

**CPS Express !**



September 1, 2011

We don't want you to miss out on the latest edition of the *CPS Express!*  
Please add [cps.certification@safekids.org](mailto:cps.certification@safekids.org) to your address book or safe list today.



When was the last time you checked the information in your CPS online profile?  
>> **[PLEASE DO IT NOW!](#)** <<

**Please support the advertisers of this *CPS Express!***

[Learn More About CPS Express Ad Space](#)

**CPS Training Seat** - Custom-built training seats for CPS classes. Seats include a variety of seat belt systems, forward and rear facing anchor points and LATCH. Seats are mounted on an aluminum box with a locking storage compartment, 5" wheels for easy transport. Contact [steve@anyconcept.com](mailto:steve@anyconcept.com), 301-960-4426 or go to [www.anyconcept.com](http://www.anyconcept.com). [SEE FLYER](#)

Go to [www.SafeKidsWebinars.org](http://www.SafeKidsWebinars.org) for online CEUs and for Tech Gear: Shirts, cups, signs, dolls.

## In this Edition

### [Announcements and Notices](#)

- CORRECTION: CPS Week Tools for Techs
- The 32-hour Course is Dead
- Keeping Kids Safe at Checkup Events
- CPS Week: Safe Kids Checklist Report

### [Program Reminders](#)

- Re-certification
- Customer Service Survey
- Auditor Alcove: *Adding Pizazz to Courses*

## [General](#)

- By the Numbers Update
- Building a CPS Community Gets Results: Now CEUs for Firefighters
- Featured FAQ
  - How do I change my name in my online profile?
- Fact or Fiction
  - You should keep your proof of CEUs for one year, in case you are CEU-audited.
- Notes from the CPS Board: *LI Volunteers Needed to Pilot New Community Resource Tool*

## [Just for Instructors](#)

- Teaching Hours: FAQs
- Curriculum Clarification
- Instructor Tips: What you suggested

## [CEU Corner](#)

- National CEU Event Calendar

## [Contact Us](#)

### **Announcements and Notices** [Back to the top](#)

### **Not sure of the steps needed to re-certify?**

Check out the [re-certification flow chart](#), the [personal re-certification log](#) and the Policies and Procedures Manual (ver 5/9/2011) under [Resources](#).

### **Tech Gear and Course Products Now Available- [CHECK THEM OUT](#)**

What should you, as a caregiver, expect from a Child Passenger Safety Technician (CPST)?

>> [CLICK HERE](#)

**CORRECTION:** The link in last month's Express was broken.

**New NHTSA CPS Week Tools for Techs are available at** <http://www.TrafficSafetyMarketing.gov>

### **The 32-hour Course is Dead**

As CPSTs we know that jargon is important. What we call something needs to clearly reflect what we are talking about. When the Certification Course was updated in 2008, there was a conscious change away from defining it by the amount of time spent in class. You may have noticed that is now simply the national CPS Certification Course. Why make the change?

The Certification course was revised in such a way that it could be taught using a variety of schedules and agendas so the instructor team could best serve the needs of the students. The Lead Instructor can carefully look at the instructors' experience (as individuals and as a team), classroom resources (number of various child restraints, various vehicles), building resources (easy access to the parking lot from the classroom), and available technician assistants (for behind the scenes help).

Lead Instructors who offer a more compressed course need to be especially on their toes since there is little or no time for solving problems. Less scheduled time means no "wiggle room" to work through any unexpected events such as needing more time for testing, reading the test, inclement weather, etc.

NOTE: PDF formatting will differ from the emailed (html) version.

As long as the course is completed within 6 months, it can be offered as consecutive days, weekly, evenings or any combination thereof. As long as meeting the needs of the students remains the top priority, you can be as creative as you need to be provided all Policies and Procedures are followed.

You are nationally Certified Technicians, not 32-hour Technicians!

### **Keeping Kids Safe at Checkup Events**

Keeping kids safe at car seat events is the number one priority for everyone involved. Usually when we talk about safety we deal with logistical safety such as vehicles driving in/out of the check area, etc. Unfortunately, another aspect of keeping our children safe is dealing with sexual predators. Here are some tips and food for thought on this subject.

