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### How are teaching teams determined?

**Delaware:** State Highway Safety Office sets dates (one course in each county per year). All instructors in the state are asked if they would like to teach and send availability. We also schedule hybrid courses a few times a year with the two hybrid endorsed instructors in our state. We only have 7 instructors in our state currently, so we generally all work together all the time. Each instructor will give their availability for each class (some can only give one or two days, some always all 4) Being flexible, understanding, and a team player are a must for us. We are stronger together and all work to help each other. We use the individual strengths of our instructors to help their skills shine.

**Kansas:** Our office is contracted through the DOT to support most of the classes for Kansas. We set them for the year. There is an instructor in the KC area that handles those classes, but all the others are typically through our office.

**Wisconsin:** State CPS Coordinators coordinate 95% of courses. Locations partially chosen based on lack of Techs, need for additional Techs. We develop Instructor teams based on availability and need of recert hours.

**Washington:** Most courses in WA are funded by mini-grants. I ensure the courses are held throughout the State and do not conflict with each other. Other courses are scheduled directly through me in areas with high fatal and serious injury collisions. WA has 22 instructors. Lead instructor can pick their team however I get involved if someone need teaching hours. I encourage to find a team within reasonable distance. I also will support having more seasoned instructors work/mentor with newer one. I have hand selected instructor teams to provide crossover training and experience. It helped one instructor considerably to be able to teach with others on a different side of the state.

**US Virgin Islands:** Due to our geographic isolation and without any certified instructors in the territory, we have been working with a team of instructors who we bring down to train. Our lead instructors choose the team. We try to do two courses per year - one in St. Croix and the other on St. Thomas. The classes are funded by NHTSA. I am the contact person.

**Alaska:** As an instructor team, lead instructors statewide plan courses as needed in their area. A call is put out to all other instructors to offer the opportunity to teach, depending on who needs hours and who has the time and/or capacity. Our Highway Safety Office helps with travel costs when funds are available.

**North Carolina:** NC tries to have at least 1 local instructor in each class. It's the local piece - that is so important. People are going to look to people they know/people near them before they look to the state for help/resources.



**Montana:** We work within a budget from the State Highway Safety Office. We have such a small Instructor Team of 15 and we meet annually in May to set a training calendar for the following FFY and try to target low Tech areas but may hold the course in a larger city where Instructors are located due to the logistics and training facilities. We also have a few courses that are supported by certain agencies-like Fire Departments. Each Instructor Team is based on availability for the course dates picked and then who needs hours.

**New Jersey:** Our courses are grant funded by HTS. We allow lead instructors in each region (North, South & Central) to plan courses based on need and select their training teams.

### **Closed or Controlled Courses?**

**Florida:** Most of ours are controlled. we are trying to encourage instructors to post public courses to gain more folks who are passionate and love the field rather than a requirement.

**Washington:** We are finding that controlled courses work well/better.

**Delaware:** Public course for all of our in-person courses until full. Hybrid always controlled.

**Iowa:** Controlled courses. I have an interest list and I prioritize counties with 5 or less CPSTs and invite those individuals to register first.

**Montana:** Mixture of controlled and public.

**Maine:** We mostly do all public/general courses. We will only do controlled courses if it is for a specific group/organization. For example, last year we did a first responders only certification course which was controlled. Overall, public courses work the best for us.

**North Carolina:** the courses are managed at the State level but not by me. 😊 We have 50-something Instructors. Generally planned classes are sent out to everyone and people can indicate which ones they are interested in teaching. I know they consider things like needing Instructor Hours, ability to teach the entire class, as well as cost (does the Instructor need pay and travel, just pay, just travel, or neither). Generally people get jumbled pretty well and we don't always end up teaching with the same people. Mostly public courses but in some areas we start with controlled because there are some classes that can fill up very fast before the local folks can get approval through their agency so we give the local folks a little head start to get registered before opening it up to more people.

**Does anyone offer private courses for an organization who wants to train many Techs, and if you have a limited budget, do you charge said organization for Instructor expenses, etc?**

**Alaska:** we do, we will teach a course with at least 5 students for an organization. That helps us reach and work with our small rural communities!



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**Colorado:** we have done that and yes, we have charged the org to cover instructor time and travel expenses.

**Indiana:** we have a document we send agencies if they want to know what is required to hire their own CPSTI for a private class.

