

Car Seat Basics

for Law Enforcement



Instructor Prep Guide

September 2023

Contents

- About the Car Seat Basics for Law Enforcement National Training 1**
 - Goals 1
- Curriculum Overview 1**
 - Delivery Formats 1
 - Content..... 1
 - Child Passenger Safety Technician Continuing Education Units 2
- Completion Requirements..... 2**
- Delivery of the National Training 2**
- Curriculum Resources..... 2**
 - PowerPoint Presentations 2
 - Instructor Guide..... 2
 - Online Course 2
 - Online Resource Tool 2
 - Forms for In-Person Delivery Format..... 3
- Preparing for a Course 3**
 - Access Curriculum Resources 3
 - Review Curriculum Resources..... 3
 - Coordinate Equipment 4
- Online Course – Group Delivery 4**
- Questions 4**
- Acknowledgements 4**

About the Car Seat Basics for Law Enforcement National Training

The *Car Seat Basics for Law Enforcement National Training* was developed in partnership by the National Highway Traffic Safety Administration and the National Safety Council with the support of national subject matter experts. *Car Seat Basics for Law Enforcement* is a copyright of the National Safety Council.

Goals

The goals of *Car Seat Basics for Law Enforcement* are to equip law enforcement officers, who are not child passenger safety technicians, with knowledge to:

1. Take an active role in assessing car seat use, according to evidence-based best practices,
2. Talk to caregivers about child passenger safety, and
3. Share child passenger safety local and national resources with caregivers.

Curriculum Overview

Delivery Formats

Two delivery formats are available.

- ✓ **In-person** – The curriculum is delivered during a 90-minute in-person session by a nationally certified child passenger safety technician or instructor.
- ✓ **Online** – The curriculum is delivered in an online course with an estimated completion time of 60-90 minutes. Participants complete the course at their convenience, incrementally or all at once.

Content

Car Seat Basics for Law Enforcement is a nationally standardized curriculum delivered in a cumulative manner. ***The content is designed to be delivered in its entirety, in modular order, and should not be altered in any way, including addition or deletion of content.*** Modules and estimated delivery times are as follows.

Module	Time
Getting Started	10 min.
Rear-facing Car Seats	20 min.
Forward-facing Car Seats	20 min.
Booster Seats	20 min.
Seat Belts	10 min.
Connecting with Resources	10 min.
Total Training Time	90 minutes

Child Passenger Safety Technician Continuing Education Units

Car Seat Basics for Law Enforcement is a general education training and does not meet the requirements for CPST CEUs.

Completion Requirements

In order to successfully complete the training and earn a certificate of completion, participants must:

- ✓ Attend the in-person session in its entirety OR
- ✓ Complete the online course to 100 percent.

Delivery of the National Training

Any nationally certified child passenger safety technician or instructor may deliver an in-person *Car Seat Basics for Law Enforcement* course.

Since *Car Seat Basics for Law Enforcement* is a general education training, there are no instructor-to-student ratio requirements.

Curriculum Resources

Curriculum resources supporting the delivery of *Car Seat Basics for Law Enforcement* include the following:

PowerPoint Presentations

- ✓ PowerPoint presentations are available for each module of the in-person course delivery format.
- ✓ The slides in the PowerPoint presentations include key concepts and graphics to support content delivery for that module.
- ✓ The corresponding instructor notes for each PowerPoint slide are included in the Notes Page view for the slide.
- ✓ Use of the PowerPoint presentation(s) during an in-person course is required.

Instructor Guide

The Instructor Guide is a compilation of the Notes Page view of the PowerPoint Presentations.

Online Course

The online course is delivered via the [Child Passenger Safety Learning Portal](#) free-of-charge.

Online Resource Tool

An online [Car Seat Basics for Law Enforcement QUICK REFERENCE](#) resource tool is available to all participants, in-person and online, at carseateducation.org/csb-le.

The [QUICK REFERENCE](#) resource tool includes information on the following child passenger safety topics:

- NHTSA Car Seat Finder
- Finding Technicians and Inspection Stations
- Car seat types
- Fit guidance
- Installation videos
- National resources
- Training links

Forms for In-Person Delivery Format

- ✓ **Certificate of Completion Template:** A template for a certificate of completion is provided. It is suggested that a certificate of completion, print copy or via email, be given to all participants successfully meeting the training [completion requirements](#) at the end of an in-person course.
 - **NOTE:** Participants completing the online course will be issued a certificate of completion in the Child Passenger Safety Learning Portal.
- ✓ **Course Evaluation:** The course evaluation can be distributed to participants at the end of an in-person course. Customization of the course evaluation to meet local needs is permitted.

Preparing for a Course

Access Curriculum Resources

To request access to the curriculum resources, complete the [Car Seat Basics for Law Enforcement Curriculum Resources Request Form](#). The requestor must be a nationally certified child passenger safety technician or instructor.

Once certification is verified, the requestor will be sent an email with a hyperlink to a shared document folder on **Box**, a cloud-based file sharing platform, to access the curriculum resources including:

- PowerPoint presentations
- Certificate of completion template
- Course evaluation

NOTE: A Box account is **not** required to access the curriculum resources.

It is strongly encouraged that curriculum resources are checked for being current prior to the delivery of each training. File names will indicate a revision date as applicable.

Review Curriculum Resources

IN-PERSON COURSE OFFERINGS

- Conduct a thorough review of the instructor notes in the PowerPoint presentations.
- Review the [Car Seat Basics for Law Enforcement QUICK REFERENCE](#) tool available at carseateducation.org/csb-le.

Coordinate Equipment

IN-PERSON COURSE OFFERINGS

- A digital projector connected to a computer's video output is required to deliver the PowerPoint presentations.
- It is helpful to have WiFi connectivity to access digital resources referenced in the training.
- Car seats are not required as the curriculum does not include any hands-on harnessing or installation activities.

Online Course – Group Delivery

Group delivery of the online *Car Seat Basics for Law Enforcement* course in the [Child Passenger Safety Learning Portal](#) is available free-of-charge.

Designated group administrators are able to assign participants to the online course, monitor progress and run course completion reports. To learn more about managing a group, see the *How-To Guide: Group Delivery of Courses and the Group Admin Role* in the [How-To Guides](#) section of the [Child Passenger Safety Learning Portal](#).

To register a group, complete the [Group Delivery of Courses Request Form](#).

Questions

For questions concerning *Car Seat Basics for Law Enforcement*, please contact training@cpsboard.org or the NCPSB Support Line at 844-573-6531, which is answered daily during Central Time business hours.

Acknowledgements

Car Seat Basics for Law Enforcement was put together, in part, thanks to the work of countless volunteers. Without their tireless efforts and dedication, this would not have been possible.

This training was created using crowd-sourced images and video footage.

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