1. Caregivers should be present with the child at all times. If a technician is holding the child while the caregiver is installing the seat, the child should always be within eyesight.
2. If you know of any certified technician who has been arrested or convicted of a crime against children, contact the CPS Certification Program at Safe Kids Worldwide, your local CPS Training Contact, and your NHTSA regional office. You should include proof of the arrest or conviction such as a print news article or court papers.
3. Be proactive rather than reactive! As an event coordinator you may want to check all the names of your technicians against a list of registered sex offenders in your area.
4. Trust your instincts! There are sexual predators out there that have never been arrested or convicted of a crime against children and won't show up on any registry. If you witness a technician doing any questionable behavior when dealing with children report it to your local law enforcement office.

Most technicians are good and decent people. We hate to think there might be predators among us. But it has happened! Unfortunately this threat is part of our society and we need you to be vigilant and to go the extra mile to keep children attending our events safe.

Submitted by Robert Wall, Chair, CPS Board (Prince William, VA)

### **CPS Week: Safe Kids Checklist Report**

Safe Kids will release a study on what was found when 79,000 checklist forms from a one year period were analyzed. Information was collected on how children arrived at checkup events. We can learn a lot by what we saw and tailor our messages to parents and caregivers who benefit from our guidance. We will ask our coalitions and all other technicians to talk to parents and caregivers about three hot topics: 1) keeping kids rear-facing longer up to at least age 2 and when the car seat is outgrown by either height or weight; 2) using the top tether for ALL forward-facing children who are under 40 or 48 pounds depending on vehicle guidelines; and 3) keeping kids in booster seats until the adult seat belt fits at 4'9", 80-100 pounds when kids are often between the ages of 8-12.

One of the best things any technician can do is to fully complete the checklist form they use. We saw many incomplete forms and had to eliminate them from the study. We urge everyone to pay special attention to the documentation that may be needed at a later date. Having a completed checklist form protects the child, the technician and the agency they work from. Safe Kids is rolling out a revised checklist for CPS Week that makes it easier to record data. Encouraging everyone to do a refresher course on whatever form is used is just good practice. Everyone working an event should be on the same page, recording everything according to form instructions.

An embargoed release of the study (and other materials) will be provided to coalitions just prior to CPS Week and a copy of the study will be available on the [Safe Kids website](#) during CPS week for all others to see. For more information contact Lorrie Walker at [lwalker@safekids.org](mailto:lwalker@safekids.org).

Submitted by Lorrie Walker, Safe Kids USA (Deerfield Beach, FL)

NOTE: PDF formatting will differ from the emailed (html) version.

## Re-certification Reminder

- CEU types, details, audit requirements [Learn More](#)
- Re-certification FAQs [Learn More](#)

You may re-certify up to **four months** before your certification expiration date without losing any time. Avoid problems--don't delay!

### Basic re-certification requirements and deadlines:

- [Five seat checks](#) approved by a certified instructor (you may use the technician proxy option). You can do the checks at any time during your certification cycle as long as they are entered online and a certified instructor approves them before your re-certification date.
- [Community education](#) (choose one):
  1. Participation in at least one two-hour checkup event with at least one other CPS technician using any standardized checklist to provide documentation, if needed.
  2. Provide at least four hours of community education. Examples include making presentations to parents, educators, kids, organizations (such as PTAs or law enforcement), or other stakeholders who are not technicians.
- A minimum of six hours of CPS technical [continuing education units](#) earned and reported during a current two-year certification cycle.
  1. You cannot carry over CEUs from one period to the next, even if you have accumulated more CEUs than are required.
  2. Because your certification cycle stays the same, any CEUs obtained after you recertify but before the first day of your new certification cycle may not be applied to the new cycle.
  3. You can record CEUs at any time during your certification cycle, but they must fit into one of the [five approved categories and meet content requirements](#).
- **Register and pay** the re-certification fee before your certification expiration date. You can register up to 4 months in advance of your certification expiration date. You will NOT lose any time--your dates stay the same.

**To get to the payment screen**, you must have:

- (1) Completed all five seat checks (entered and CPSTI approved)
- (2) Entered at least six CEUs
- (3) Entered your community event information

Once all three are done and you are within 4 months of your certification expiration date, you will see a "Click Here to Continue" button that will take you to the payment screens.

Once your registration is complete, your re-certification will be processed in no more than two days.

**PPTs with step-by-step instructions on how to recertify, including screen shots, are available under [Resources -> Instructions](#).**

### CPS Customer Service Survey Available

Safe Kids USA is interested in your experiences with our CPS customer service. If you have contacted the customer service representatives by calling the toll-free number (877-366-8154) or by e-mailing them at

NOTE: PDF formatting will differ from the emailed (html) version.