**As a CPS Coordinator, does anyone also teach on the Instructor Team or do you only coordinate logistics/course admin duties?**

**North Carolina:** we have 3 NC State Coordinators and we all teach.

**Indiana:** As the CPS Coordinator, I teach, lead and do everything.

**Montana:** I also am a Lead Instructor and end up at 2-3 courses each year.

**Wisconsin:** As the CPS Coordinator this past year I took on the role of class activities coordinator for several of the classes. This gives me the opportunity to be present, observe, and mentor.

**Alaska:** As the CPS Coordinator, I volunteer to help with all courses. I don't need to instruct, but I want to help as much as possible.

**How many students are in your classes? What's the max?**

**Wisconsin:** Most of our classes are 16 max, in the more populated areas 20-22 if the facility allows.

**North Carolina:** We usually have 20-25 per class but will have some smaller classes in the more rural areas.

**Maine:** We do max of 20 students. Sometimes 25 depending on availability of another instructor and classroom size.

**Assigning modules/Team teaching:**

**Montana:** I think it's fair to say "expect the unexpected" at each and every course. I don't think we've ever had a course where something didn't come just prior or during a course

**Alaska:** Our agenda has other instructors assigned for activities and to help with the LPE

**Colorado:** Same as Alaska

**Indiana:** I have a detailed instructor agenda telling every instructor what they should be doing

**Wisconsin:** On the agenda we list it as Behind the Scenes. (to Indiana)

**Several states:** Assisting by being "Vanna"

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### Technician Involvement/Retention:

**Montana:** We schedule Zoom meetings every other month that are "open forum" type meetings hosted by our Instructors for new techs to join and ask questions and get guidance on anything CPS related. Our monthly MT CPS Tech Newsletter has been our best tool to keep techs engaged and informed. Our techs report appreciating that we include their expiration dates in the newsletter, but we are a small state of Techs - 290ish

**Wisconsin:** We send the course rosters after class to the Safe Kids coordinators. We host a CPST check-in every month. Every third Monday, 2 pm. No set agenda, bring your questions. We'll share updates from the national level. We haven't had great attendance so far... We have 750-ish Techs but less than 60% open rate for our e-newsletters. What do others do to better reach the full Technician population?

**Washington:** New/updated tech list is mailed out to Safe Kids Coord, CPS lead and Target Zero Manager along with a welcome letter.

**Alaska:** We also annually share the list of (public) technicians with program leads statewide. This helps them support the recertification in their area and connect with those who are new to their area.

**US Virgin Islands:** We prefer our techs to work in pairs when newly certified - the buddy system. We also host refresher sessions so that the old and new techs can meet each other and the new techs can practice along with the seasoned ones. The challenge is getting folks to attend during working hours.

**Delaware:** I use a monthly newsletter, as well, that seems to work well

**Alaska:** I personalize the newsletter with their expiration date, I think it helps.

**California:** I have a quarterly Instructor webinars to support them. Our instructors really follow their new technicians to support them and hook them up with a local coalition.

**Indiana:** Monthly newsletter, Sign-up genius Links for events needing help, \$50.00 stipends to work a CPS event.

### Newsletter Platforms:

**Florida:** Constant Contact

**Alaska:** MailChimp

**Michigan:** Canva



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**How many states paid Instructors to join an event/provide signoffs or mentoring in a more remote location for recertification support?**

**Alaska:** Our instructor travel from the highway safety office can support this if necessary, but it's a very small fund.

**Washington:** Yes, I provide the ability for instructors and proxy techs to provide seat sign-off, CEU or mentoring. Most of it is funded through the mini-grant program.

**Wisconsin:** We provide payment for Instructors to attend sign-off events that will have 3 or more Technicians there to receive sign-offs. \$50/hour plus mileage.

**Oklahoma:** Yes

**Maine:** We have! We sent one of our instructors (and paid them) to attend a sponsored car seat check event located in a rural area where there are no instructors/tech proxies close by for them to get seat sign offs

**Resources for CPSTs in the state:**

**Kansas:** We do a packet for each participant, but also have a dedicated page on our website for techs and instructors with more resources listed on there.

**Wisconsin:** Order form for WI Techs to order free educational materials in bulk: <https://injurypreventionwi.jotform.com/242054910146954>. WI materials are also downloadable. Since we are located in a hospital, we sometimes class with the marketing department on the design and content of these materials, as they must follow the hospital's guidelines: <https://www.safekidswi.org/SafeKids/Technician-resources/Downloadable-CPS-Resources1>

Note: All responses are copied and pasted from the meeting chat.