program manager, or manufacturer, please email [info@carseatcheckform.org](mailto:info@carseatcheckform.org).**
4. **Make sure to check your SPAM and JUNK folders for the automated emails.**
5. **If you are having trouble registering and need assistance, please email [info@carseatcheckform.org](mailto:info@carseatcheckform.org).**

Password

Weak

Confirm password

To make your password stronger:

- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation



# DIGITAL CPS CHECK FORM

## Creating a Check Form

To begin a new check form, click on:

CREATE CHECK FORM

This can be found in the

HOME

section or under

MY ACCOUNT

## Caregiver Information

This section captures the information of the caregivers associated with the child(ren)/car seat(s) who are present/participating at the event. The first step is to enter the caregiver's information.

- City
- State
- Zip
- Vehicle Year
- Vehicle Make
- Vehicle Model
- **What CPS agency is hosting the event?** - This is the agency that will have access to data for reports.
- **Select Liability Statement** - Agencies can add their specific liability statement to the form. (Select *RESOURCES* tab, and click on *Custom PDF* for assistance.)
- **Signature\*** - A signature can be obtained directly on the form if you have a touch screen device or by using a mouse pad/cursor with laptops. (Or, check box for "Signature is on the paper check form".)
- **Techs Participating** - This is where you should add any other CPST/I who is assisting with the seat check.
- **What State is the event taking place in?** - This is to assist CPST/I who work or travel beyond their home State identified in their user account profile. (For reporting purposes.)
- **Today's Date** - Enter date seat check occurred.



**Tech Tip:** Once the caregiver's information has been obtained, a CPST/I can add multiple seat checks (i.e. children) to the form without having to re-enter the caregiver information.

Click

SAVE

once the information is complete.

+ ADD CHILD



## Step 1 of 5 Child Information

This section captures the information of the child whose car seat is being inspected.

### Child Present\*

- Unborn
  - Yes
  - No
- } →
- Age
  - Height (inches)
  - Weight (lbs)



**Tech Tip:** Click the **NEXT PAGE** or **PREVIOUS PAGE** to navigate between sections.

NEXT PAGE

PREVIOUS PAGE

**NOTE:** On the check form, all fields that have an \* are a required field and must be completed.



# DIGITAL CPS CHECK FORM

## Step 2 of 5 On Arrival

This section captures how the child/car seat arrives to the event. The *On Arrival* Section will capture the following:

- Location in vehicle
- How the Child/CSS is installed
- Car Seat Restraint Type
- Car Seat Labels Missing
- Car Seat MFG (Make, Model #, Model Name)
- Manufacture & Expire Date
- Is car seat expired

Child/Car Seat location in vehicle \*

Driver	<input type="radio"/>	<input type="radio"/>	front row
	<input type="radio"/>	<input type="radio"/>	back
	<input type="radio"/>	<input type="radio"/>	3rd row
	<input type="radio"/> none		
	<input type="radio"/> Other seating location		



**Tech Tip:** Data sets that have “Radio Buttons” or circles indicate that you can only select one option; data sets that have “Check Boxes” or squares will allow you to pick more than one option.

**Note:** Depending on your selection of options, more data sets will appear (or disappear). Known as “form logic”, this assists the user experience.

## Step 3 of 5 Findings On Arrival

[This section will be empty if you selected “No CSS” on Step 2.]

This section captures findings around the proper or improper use of the car seat. This section will capture the following information:

- Car Seat History known\*
- Car Seat Involved in a Crash\*
- Car Seat Recalled\*
- Car Seat Installed Per Manufacturer’s Instructions\*
- Car Seat Installed Per State’s Law\*
- Car Seat Correct Direction\*
- Recline Angle Correct\*
- Car Seat Harness Correct\*
- Lower Anchors Correct\*
- Tether Correct\*
- Seat Belt Correct\*
- Are there non-regulated products\*
- Is the load leg installed correctly per manufacturer’s instructions\*


**Note:** The *Findings On Arrival* section will guide CPST/I through their seat check to ensure they consider and educate caregivers to all aspects of their car seat. This is also where your organization will capture misuse data.



**Tech Tip:** There are [hyperlinks](#) on the digital form that will take CPST/I to a recall list as well as a list of State CPS laws.

**Note:** If misuse is identified in any of these sections, additional options will appear to record more data about the specific misuse.



**Tech Tip:** Use  at any time to save your progress. This will save your work and take you back to the Caregiver’s information. This also helps when you have multiple car seats/children so you can go back and forth between check forms.