[cps.certification@safekids.org](mailto:cps.certification@safekids.org), please take a few minutes to complete the online survey under [Contact Us](#) on the Certification Web site.

This survey should take no more than five minutes to complete. There is no limit to the number of times you can share your opinions with us. Thank you for helping us improve our customer service.

### **Auditor Alcove: Adding Pizazz to Courses**

Ever feel like teaching the CPS Certification course is a little blah? Well, liven it up with some color! When making copies of testing forms for students, use a variety of colored paper. Many instructor teams combine Skills Evaluations 2 and 3, so a great way to keep the students straight is to color code the paperwork and signage. If you print the student testing forms for each skills evaluation in a different color, you can print your vehicle markers in the corresponding color. Then there will be no confusion as to which vehicles are for which evaluation. I also find that printing the quiz question sheets in color helps when making sure all have been collected after testing. Plus, a nice, calming yellow sheet of paper is less intimidating to test takers than the traditional white!

To save time and money, once you print your vehicle markers on the pretty colored paper, have them laminated to be used for future classes. If your vehicle markers have a seating position grid, you can use a dry erase marker on the laminate. When finished, just wipe it off! For those hard to remove marks, a little bit of hand sanitizer will remove the ink.

Jami Revesz, Quality Assurance Specialist, is available for questions about course policy, calculation of teaching hours, CEUs, and audits. She is also interested in sharing other ideas on how to teach the Certification Course, so if you have suggestions or ideas that you would like to share, please send an email to [cpsaudit@safekids.org](mailto:cpsaudit@safekids.org).

**General** | [Back to the top](#)

## **By the Numbers**

### **Children Alone in Vehicles**

- Deaths of children left in hot cars
  - 2009: 32
  - 2010: 49
  - 2011: 23 (as of 8/26)
- Details are available at <http://ggweather.com/heat>

### **CPS Recertification**

- 2010: 50.3 percent
- 2011: 54.3 percent (January-August)

### **Building a CPS Community Gets Results: Now CEUs for Firefighters**

The Seminole County Safe Kids Coalition CPST Instructors have formed a partnership with other CPST Instructors from three neighboring counties, Orange, Volusia and Lake, to form the Quad County Teaching Team. This group of 14 Instructors has met quarterly for almost two years and the benefits are really starting to show!

It started slowly, county by county, working together to build each individual area with CPST Certification training to increase the technician base, offering re-certification workshops to maintain the certification and Instructor Candidate training opportunities to expand the number of Instructors available in each area.

A database of Technician Certification information was created with each class, allowing Instructors to assist technicians

NOTE: PDF formatting will differ from the emailed (html) version.

with their recertification requirements. This has resulted in a higher percentage of recerts each year!

The Team has put together an annual teaching calendar, which not only gives them a clear and precise outlook of trainings for the year, it also ensures that each of them have ample opportunities to fulfill their 20 hour teaching requirements as well as providing the learning curve associated with teaching with different CPST Instructors. The Team members have become true partners with strong bonds and respect for each other.

The Team has made huge strides in child passenger safety. This includes trying to coordinate efforts throughout the State, with the common goal of making Florida THE State with the best, most aggressive CPS program!

Our latest accomplishment is very exciting: The Fire College Department of Insurance Continuing Education (State of Florida Bureau of Fire Standards and Training) is accepting the CPST Certification Training as CEUs for Firefighters who hold an Instructor I, II or III Instructor Certification. There are a number of course requirements and an agenda of 40 hours must be used. The credits can only be earned if the firefighters complete the standardized course and attend 2 additional events following the course. We believe these additional activities will solidify their commitment to local outreach and, eventually, result in higher recertification rates.

We would love to share any of our best practices with agencies and organizations looking for ways to expand their existing programs. For additional information, please contact any of us! We would love to share our plans and lessons learned: Robin Butler, [rbutler@seminolecountyfl.gov](mailto:rbutler@seminolecountyfl.gov), 407-665-5641.

Submitted by Robin Butler, Seminole County Department of Public Safety (Sanford, FL)

#### **Featured FAQ: How do I change my name in my online profile?** (June 23, 2011)

Everything in a CPS online profile can be edited online except an individual's certification information and name. If you have changed your name or have a typo, please send a short written request to Safe Kids ([cps.certification@safekids.org](mailto:cps.certification@safekids.org)) that includes your Certification ID (T/I#), name as listed in the system and name as you would like it to appear.

You will receive a confirmation email within 2 business days. If you do not receive an emailed reply, please follow up (877-366-8154) as our spam filters may have blocked your message.

