

Child Passenger Safety Technician Certification Training



Kickoff Session Student Checklist

COURSE RESOURCES, EQUIPMENT AND PREPARATION

- ☐ Log into your Child Passenger Safety Learning Portal account at carseateducation.org.
 - If you do not have an account in the [Child Passenger Safety Learning Portal](https://carseateducation.org), you will receive an email from Car Seat Education (training@cpsboard.org) with login information at the time that the course is assigned.
 - The 2024 *Child Passenger Safety Technician (CPST) Hybrid Certification Training* course will be assigned to your [Child Passenger Safety Learning Portal](https://carseateducation.org) account approximately one week prior to the Virtual Kickoff Session.
- ☐ Log into the Slack channel at slack.com.
 - You will receive an email from Slack with an invitation link to join the private Slack channel for your course.
 - The Slack channel will be set up approximately one week prior to the Virtual Kickoff Session.
- ☐ Confirm receipt of the virtual session invites.
 - The Lead Instructor will email the meeting invites.
 - If you have not received the virtual session invites, contact the Lead Instructor.
- ☐ Arrange access to as many car seats and booster seats as possible, with car seat/booster seat instruction manuals OR access to the online car seat/booster seat instruction manuals.
 - The Lead Instructor may be able to assist with locating car seats and booster seats.
- ☐ Arrange access to a vehicle and the vehicle owner's manual, print or online version, for that vehicle.
- ☐ Confirm receipt of a print copy of the 2024 *Technician Guide*, which will be provided by the Lead Instructor.
 - A digital copy of the 2024 *Technician Guide* is available for download in the student orientation materials in the [Child Passenger Safety Learning Portal](https://carseateducation.org).

STUDENT ORIENTATION MATERIALS

- ☐ Complete the student orientation materials segments at the start of the 2024 *CPST Hybrid Certification Training* course in the [Child Passenger Safety Learning Portal](https://carseateducation.org).
 - A *How to Navigate the Learning Portal for CPST Hybrid Students Guide* is available at carseateducation.org/how-to-guides.

VIRTUAL KICKOFF SESSION

- ☐ Attend the **mandatory** Virtual Kickoff Session in its entirety.
 - It is strongly encouraged to have your web camera on for all virtual sessions.
- ☐ Make note of your assigned Instructor/Coach.
- ☐ After the Virtual Kickoff Session, complete and submit the *Virtual Kickoff Assignment* in the [Child Passenger Safety Learning Portal](#) by providing two takeaways from the session.
 - **An Instructor/Coach must approve the *Virtual Kickoff Assignment* for you to advance to Module 1.**

Learning Block 1 Student Checklist

MODULE 1: INTRODUCTION

- ☐ Complete Module 1 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ In the [Slack channel](#), post child passenger safety statistics from the Statistics Scavenger Hunt. (Module 1, Segment 4)
- ☐ Locate the curriculum resources at cpsboard.org/curriculum-resources. (Module 1, Segment 6)

MODULE 2: COMMUNICATING AND EDUCATING

- ☐ Complete Module 2 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ Complete the *National Digital Car Seat Check Form (NDCF)* activity.
 - Use the worksheet provided (Module 2, Segment 6 or on *Technician Guide* p20).
 - Use of the paper version of the NDCF is required for this activity (available for download in Module 2, Segment 6).

MODULE 3: CRASH PROTECTION

- ☐ Complete Module 3 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ Create the following video and submit it to your assigned Instructor/Coach via a direct message in the [Slack channel](#).
 - **Activity:** *Install a Car Seat* (Module 3, Segment 5 or on *Technician Guide* p29)
- ☐ Schedule and hold a virtual meeting with your assigned Instructor/Coach to review the *Install a Car Seat* video.
 - Complete and submit the *Check-in with Instructor* in the [Child Passenger Safety Learning Portal](#) after your meeting with your assigned Instructor/Coach. (Module 3, Segment 6)
 - **An Instructor/Coach must approve the *Check-in with Instructor Assignment* to advance to Module 4.**

MODULE 4: SEAT BELT SYSTEMS

- ☐ Complete Module 4 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ Complete the *Identify Latch Plates and Retractors* activity.
 - Use the worksheet provided in Module 4, Segment 10 or on *Technician Guide* p52.

- ☐ Create the following video and submit it to your assigned Instructor/Coach via a direct message in the [Slack channel](#).
 - **Learn • Practice • Educate:** *Lockability* (Module 4, Segment 13 or on *Technician Guide* p56)
- ☐ Practice and prepare to contribute to the *Learn • Practice • Educate* discussions during Virtual Checkpoint 1.
 - **Learn • Practice • Educate:** *Retractors* (Module 4, Segment 5 or on *Technician Guide* p41)
 - **Learn • Practice • Educate:** *Latch Plates* (Module 4, Segment 8 or on *Technician Guide* p50)

