



## National Digital Car Seat Check Form

### Child Passenger Safety Technician Recertification: Virtual Seat Check Sign Off Support

The National Digital Car Seat Check Form (NDCF) program helps to support Child Passenger Safety (CPS) Technicians during the recertification process through seat check sign offs.

A nationally certified CPS Instructor is available to participate virtually in the following seat sign off scenarios:

- In-person seat check with a caregiver
- Virtual seat check with a caregiver
- Mock seat check

*The NDCF program supports the National Child Passenger Safety Board's guidance that best practice for seat check sign offs is to observe interactions and education at actual events with caregivers in attendance. Mock seat checks should be the final resort to meet any required seat check sign offs.*

Virtual seat check sign offs provide an opportunity for Technicians to demonstrate technical and communications skills in the presence of a CPST Instructor when in-person seat check sign offs are not possible.

---

#### The following steps will ensure a successful virtual seat check sign off:

- Contact the NDCF program at [training@carseatcheckform.org](mailto:training@carseatcheckform.org) to request a virtual seat check sign off allowing three to five business days for scheduling. *Priority will be given to Technicians using the National Digital Car Seat Check Form.*
- Review the [NDCF Quick Reference Guide: Use Methods](#) found at [cpsboard.org/NDCF](https://cpsboard.org/NDCF) to determine the best way to access and use the NDCF.
  - If applicable, create an account at [carseatcheckform.org](https://carseatcheckform.org) allowing three to five days for processing.
- Follow all steps outlined in the [NDCF Guidance Document: Virtual Car Seat Checks](#) found at [cpsboard.org/NDCF](https://cpsboard.org/NDCF).
- Schedule a virtual seat check through a video conferencing platform that will work for the seat check (e.g. Zoom, Google Duo, FaceTime, Skype, etc.).
  - Send a meeting invite with the video conferencing platform link to the NDCF program at [training@carseatcheckform.org](mailto:training@carseatcheckform.org).
- Upon successful completion of the seat check sign off, enter the seat check information for recertification at [cert.safekids.org](https://cert.safekids.org) within one week of completion.
  - Maintain a copy of the seat check form for verification purposes until three months past the recertification date.

#### Resources

- National Digital Car Seat Check Form: [carseatcheckform.org](https://carseatcheckform.org)
- National Child Passenger Safety Board: [cpsboard.org/NDCF](https://cpsboard.org/NDCF)
- Safe Ride News Tools: [saferidenews.com/resources/tools-for-cpsts](https://saferidenews.com/resources/tools-for-cpsts)

Questions? [training@carseatcheckform.org](mailto:training@carseatcheckform.org)