



Taking a Course in the Car Seat Education Learning Portal

Thank you for choosing to take a CPST continuing education webinar course, delivered via the **Child Passenger Safety Learning Portal**. This guide will assist you in navigating through taking courses in the Learning Portal system. For those wishing to provide training in a group setting, please refer to the Job Aid for [Group Delivery of Courses and the Group Admin Role](#) at cpsboard.org/recertification.

CPSTs: Courses eligible for CPST CEU credit will also include a quiz module. When you pass the quiz, you will be able to download a completion certificate with your name, the course title, and the CEUs earned so you can enter that information into your <https://cert.safekids.org> dashboard for recertification.

Access your Learning Portal Dashboard

1. If you are a new user of **carseateducation.org (Learning Portal)**, please refer to the “Creating an Account on the Learning Portal” job aid at cpsboard.org.
 - If you already have an account, login using your existing credentials.

Login with your registered email address and password

Your email

Password

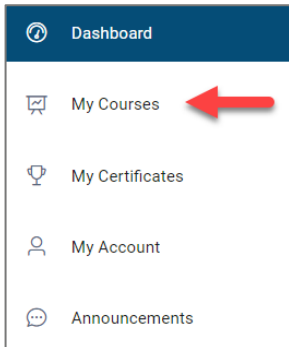
Remember me [Forgot your password?](#)

Login

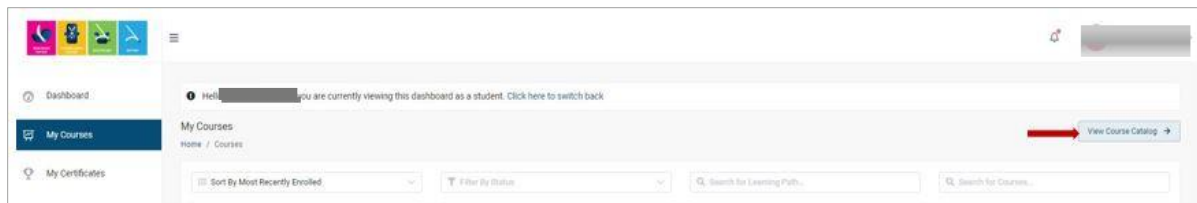
OR



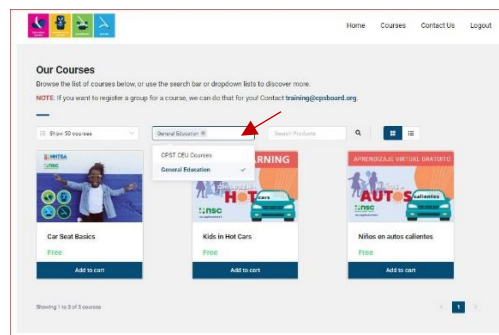
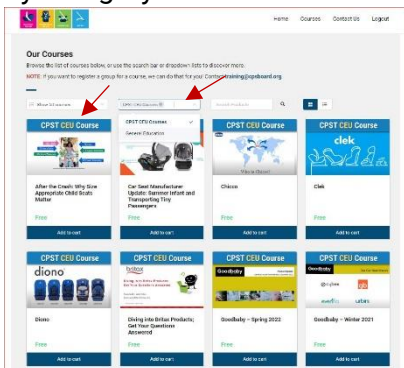
2. Choose **My Courses** from the left menu.