**NOTE:** On the check form, all fields that have an \* are a required field and must be completed.



# DIGITAL CPS CHECK FORM

## Step 4 of 5 On Departure

Similar to *On Arrival*, this section captures how the child/car seat leaves the event. This section will capture the following information:

- Location in vehicle\*
- How the Child/CSS is installed\*
- Is this the same Car Seat that was on arrival\* →
- Car Seat Restraint Type\*
- Caregiver Donation\*
- All corrections made prior to departure\*
- Is the Car Seat Compatible with the vehicle\*
- Educational Materials given\*
- Documentation Box →
- Car Seat MFG (Make, Model #, Model Name)
- Manufacture and Expire Date
- Is the Car Seat registered through the MFG?


**Note:** If departure car seat is different than on arrival, CPST/I will be have to complete additional sections about who provided the new seat and if the old seat was discarded or recycled.

**Note:** The Documentation Box will allow the CPST/I the ability to provide a narrative for additional documentation.

## Step 5 of 5 Caregiver sign off

The last section will capture the final details. You will have to obtain the following:

- Caregiver harnessed child/doll
- Caregiver participated during the event
- Caregiver ethnicity and initials
- Vehicle Identification Number (VIN) and recall list
- Which device was used (to complete the form
- Agency Documentation Box

**Note:** Once all information has been entered, you will complete the form by clicking 



**Tech Tip:** You will not be able to submit your form if it has missing data. You will be prompted for any required data fields that have not been completed. A dialogue box will provide you with all of the incomplete fields. Those data fields will also be in red font.

I harnessed child/doll in a Car Seat \*

- Yes
- No
- N/A

• I harnessed child/doll in a Car Seat field is required.  
 • I participated in installing this Car Seat today field is required.  
 • Caregiver Initials field is required.  
 • Child/Car Seat location in vehicle field is required.  
 • Child/Car Seat Installed Using field is required.  
 • Restraint Type field is required.



# DIGITAL CPS CHECK FORM

## SITE NAVIGATION

HOME

RESOURCES ▾

INFORMATION ▾

REPORT FEEDBACK

MY ACCOUNT

LOG OUT

## Home

From the *Home* section, you'll be able to do the following tasks:

CREATE CHECK FORM

DOWNLOAD CHECK FORM DATA

**Note:** *DOWNLOAD CHECK FORM DATA* will allow you to transfer all the data you've generated into a CSV File.

### Event Date

Is less than ▾

-Month ▾

-Day ▾

-Year ▾

APPLY



**Tech Tip:** CSV files can be used to create reports or to filter data. These types of files can also be used to import data into other software platforms.

**Note:** All check forms you create will live in your profile in the *Home* Section

Select **RESOURCES ▾** for supporting documents and options:

1. **Check Form PDF Download** - Provides a PDF of the paper check form. Download/save for use.
2. **Request Custom PDF** - Allows agencies to submit a liability statement to customize the PDF check form.
3. **Sign-in Sheet** - The digital check form does not collect PII. Sign-in sheet can be used if PII is needed locally.
4. **Agencies** - A list of agencies that will show up in the *Agencies* field.



**Tech Tip:** An agency can add their organization information by clicking **ADD AGENCY** within *RESOURCES* → *Agencies*.

INFORMATION ▾

Within the *INFORMATION* tab, you will be able to update a user account profile, find *FAQs*, and the *TERMS & CONDITIONS*.



**Tech Tip:** *UPDATE PROFILE* is where CPST/I will provide their recertification information to keep the profile current.



# DIGITAL CPS CHECK FORM

## SITE NAVIGATION

[HOME](#)[RESOURCES ▾](#)[INFORMATION ▾](#)[REPORT FEEDBACK](#)[MY ACCOUNT](#)[LOG OUT](#)[REPORT FEEDBACK](#)

## Comments/Issues

Within the *REPORT FEEDBACK* tab, users will be able to provide feedback and suggestions on how to improve the user experience with the digital (or PDF) check form.

Be as specific as possible with any technical issues, ambiguous questions, or possibly changing the question/workflow.

[SUBMIT](#)[MY ACCOUNT](#)

Within *MY ACCOUNT*, users can see their saved account information in:

[CREATE CHECK FORM](#)

or

[DOWNLOAD CHECK FORM DATA](#)

**Tech Tip:** Users can update or change their password in *MY ACCOUNT* by clicking on *Edit*.



# DIGITAL CPS CHECK FORM

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