VIRTUAL CHECKPOINT 1

- ☐ Attend the **mandatory** Virtual Checkpoint 1 in its entirety.
 - It is strongly encouraged to have your web camera on for all virtual sessions.
- ☐ Complete and submit the *LPE Video Checklist 1* in the [Child Passenger Safety Learning Portal](#).
 - All assigned *Learn • Practice • Educate* videos for Learning Block 1 must be submitted to advance to Quiz 1.
- ☐ After Virtual Checkpoint 1, complete and submit the *Virtual Checkpoint 1 Assignment* in the [Child Passenger Safety Learning Portal](#) by providing two takeaways from the session.
 - **An Instructor/Coach must approve the *Virtual Checkpoint 1 Assignment* to advance to Quiz 1.**

QUIZ 1

- ☐ Complete Quiz 1 in the [Child Passenger Safety Learning Portal](#).
 - There are three quizzes during the course with a total of 50 questions.
 - To pass, 42 of 50 questions must be answered correctly. Retakes are not allowed.
 - Quiz 1 has 17 questions.
 - An audio option is available for each question.
 - Quiz 1 must be completed in 45 minutes or less.

Learning Block 2 Student Checklist

MODULE 5: AIR BAGS

- ☐ Complete Module 5 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ **OPTIONAL:** Take a photo of a frontal air bag with a manual switch and post it to the [Slack channel](#). (Module 5, Segment 3)
- ☐ Complete the *Locate Air Bag Information in Manuals and Vehicles* activity.
 - Use the worksheet provided in Module 5, Segment 6 or on *Technician Guide* p84.
- ☐ Create the following video and submit it to your assigned Instructor/Coach via a direct message in the [Slack channel](#).
 - **Learn • Practice • Educate:** *Air Bags* (Module 5, Segment 8 or on *Technician Guide* p82)

MODULE 6: LOWER ANCHORS AND TETHERS

- ☐ Complete Module 6 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ Complete the *Locate Lower Anchors and Tether Anchors in Manuals and Vehicles* activity.
 - Use the worksheet provided in Module 6, Segment 10 or on *Technician Guide* p125.
- ☐ Practice and prepare to contribute to the *Learn • Practice • Educate* discussion during Virtual Checkpoint 2.
 - **Learn • Practice • Educate:** *Lower Anchor and Tether Weight Limits* (Module 6, Segment 6 or on *Technician Guide* p113)

MODULE 7: OVERVIEW OF CAR SEAT AND BOOSTER SEAT USE

- ☐ Complete Module 7 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ Complete the *Look Up Car Seat and Vehicle Recalls* activity.
 - Use the worksheet provided in Module 7, Segment 7 or on *Technician Guide* pp149–150.
- ☐ Create the following video and submit it to your assigned Instructor/Coach via a direct message in the [Slack channel](#).
 - **Learn • Practice • Educate:** *Recalls* (Module 7, Segment 8 or on *Technician Guide* p150)

MODULE 8: REAR-FACING CAR SEATS

- ☐ Complete Module 8 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ Create the following video and submit it to your assigned Instructor/Coach via a direct message in the [Slack channel](#).
 - **Learn • Practice • Educate:** *Rear-Facing Best Practice Recommendations* (Module 8, Segment 4 or on *Technician Guide* p169)
- ☐ **RECOMMENDED:** Complete the *Harnessing in Rear-Facing Car Seats* activity.
 - Use the worksheet provided in Module 8, Segment 7 or on *Technician Guide* p203.
- ☐ Practice installing a rear-facing car seat in a vehicle.
 - Take photos as directed in Module 8, Segment 10. Share them in the [Slack channel](#).
 - **OPTIONAL:** Share a video of the installation with your assigned Instructor/Coach via a direct message in the [Slack channel](#).

VIRTUAL CHECKPOINT 2

- ☐ Attend the **mandatory** Virtual Checkpoint 2 in its entirety.
 - It is strongly encouraged to have your web camera on for all virtual sessions.
 - Use of the National Digital Car Seat Check Form (NDCF), paper version or training app, is required during this virtual session.
 - Paper Version: A paper version of the current NDCF is available for download at cpsboard.org/NDCF.
 - Training App: A free training app (Apple, Android, Amazon) is available for use, if preferred. To download the app, search “NDCF Training” in the app store.
- ☐ Complete and submit the *LPE Video Checklist 2* in the [Child Passenger Safety Learning Portal](#).
 - All assigned LPE videos for Learning Block 2 must be submitted to advance to Quiz 2.
- ☐ After Virtual Checkpoint 2, complete and submit the *Virtual Checkpoint 2 Assignment* in the [Child Passenger Safety Learning Portal](#) by providing two takeaways from the session.
 - **An Instructor/Coach must approve the *Virtual Checkpoint 2 Assignment* to advance to Quiz 2.**

QUIZ 2

- ☐ Complete Quiz 2 in the [Child Passenger Safety Learning Portal](#).
 - There are three quizzes during the course with a total of 50 questions. To pass, 42 of 50 questions must be answered correctly. Retakes are not allowed.
 - Quiz 2 has 18 questions.
 - An audio option is available for each question.
 - Quiz 2 must be completed in 45 minutes or less.

