Quick Start Guide

National Digital
CAR SEAT CHECK FORM

Use Methods

The NDCF can be used as follows:

- Web-based platform on a computer, tablet or smartphone

- Mobile app on a tablet or smartphone

- Paper form data collection, followed by data input

Account Creation

Currently certified Child Passenger Safety Technicians and Instructors (CPSTs) can create a free NDCF account.

> ***Begin the process at carseatcheckform.org.***

- Click on **Create New Account**.

NATIONAL **DIGITAL**
CAR SEAT
CHECK FORM

Welcome to the National Digital Car Seat Check Form

User Login

Username or email address *

Password *

LOG IN

Forgot password?
Re-activate blocked account

Locked out of your account?
⚠ **Did you recently re-certify?**
Click the link above to
re-activate your account.

New Users
Create new account

National Data

The NDCF Team uses the collected data to prepare monthly statistical reports and present them on the website in standardized data dashboards. There is one National Dashboard for all users while each individual user or program manager has access to a personalized dashboard reflecting only their seat checks. CPSTs and program managers can use this data to:

1. Compile data for grants, education, and reporting requirements,
2. Document time spent conducting CPS activities,
3. Identify trends and patterns of seat use and misuse, and
4. Track seat check activity in real time.

View Data Dashboard

Resources

- Guide to Creating an Account
- Request New Password
- Request Program Manager/Admin Account
- Tutorial videos
- User Guides
- NDCF Report 2023
- Additional resources

Questions? Email
info@carseatcheckform.org

> ***A copy of your CPST wallet card must be uploaded as proof of current certification. The CPST wallet card is available at cert.safekids.org once the training is finalized.***

- Account activation and login information will be sent via email.
- Allow 1–3 business days to activate a new account.

Mobile App Access

The mobile app is available in iTunes, Google Play and Amazon.

- Visit the app store and search "car seat check form".
- Look for the green and white car seat icon.
- The initial login to the app MUST be completed while connected to Wi-Fi.

Practice

CPSTs are encouraged to practice with the app and web-based version of the NDCF.

- Select **Practice** in the drop-down menu for State in the Caregiver section.

Resources

- Guide to Creating an Account:
  carseatcheckform.org

- NDCF Resources including User Guides and Tutorial Videos: **cpsboard.org/NDCF**

Contact Information

- Technical Questions:
  info@carseatcheckform.org

- Training Questions:
  training@carseatcheckform.org

- National Child Passenger Safety Board Program Support Line: **(844) 573-6531**