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# CPS Express

E-News for CPS Technicians



March 2014

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## Announcements and Notices

### First Ever CPST Month: May 2014

Safe Kids is launching CPST Month, a new campaign to promote CPS Certification. This May, we want to grow our number of certified car seat technicians so more people can be out there making sure kids have a safe ride.

**What does it mean to you, a CPST?** We are celebrating by promoting certification across the country. Safe Kids is launching a social media campaign in March to encourage people to become certified. Let everyone know how proud you are to be a CPST and encourage others to become techs themselves.

**What does it mean for you, an Instructor?** If you're a lead instructor, please consider putting on a certification course in May. In appreciation, Safe Kids will send out limited edition CPST Month 2014 pins to March lead instructors to share with their teaching team. But wait! That's not all! One certification course will be randomly selected as a winner and each instructor on the course roster will be sent a CPST Instructor polo shirt, courtesy of [KS Image Solutions](#).

You live it every time you talk with a parent, help a grandparent or check a car seat. The more classes that are taught, the more people that become certified, the more lives we save.

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### Are you going to Lifesavers in Nashville?

Stop by the Certification booth in the exhibit hall, show us your wallet card (a print out or an image on your phone or tablet) and pick up a thank you from Team Cert. We appreciate how hard you work in your communities!

Need one? Here's [how to print one up](#).

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## Bonified and Certified! What's Next?

So, you passed the Certification course and now you are a certified CPST. You've just scheduled your first car seat office check with a parent who seems to know more than you. I mean, she has done all her research on the latest and the greatest way to safely transport her child (which is good) but you're not sure if you remember everything you've learned in the course - months ago!! Eyes forward! Ears Open! Don't sweat it my Tech!

First, remember the guiding principles throughout the entire course - Learn, Practice, Explain! This concept applies to everyone even after the course: parents, caregivers, instructors AND YOU-the newbie!! Now, you have gone through a pretty intense course with tons of information, so you do know much more than the average person about car seats....BUT this does not make you an expert on every seat, every vehicle, and every child. So don't be afraid to let the parent know... "Hey I am a certified technician but I'm new and I am still learning. There are some things you may know that I don't know or vice versa but we are going to learn together. Our goal is to make sure your child is receiving the best protection in your vehicle." Set the stage for both of you to learn!

Second, in order to get those "new Tech jitters" out the way and become more confident with your new skills, follow these tips:

1. **Work with a more experienced CPST or instructor.** When I first started in the field, I would sometimes forget to hook up the tether or change the harness (outside the vehicle) before I actually installed the seat. This can be very frustrating on an extremely cold or hot day....but my mentor (who happened to be an instructor and my boss at the time) always checked behind me at checkup events and office checks. Plus, using a good checklist, I had a "cheat sheet" handy. After so many re-do installations I learned to always hook the tether and change the harness (if need be) before the installation.
2. **Keep updated on new CPS changes.** When I worked for Safe Kids Mississippi, one of my daily requirements was to always have the Safe Kids/CPS Board web page pulled up and read daily...in addition I had to be on the CPST List Serve (which she would often bring up in conversation just to see if I was keeping up with things). Nowadays its habit for me to have these web pages pulled up and to frequently check the CPST List Serve. With social media there are so many ways to stay in the loop of things...whether it's [Facebook](#) or a new CPS App...the point is get in the loop and stay in the loop!
3. **Pick a manual, any manual!** There are so many different car seats on the market and new brands and models are always coming out. Stay calm. Just pick a manual from the brand/model of your choice ever so often and read it from front to back at least four times. I guarantee you the knowledge will come back to you if you are faced with that seat in the field.
4. Last but not least-**YOUR TECH GUIDE IS YOUR NUMBER ONE RESOURCE!** It's your Bible in this field and it holds the key to all the basics you have learned in child passenger safety. I have been in this field for over ten years and I still refer to it and use it as my number one source. In fact, I referred to it in writing this and I hope it helps!

Submitted by Angela Brown, Diversity Representative, National CPS Board (Nashville, TN)

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## Out With the Old - In With the New

With the launch of the new curriculum, instructors and technicians alike have some weeding out to do!

It is important that instructors and technicians discard old materials that do not fit with the new information and format. Old habits can die hard, but it is important for instructors to set the tone with course participants by using current and correct terminology, recommendations and requirements.

The new curriculum provides an opportunity to develop new teaching methods and tools that support the curriculum content. Continuing to do the same method as always will not allow for the new format to work as it was intended to. Using old tools and notes increases the risk of teaching outdated information. Remember, Learn, practice, explain includes UPDATE!

Instructors have some extra recycling to do! All old curriculum materials such as quizzes, skills evaluations and chapter notes should be recycled to avoid unintentionally including them to the new course. The modules and the new curriculum have been designed to focus on need-to-know information. Adding extra information will alter the

standardized format that must remain intact so that participants can attend the class in any location and receive the same content. Save the advanced and nice-to-know information for a future CEU class to keep the new technicians involved and growing with their knowledge.