Learning Block 3 Student Checklist

MODULE 9: FORWARD-FACING CAR SEATS

- ☐ Complete Module 9 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ **RECOMMENDED:** Complete the *Harnessing in Forward-Facing Car Seats* activity.
 - Use the worksheet provided in Module 9, Segment 6 or on *Technician Guide* p240.
- ☐ Create the following video and submit it to your assigned Instructor/Coach via a direct message in the [Slack channel](#).
 - **Learn • Practice • Educate:** *Common Caregiver Questions* (Module 9, Segment 8 or on *Technician Guide* p242)
- ☐ Practice installing a forward-facing car seat in a vehicle.
 - Take photos as directed in Module 9, Segment 11. Share them in the [Slack channel](#).
 - **OPTIONAL:** Share a video of the installation with your assigned Instructor/Coach via a direct message in the [Slack channel](#).

MODULE 10: BOOSTER SEATS AND SEAT BELTS

- ☐ Complete Module 10 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).
- ☐ Create the following video and submit it to your assigned Instructor/Coach via a direct message in the [Slack channel](#).
 - **Learn • Practice • Educate:** *Motivate for Booster Seat Use* (Module 10, Segment 5 or on *Technician Guide* p261)
- ☐ Practice installing a booster seat in a vehicle.
 - Use the worksheet provided in Module 10, Segment 8 or on *Technician Guide* p278.
- ☐ Review the *Identify Seating Arrangements* activity and prepare to contribute during Virtual Checkpoint 3.
 - Use the worksheet provided in Module 10, Segment 11 or on *Technician Guide* p286.

MODULE 11: OTHER VEHICLES

- ☐ Complete Module 11 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).

MODULE 12: USING AND BUILDING YOUR NEW SKILLS

- ☐ Complete Module 12 of the 2024 CPST Hybrid Certification Training course in the [Child Passenger Safety Learning Portal](#).

- ☐ Complete the *Look How Far You Have Come!* activity.
 - Use the worksheet provided in Module 12, Segment 2 or on *Technician Guide* p310.
 - Share your reflections in the [Slack channel](#).
- ☐ Complete the *Observe and Document a Car Seat Check* activity and prepare to contribute to discussion during Virtual Checkpoint 3.
 - Use of the National Digital Car Seat Check Form (NDCF), paper version or training app, is required during this checkpoint.

VIRTUAL CHECKPOINT 3

- ☐ Attend the **mandatory** Virtual Checkpoint 3 in its entirety.
 - It is strongly encouraged to have your web camera on for all virtual sessions.
 - Use of the National Digital Car Seat Check Form (NDCF), paper version or training app, is required during this virtual session.
- ☐ Complete and submit the *LPE Video Checklist 3* in the [Child Passenger Safety Learning Portal](#).
 - All assigned LPE videos for Learning Block 3 must be submitted to advance to Quiz 3.
- ☐ After Checkpoint 3, complete and submit the *Virtual Checkpoint 3 Assignment* in the [Child Passenger Safety Learning Portal](#) by providing two takeaways from the session.
 - **An Instructor/Coach must approve the *Virtual Checkpoint 3 Assignment* to advance to Quiz 3.**

QUIZ 3

- ☐ Complete Quiz 3 in the [Child Passenger Safety Learning Portal](#).
 - There are three quizzes during the course with a total of 50 questions. To pass, 42 of 50 questions must be answered correctly. Retakes are not allowed.
 - Quiz 3 has 15 questions.
 - An audio option is available for each question.
 - Quiz 3 must be completed in 45 minutes or less.
 - **Quiz 3 must be completed prior to the start of the Learning Block 4, in-person day(s).**

**All online learning modules, activities, LPE videos and quizzes
MUST BE COMPLETED prior to the start of Learning Block 4, the in-person session day(s).
The date and time for completion for Learning Blocks 1–3 will be set by the Instructor Team.**

Learning Block 4 Student Checklist

- ☐ Attend the **mandatory** in-person session day(s) in its (their) entirety.
 - Remember to bring your *Technician Guide* to use during the hands-on activities and skills evaluations.

HANDS-ON PRACTICE ACTIVITIES

- ☐ The following hands-on practice activities will be conducted during Learning Block 4:
 - *Harnessing in Rear-Facing Car Seats (Technician Guide p203)*
 - *Install Rear-Facing Car Seats (Technician Guide p210)*
 - *Harnessing in Forward-Facing Car Seats (Technician Guide p240)*
 - *Install Forward-Facing Car Seats (Technician Guide p246)*
 - *Examine Car Seat Misuse (Technician Guide p247)*
 - *Install a Booster Seat (Technician Guide p278)*

SKILLS EVALUATIONS

- ☐ The following skills evaluations will be conducted during Learning Block 4:
 - Skills Evaluation 1: Vehicle Systems
 - Skills Evaluation 2: Select and Install Car Seats and Booster Seats
 - Skills Evaluation 3: Putting It All Together
 - Skills Evaluation 4: Checkup Event