



# 2020 Membership Application Instructions

The National Child Passenger Safety Board is seeking applications for the following positions:

- **Child Passenger Safety (CPS) Advocate – At-Risk/Underserved Populations**
  - Someone who represents an organization that works with diverse groups – ethnically, socio-economically, at-risk populations (e.g. tweens and special transportation needs). Applicant must be a CPS Technician or Instructor.
- **Injury Prevention - Healthcare**
  - Candidate must have expertise in healthcare settings (inpatient or outpatient). May include CPS programming and hospital discharge policies. Inclusive to Family Practice and healthcare professionals. (E.g. Physicians, Nurses, Allied Health/Rehab., Child Life, Social Work, Community Education). A CPS Technician or Instructor is preferred, but not required.

Selected applicants will begin their Board service with the first in-person meeting in May 2020. All members are expected to attend. The meeting will be held in Itasca, IL. Term ends for these positions are May 2023.

It is strongly recommended that the applicants review the purpose, history and structure of the [National CPS Board](#) prior to completing an application. It is important to understand this is a working board; time and effort will be required for the tenure of the term.

The mission of the Board is to save lives and prevent injuries by promoting child passenger safety through education, mentorship, engagement, and innovation. We do this by assembling experts that represent different constituencies in child passenger safety to ensure the latest best practices are being shared to technicians and instructors across the country. Please keep this in mind as you answer the application questions.

## Instructions for completing and submitting a Board Application:

1. The online application form can be accessed on the National CPS Board [website](#).
2. Complete the application and submit as directed online.
3. Print the Signature Page and have signed as appropriate.
  - a. If you are not financially supported by your employer or are self-employed, note this on the form and sign it.
  - b. Please note, limited travel assistance is available for the Child Passenger Safety Advocate – At-Risk/Underserved Populations position only. If your organization plans to financially support your service on the National CPS Board, the organization’s Executive Director, Chief Executive Officer or a representative who has the authority to approve your time and travel expenses, must also sign the final page of the application.
4. Scan the Signatures Page with signatures, and upload it with a copy of your resume to the online application form. Additional documentation will not be reviewed. **Incomplete and/or paper applications will not be accepted.**
5. All application documents must be submitted no later than **5:00 p.m. PDT, July 26, 2019**. Late or incomplete applications will not be considered.
6. Each applicant must provide two professional references. In addition, if the applicant is a current Child Passenger Safety Technician or Instructor, the NHTSA Regional Contact or State child passenger safety contact may be consulted.
7. Applicants are encouraged to apply for more than one position, if appropriate. If you are applying for more than one position, one application form will be used to apply for all applicable positions. **Please note: Although multiple positions can be applied for, selected candidates represent one category only.**

A complete application consists of the application, the signature page, resume and two professional references. All documents (including references) must be submitted online via the Submittables application link.

Applications will be reviewed and candidates will be notified by March 1, 2020.

For questions about the application process, please email Lonny Haschel at [Lonny.Haschel@dps.texas.gov](mailto:Lonny.Haschel@dps.texas.gov).