**Fact or Fiction:** You should keep your proof of CEUs for one year, in case you are CEU-audited.

**Fiction:** Please keep your CEU documentation for 3 months after you recertify (pay the fee). You can track your audit status in your online profile. Within one month of your recertification, you will see Audit: Selected or Audit: Not Selected. If you are selected, you will see your progress, such as Incomplete or Passed.

As a reminder, only your CEUs are being audited, not your seat checks or community event. Please send just the basics. The Quality Assurance Specialist will let you know if she needs anything else.

#### **Notes from the [CPS Board](#): *LI Volunteers Needed to Pilot New Community Resource Tool***

As you are aware the CPS Board is in the process of updating the NHTSA CPS curriculum. Part of the process includes developing a simple to use, one-page resource template. The intent of this template is for it to be a tool for Instructors to provide much need information to aspiring technicians during the NHTSA certification course.

NOTE: PDF formatting will differ from the emailed (html) version.

As instructors we know only too well how difficult it can be for new technicians to find out what is going on within their own communities, never mind neighboring counties or statewide resources. Once filled out locally, this template will provide a quick reference for information on assistance with special needs, language, diversity, local programs, fitting stations, state contacts and for special needs, national contact information. Instructors can also provide local statistics related to child passenger safety.

We need your help! If you are a Lead Instructor for an upcoming certification course, please pilot this one-page tool and provide feedback so that we can ensure it is a document that will be beneficial and not a hindrance to Instructors. The template will be available later on today on the CPS Board web site, [www.cpsboard.org](http://www.cpsboard.org). Please provide feedback to the Diversity – Reaching At Risk Communities Committee by December 1, 2011.

Thank you in advance for your assistance, we look forward to receiving your feedback. If you have any questions, feel free to contact me at [ndhaliwal@sbcglobal.net](mailto:ndhaliwal@sbcglobal.net).

Submitted by Narinder Dhaliwal, CPS Advocate, CPS Board (Sacramento, CA)

**Just for Instructors** [Back to the top](#)

## Teaching Hours: FAQs

Be sure to track your teaching hours throughout your certification cycle so you aren't in a crunch at the end. Here are some answers to commonly asked questions:

**How many do I need?** You need 20 hours earned teaching the Certification and Certification Renewal Courses. At least 10 hours must be earned by teaching the Certification Course. The other 10 hours may be earned as a mentor, for the Renewal Course or the Certification Course.

**I taught an update. How do I add those hours?** Since only Certification and Certification Renewal Course hours count towards your recertification, you can enter those as CEUs (Category 1: In-person session).

**When are the hours credited?** When the Lead Instructor finalizes the course online they enter the teaching hours for each instructor. As soon as this is done, they appear in your online profile. The hours are assigned to the start date of the course.

**What if I am the LI and I make a mistake entering the hours?** Contact Safe Kids ([kchausmer@safekids.org](mailto:kchausmer@safekids.org)) ASAP. In your written correction request, be sure to include the Course ID, the name of the instructor and what the correct number of hours should be. You will receive a confirmation by email within 3 business days. If you do not hear back, please follow up.

**How many hours will I get each course?** Generally, instructors earn 12-15 teaching hours during a Certification Course but it depends on the number of people on the teaching team and how the assignments are made.

**Can I get hours for proctoring the written test?** No. Teaching hours are based on the number of hours of lecture and participation in hands-on skills exercises and skills testing. Just being in the classroom does not qualify for teaching hours.

**Can I get hours if I am a mentor or a Lead Instructor?** I am supposed to teach as little as possible. Yes, you can.

- Mentors can get up to 8 hours for being a mentor. If you also teach, you would appear on the course roster twice as a Mentor and again as an Instructor.
- Lead Instructors can get up to 10 hours for being the LI for a Certification Course. If you also provide classroom or hands-on teaching, you can choose to add up to 10 to these teaching hours.

NOTE: PDF formatting will differ from the emailed (html) version.

## Curriculum Clarification

Although every effort was made to keep the curriculum evergreen, you may find an outdated reference or an ambiguous statement. One example is in the Abbey video when she holds up the 2009 LATCH manual and encourages us to have “various versions” rather than “various copies”. Use your best judgment to share later copies of cited reference materials.

Submitted by Carole Guzzetta, NHTSA (Washington, DC)

## Instructor Tips: What you suggested!

Recently Safe Kids conducted a survey of all Technicians and Instructors to help the National Child Passenger Safety Board develop national CPS programming. Included in the survey was a section for the Instructors to provide an instructional tip to other Instructors. Each month we will share at least one tip from that survey.

