National Digital Car Seat Check Form Use Guidance Document:
National CPST Certification Training & Beyond

Overview

The National Digital Car Seat Check Form (NDCF) is an electronic car seat check form and data collection platform. This _free_ resource available to all currently certified Child Passenger Safety Technicians (CPSTs), program managers and State CPS Coordinators as well as vehicle and car seat manufacturers.

The NDCF streamlines data collection and reduces reporting burdens. Immediate access to data collected provides the opportunity to monitor trends, track car seat distribution and accurately report car seat check activity throughout a given service area.

Personally identifiable information is not collected in the NDCF and all data is saved on a secure HIPAA–compliant server to protect the fidelity of the information collected.

General liability statements are available in English and Spanish. Agencies have the option of customizing the NDCF with their own liability statement. Paper forms can be customized with Agency logos and liability statements.

The NDCF includes a tiered data access system:
- Currently certified CPSTs, who have created user accounts, have access to their own car seat check data that has been entered.
- Program managers, who request agency access, can track program data in real time.
  - State CPS Coordinators have access to data that is collected in their state.

NDCF User Options

Once a CPS Technician creates a free user account, the NDCF can be used three different ways in the field:

- **Web-based platform on a computer, tablet or smartphone**
  - Ideal for office or classroom settings or for use with devices that have strong Internet access.
- **Mobile app on a tablet or smartphone**
  - Ideal for environments where internet access is limited or unavailable.
  - Data collected is stored on the app until internet access is available.
  - Apps are free and available from iTunes, Google Play and Amazon. Internet access is needed to download and setup the app on the electronic device.
  - A user account must be created on the web-based platform prior to using the app.
- **Paper version**
  - Manual entry of the data collected on the corresponding NDCF paper form.
  - Data is entered into the NDCF through the web-based platform or mobile app at a later point in time.

Use of the NDCF during the National CPST Certification Training

Yes! Use of the NDCF in the National CPST Certification Training is permissible. If the NDCF is used in the training, students will use the paper version of the NDCF. A NDCF user account cannot be created until the student has successfully completed the National CPST Certification Training.

Opportunities to Incorporate the NDCF

The Instructor Team must allow time to review how to complete a car seat check form with the students during the National CPST Certification Training. The best time to do this is in Module 12 during the introduction to Learn – Practice – Explain: Conduct a Seat Check. The NDCF Paper Version can be used.

Hands-On Training: NDCF Paper Version

To facilitate use of the NDCF in the training, the most current paper version of the NDCF is available for download on the NDCF page on the CPS Board website Check-Form-6.0English.pdf.

Hands-on Training: NDCF Web-Based Platform and/or Mobile App

If the Instructor Team uses the NDCF during the National CPST Certification Training, it is allowable to include time to review how to enter the data digitally, either via the web-based platform or on the mobile app, using the data from a paper version of the NDCF.

Hands-on training may be done in the following ways:

■ **In the classroom**
  • Computers and/or tablets are made available for student use.
    ○ *Students must not be required to download the mobile app on their personal devices if they do not wish to do so nor should there be any pressure from the Instructor Team or other students to do so.*
  • Students are provided a sample pre-filled paper version of the NDCF.
  • A member of the Instructor Team logs into their NDCF user account and works with the students to enter the data using the Practice option. To utilize the Practice option, select "Practice" in the dropdown boxes for "State" and "What state is the event taking place in?".) All seat checks that are recorded as "Practice" checks will not be included in user data.

■ **During Skills Evaluation 4: Checkup Event**
  • The student completes the car seat check using the most current version of the NDCF paper form.
  • A member of the Instructor Team or a Technician assisting at the checkup event logs into their NDCF user account on a device that can be shared.
  • The student assists the Technician with entering the data from the NDCF paper form into the web-based platform or mobile app.
  • The student's name and the names of any other students participating in the car seat check are entered in the "Agency Documentation Box."

Beyond the National CPST Certification Training

CPSTs are encouraged to create a free NDCF user account once they have successfully completed the National CPST Certification Training allowing one to three business days for their user account to be approved. *It is allowable for Instructor Teams to add time after Skills Evaluation 4: Checkup Event to facilitate this task.*

Options include:
- **Tutorials**: Show the NDCF instructional video Create a New User Account available on cpsboard.org/NDCF.
- **Creating User Accounts**: Assist students with creating NDCF user accounts and agency profiles, if applicable.
  - To do so, the Lead Instructor must finalize the course immediately following Skills Evaluation 4: Checkup Event.
  - The new CPSTs are shown how to access their Safe Kids Certification wallet card either through print or digital copy.
  - The new CPSTs upload their Safe Kids Certification wallet card to complete the process for creating a new NDCF user account.

Resources
National Child Passenger Safety Board website: NDCF | CPS Board
- NDCF How to Guides
- Paper Version of NDCF

National Digital Car Seat Check Form website: carseatcheckform.org
- NDCF **Frequently Asked Questions | CPS Board**

NDCF Instructional Videos: carseatcheckform.org/videos
- **Orientation**
- **Benefits of Using the National Digital Check Form**
- **Create a New User Account**
- **Create a Training (Practice) Check Form**
- **Create a New Check Form**

Additional Assistance
- Technical Support: **info@CarSeatCheckForm.org**
- Training and Field Support: **training@CarSeatCheckForm.org**