

(Copy and paste this Email to the CPST requesting a virtual seat sign off)

CPST Virtual Seat Sign-off Process ([email subject](#))

(Greeting)

You will need an infant only seat, convertible and a booster, baby size doll, small child size doll or stuffed animal (teddy bear, rabbit?) or an actual child, plus a car. What video chat program would you like to use? Facetime, MS Teams, Skype, Hangouts etc.

Here is how it will work. You need to do 4 installs for 5 seat sign offs. Here is what I recommend.

1. Rear Facing only using seat belt or lower anchors (seat check 1)
2. Rear facing convertible using seat belt or lower anchors (If you used the seat belt in the first one, use lower anchors in this one or the other way around) (seat check 2)
3. Forward Facing convertible using LATCH, FF car seat (seat check 3), LATCH, (seat check 4)
4. Booster seat (seat check 5)

After a short conversation, you will set the phone, tablet, or computer down, install the seat, then pick up the phone, tablet or computer and I will ask you questions. All you need to do is move your phone, tablet or computer around to show me what I am asking for. As an example, on the first seat I will ask.

1. Does it move more than an inch from side to side or front to back?
2. Is it properly secured for the seating position you selected? (Meaning if it is in the center position and you used lower anchors...was that allowed?)
3. Is the car seat level?
4. Are there any twists in the seat belt or lower anchors?
5. Are the harnesses at or slightly below the "child's" shoulders, no twists?

That is pretty much it. You will set the phone, tablet, or computer down and install the next seat...until all are done.

Make sense? Have questions?

([Signature/Sender info](#))