Instructor from Wisconsin: *"An instructor must be committed to staying current, which should include reading Tech updates, subscribing to the CPSlistserv, attending update courses and regularly conducting car seat inspections. If this commitment cannot be made, you should not become an instructor."*

*Editor's note:* If you are unsure, ask for help or clarification: [kchausmer@safekids.org](mailto:kchausmer@safekids.org) or [jcurrent@safekids.org](mailto:jcurrent@safekids.org).

## CEU Corner [Back to the top](#)

This section provides information on nationally available continuing education opportunities. We are not able to include information on state or local conferences, training or other technical updates if they cannot be made available nationally.

This information is provided as a *resource only*. Events and activities listed here are not endorsed by Safe Kids USA unless otherwise noted.

CPS Express CEU Corner Submissions: Please e-mail the necessary information (in the format below) to [Kerry Chausmer](mailto:KerryChausmer).

## Online Courses

Provided by: Safe Kids Worldwide and NHTSA

Total available: 7 CEUs

Location: <http://www.safekidswebinars.org/>

Currently available: Vehicle Safety Part 1: Federal Regulations, Vehicle Safety Part 2: Consumer Testing, School Buses, A Tech's Guide to Recalls, and Transporting Children in Vehicles Other Than Cars. \*NEW\* Transporting Children with Special Health Care Needs.

Technicians will register, log in, finish the webinar and print a certificate of completion. This webinar requires participants to gather information from other sites (links provided) to have a quality learning experience.

\*\* Each webinar is available for download (pdf) for local technical update sessions.

Provided by: UNC Highway Safety Research Center and NC CPS Conference - <http://www.buckleupnc.org/>

Total available: 4.5 CEUs

Location: <http://www.buckleupnc.org/training/index.cfm>

For CEUs, you must create an account on buckleupnc.org. Techs will only be able to take the quiz and earn CEU credits if they have created an account, are signed in, and have watched the entire video.

NOTE: Non-CEU presentations are also available.

NOTE: PDF formatting will differ from the emailed (html) version.

Provided by: National Child Passenger Safety Board

Total available: 4 CEUs

Location: <http://www.cpsboard.org/>

Four presentations -- one about new child restraints, another combined about boosters and airbags, one on LATCH and Tethers, and one called Fact or Fiction. Each presentation is available for download. Details and instructions are available on the Board's [Web site](#).

GET INVOLVED! The Board is interested in expanding its online course library and is requesting presentations from the field. Once submitted, the Board will review each presentation and then add to the online offerings. The presentations must be technically accurate, up-to-date, and be available in PowerPoint.

[Click here](#) for the presentation application and submission instructions.

### National Conferences/Meetings

Event: Lifesavers Conference

Location: Orlando, Florida

Pre-conference dates: TBD

Conference Dates: June 14-16, 2012

CPS CEUs available: TBD

Fees/Requirements: see Web site

For more information: <http://lifesaversconference.org/index.html>

### Teleconferences/Moderated Webinars

**Check out [www.Facebook.com/CPSCert](http://www.Facebook.com/CPSCert) for details as Safe Kids schedules more webinars.**

Title: The Reality of Booster Car Seat Use

Overview: This webinar explores seat belt injuries, correct seat belt fit, recent booster research highlights, and booster seat features.

Date/Time: September 27, 2011 from 4 pm - 5 pm ET

Fees/Requirements: FREE

Pre-registration (REQ'D): <https://www2.gotomeeting.com/register/314309042>

[Contact Us](#) | [Back to the top](#)

### Ideas and article submissions

Advocates and manufacturers are welcome to submit articles, or suggestions for articles, to the *CPS Express!* Send your ideas and submissions to [kchausmer@safekids.org](mailto:kchausmer@safekids.org). All submissions will be edited for content and length.

Questions? Comments? Concerns?

Safe Kids USA

CPS Certification

1301 Pennsylvania Ave., NW

Suite 1000

Washington, DC 20004

Phone: 877-366-8154 (toll free)

Fax: 202-393-2072

<mailto:cps.certification@safekids.org>

Program Partners

NOTE: PDF formatting will differ from the emailed (html) version.

[www.cpsboard.org](http://www.cpsboard.org)  
[www.nhtsa.gov](http://www.nhtsa.gov)  
[www.safekids.org](http://www.safekids.org)

Program Sponsor: State Farm Insurance

<http://www.statefarm.com/>

