

# State Child Passenger Safety Coordinator

## ROLE

The State Child Passenger Safety Coordinator serves as the designated point of contact for Child Passenger Safety (CPS) programs and services in the State.

## AFFILIATION

The State CPS Coordinator is designated by the State Highway Safety Office (SHSO) and may be one or more individuals. That individual may be a SHSO employee or employed by an outside agency. The State CPS Coordinator may be a shared role between the SHSO and an outside agency. It is beneficial if the State CPS Coordinator is a current Child Passenger Safety Technician (CPST), but CPST certification is not mandatory.

## RESPONSIBILITIES

Although responsibilities will vary based on the State model, some suggested/typical responsibilities include the following:

### Serves as a CPS Point of Contact for CPS Community and General Public

- Connects the public with State CPS resources including trainings, CPSTs, inspection stations, and low-cost/no-cost seats.
- Answers questions concerning State child occupant protection laws and best practices.

### Facilitates Communication among State CPS Community

- Supports and mentors new CPSTs, CPST Proxies, and Instructors as needed.
- Updates CPSTs on State CPS activities.
- Shares car safety seat recall information with CPSTs.
- Provides State CPS community leaders with a list of CPS Technicians, Instructors and Technician Proxies as requested. Sharing of contact information should follow State guidelines.
  - Designated State CPS Coordinators will be provided direct access to the CPS Certification database. State CPS Coordinators are listed on NHTSA's website at <https://one.nhtsa.gov/people/injury/childps/Training/ContactList.cfm>.
- Cultivates cooperative relationships to support State CPS activities.

## Facilitates Communication between State CPS Community and SHSO

- Provides updates on changes to State child occupant protection law and most recent best practices.
- Promotes CPS-related educational materials available through SHSO.
- Promotes SHSO mini-grant opportunities for supplies, equipment, and trainings to support local CPS education and outreach efforts.
- Collects data on inspection station activities/seat checks and reports to SHSO.
- Maintains training and fitting station information on SHSO or State CPS web page.
- Provides input on SHSO documents such as the Highway Safety Plan, grant applications, Annual Report, and other child passenger safety and occupant protection informational materials.

## Facilitates Communication between State CPS Community and National Highway Traffic Safety Administration (NHTSA)

- Promotes National Child Passenger Safety Week and National Seat Check Saturday checkup events, typically held the third week of September.
- Collects and reports data on National Child Passenger Safety Week activities and sends data to SHSO and NHTSA Regional CPS Coordinator, as requested.
- Reviews NHTSA Child Car Seat Inspection Station listings and submits updates as needed to NHTSA Regional CPS Coordinator.
- Ensures the “CPS Training Contacts by State” listing is updated for his/her state. Changes should be sent to the NHTSA Regional CPS Coordinator, who will notify NHTSA Headquarters and Safe Kids Worldwide to update CPS Technician database access.
- Promotes other traffic safety campaigns as deemed appropriate for target audiences.

## Facilitates Communication between State CPS Community and Safe Kids Worldwide Certification Program

- Serves as a point of contact on CPST certification and recertification processes.
- Helps connect CPSTs with resources needed for recertification, including CEUs and seat sign-offs.
- Serves as a point of contact for State CPS Trainings. This responsibility may differ greatly by State. Models may be as follows:
  - State CPS Coordinator coordinates and schedules all or most certification and renewal courses through the Safe Kids Certification website: <http://cert.safekids.org>.
  - State CPS Coordinator coordinates and awards mini-grants to cover certification and renewal courses throughout the state.
  - State CPS Coordinator maintains a training calendar.

## Facilitates Communication between State CPS Community and National Child Passenger Safety Board

- Promotes Child Passenger Safety Technician and Instructor of the Year Awards and serves as a reference for nominations from the respective State.
- Promotes National Child Passenger Safety Board vacancies and serves as a reference for applicants from the respective State.
- Provides feedback on Standardized CPS Curriculum as requested.
- Promotes Diversity Resource Library maintained by the National Child Passenger Safety Board.

## RESOURCES

### Child Passenger Safety Week, Recalls, and other Traffic Safety Campaigns

- Marketing materials may be found at <https://www.trafficsafetymarketing.gov/get-materials/child-safety/child-passenger-safety-week>.
- NHTSA offers a subscription service to receive notification when materials are available for traffic safety campaigns. To subscribe, complete the form at <https://public.govdelivery.com/accounts/USDOTNHTSA/subscriber/new>.
- The current NHTSA Communications Calendar may be found at <https://www.trafficsafetymarketing.gov>.
- NHTSA maintains a list of child car seat inspection stations organized by State or zip code at <https://www.safercar.gov/cpsApp/cps/index.htm>.
- Car seat recalls can be found at <https://www-odi.nhtsa.dot.gov/recalls/childseat.cfm>.

### Safe Kids CPST Certification and Recertification

- The certification and recertification processes are outlined in detail in the Policies and Procedures Manual found at <http://cert.safekids.org/policy-and-procedure-manual>.
- Safe Kids CPS Customer Service may be reached at 877-366-8154 (9 am to 7 pm ET weekdays) or via email at [cps.certification@safekids.org](mailto:cps.certification@safekids.org).
- Information and applications for both Technician Proxy and Instructor are found at <http://cert.safekids.org/resources-faqs/forms/becoming-an-instructor-or-technician-proxy>.
- The Child Passenger Safety Technician Guide is available electronically at <http://cpsboard.org/2014-tg/>.
- The Child Passenger Safety Technician Certification Training Program Instructor materials are available for Child Passenger Safety Technician Instructors through their Safe Kids Certification account. <http://cert.safekids.org>.
- The Child Passenger Safety Technician Certification Renewal Course Instructor materials are available for Child Passenger Safety Technician Instructors through their Safe Kids Certification account. <http://cert.safekids.org>.

- Online continuing education unit (CEU) opportunities are found at:
  - Safe Kids Certification <http://training.safekids.org>.
  - National Child Passenger Safety Board <http://cpsboard.org/certification-recertification/>.
  - Additional CEU opportunities can be accessed through the CPST's Safe Kids Certification account. <http://cert.safekids.org>

## CPS Board Resources

- Technician and Instructor Nomination Forms and CPS Board Applications are found at [www.cpsboard.org](http://www.cpsboard.org).
- The Diversity Resource Library is available at <http://cpsboard.org/2016/03/child-passenger-safety-web-resources-library/>.
  - *Current topics include CPS Resources in Other Vehicles, Car Seat Info in English and Other Languages, Special Needs, and Cultural Competency and Health Literacy.*