3. Choose **View Course Catalog** on the right.

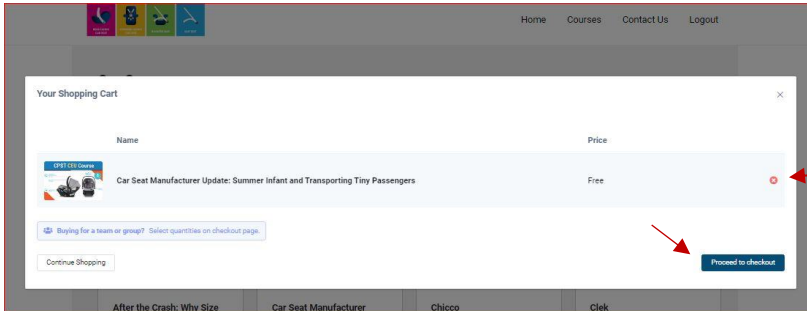


4. Select a course of interest to **add to your cart**. CPST CEU courses are marked. You can filter by category as well.



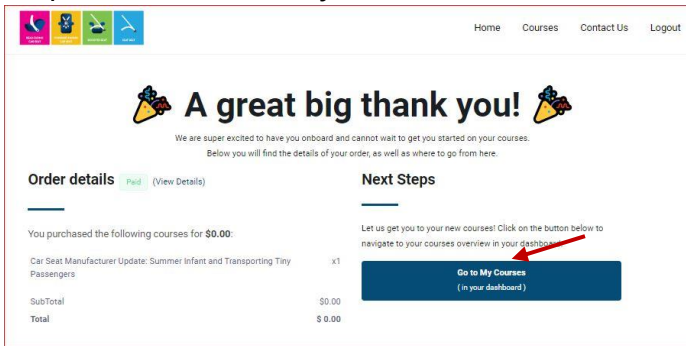


5. Once you select a course, you are redirected to your cart for checkout. You can check out, or continue shopping for more courses. Be sure to select **Proceed to Checkout** when you are finished shopping.

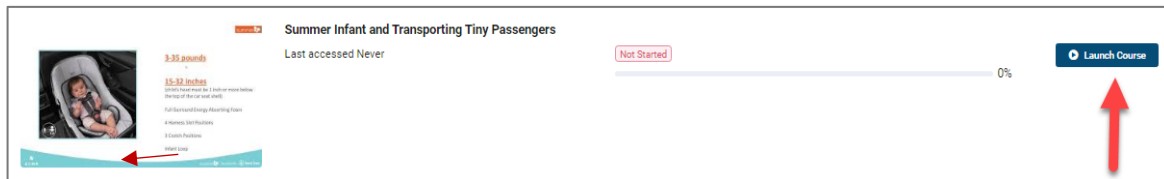


Note: You can delete a selection(s) by clicking on the red "x".

6. On the Checkout screen, click **Place Your Order (Free)**. You are redirected to your next steps. Click on **Go To My Courses**.



7. Click the **Launch Course** button next to your course.



8. Launch the video module (the recorded webinar).
Note: If your course is a CPST CEU, the quiz module will not be available until the video module is complete. General Education courses will not have a quiz.

Child Passenger Safety Learning Portal

How-To Guide-Taking a Course in the Learning Portal



9. When finished watching the video, click the **Next Module** button to take the quiz (if appropriate).
Alternately, click the **Back to All Modules** button and launch the quiz module (now, or later if you choose).

Take the Quiz (for CPST CEU courses only)

10. Take the quiz. The quiz is not timed, so take your time!
11. Before submitting your quiz, you can review your answers using the question navigation bar at the left of the screen.



Summer Infant Quiz

Completed
04 / 10

Submit Quiz →

TOTAL TIME SPENT
0h

01	Summer Infant Question 1	✓
02	Summer Infant Question 2	✓
03	Summer Infant Question 3	✓
04	Summer Infant Question 4	✓
05	Summer Infant Question 5	●
06	Summer Infant Question 6	
07	Summer Infant Question 7	
08	Summer Infant Question 8	
09	Summer Infant Question 9	
10	Summer Infant Question 10	

NOTE:

CPST CEU courses require a passing grade of 80% or better. Students will have two opportunities to take the quiz. After two failed attempts, students will be required to take the entire course again in order to have access to the quiz. The student must contact training@cpsboard.org for the course to be reset.

- Click **Submit Quiz** when finished.
- If 80% or better is achieved, your quiz results will display in a pop-up window.
- If your score was less than 80%, you will be redirected to the course page for a second attempt or to your dashboard after the second failed attempt.
- Close the results window after reviewing your results.

Download Completion Certificate (all courses)

12. Download your completion certificate.
13. From the Dashboard, select **My Certificates**.
14. Click the Download button associated with your certificate.

My Certificates

Home / Certificates

Show All Search by Learning Path Search by course

Name	Issue Date	Expiry Date	Certificate Type	Status	Actions
Summer Infant and Transporting Tiny Passengers Past Certificates	Nov 10, 2022 02:37 PM		Course	Active	Download
Tech Guide 2.0 - A Deeper Dive into the "Why" Past Certificates	Sep 27, 2022 01:28 PM		Course	Active	Download

Showing 1 to 2 of 2 certificates



Questions?

Contact training@cpsboard.org with any questions.