The [National CPS Board website](#) has the new Technician Guide and online resources to accompany the new curriculum. This information can be obtained by visiting the CPS Board [website](#). Current technicians should review the new Technician Guide and the online resources to ensure that they have the latest information.

Suzanne Grace, Injury Prevention/Public Health Representative, National CPS Board (Windham, ME)

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What kinds of resources are on the CPS Board site? Here's one example: Up to date [Lower Anchor and Top Tether Anchor weight limits](#). Go to the site and check out the other [Links for Techs!](#)

Like the [CPS Board Facebook page](#) for more tips and suggestions!

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### Tech Voices Needed: 2 surveys

CPS Technicians are key links to the communities they serve with first-hand knowledge about checkup events and one-on-one education car side. The University of Michigan C.S. Mott Children's Hospital Pediatric Trauma Program and Children's Emergency Services is surveying Techs to gain insight about educational techniques and retention of child passenger safety information in parents.

>> [Take the survey](#) <<

We will be sure to share our results with you in a future CPS Express.

Submitted by Amy Teddy, C.S. Mott Children's Hospital (Ann Arbor, MI)

This year at the National Lifesavers Conference in Nashville, Tennessee, April 27-29 we will look at the car safety habits of children ages 8-15 during a three hour pre-session. Your help is needed to provide a scope of what is currently taking place across the nation. Please take a few minutes to complete the short survey.

>> [Take the survey](#) <<

Submitted by Tareka Wheeler, Safe Kids Worldwide (Washington, DC)

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### Policy and Procedures Manual Updates

[Policies and Procedures Manual](#) (ver. 1/21/2014) - No updates in February.

NOTE: The Instructor Candidate Evaluation form has been updated and is available [online](#). Thank you to the instructors who provided feedback and suggestions.

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[Child Passenger Safety Technician Code of Conduct](#)

## Recertification

### Recertification Reminder

- Recertification Details >> [Learn More](#)
- Recertification FAQs >> [Learn More](#)

You may recertify up to four months before your certification expiration date without losing any time.

### Avoid problems--don't delay!

#### Basic recertification requirements and deadlines:

1. [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 recertification date.
2. [Community education](#) (choose one):
  - 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
  - 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.
3. A minimum of six hours of [CPS technical continuing education units](#) earned and reported during a current two-year certification cycle.
  - You cannot carry over CEUs from one period to the next, even if you have accumulated more CEUs than are required
  - 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
  - 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.
4. [Register and pay the recertification](#) 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:

- Completed all five seat checks (entered and CPSTI approved)
- Entered at least six CEUs
- 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 recertification will be processed in no more than two days.

- PPTs/PDFs with step by step instructions and screen shots >> **Check out the Resources tab and look at the [How To](#) page**

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## CPS Customer Service Survey Available

Safe Kids 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 [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 two 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!

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## By the Numbers

### Children Alone in Vehicles

Deaths of children left in hot cars

- 2013: 43
- 2012: 34
- 2011: 33
- 2010: 49

Details are available at <http://ggweather.com/heat>

### CPS Recertification

- 2014: 55.8 percent (January-February)
  - 2013: 58.4 percent
  - 2012: 54.7 percent
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## Renewal Testing Course Updated

The [Renewal Testing Course](#) is a way for previously certified individuals to earn their CPS Certification again without taking the full course. Think of the course as Renewal Testing and not a “course”. It is very much a “come and test” day-long course. If you need a refresher on the latest car seats, latch plates, retractors, locking clips, lock-offs or belt shortening clips, be sure to volunteer at events to scribe and attend some tech updates to get back in the “CPS swing” of things.

For many, though, the [full course](#) is a better option.

### [What is the Renewal Testing Course and who is it for?](#)

The 8-hour National CPS Training Certification Renewal Testing Course was updated in the summer of 2008 and is a way for once-certified individuals to become certified again. In order to be eligible for this course, the student must have a CPS profile with a certification status of EXPIRED. There is no limit for how long ago their certification expired.

All students MUST be current in their CPS knowledge and skills and come ready to test! Students must pass the skills test (only two attempts per station) and make at least 84% on the written test. There is no limit to the number of times students can take this course but if students do not pass, it is recommended that they retake the full Certification Course.

How do I register? Technicians with expired certifications must register using the online system. If you are not able to register online, it is likely you logged in as a new user. If you did, your status will show as CONTACT rather than as EXPIRED in your online profile (see right column).

If you have ever held national CPS certification, you already have an assigned username and password. If you log in as a new user instead, the system will show no record of your certification history. If you do not know your

[username or password](#), and you have the same email address you did when you were originally certified, try clicking on "[Forgot Your Password?](#)" at the log in screen. You may also contact CPS customer service at [cps.certification@safekids.org](mailto:cps.certification@safekids.org) or toll-free at 877-366-8154 877-366-8154.

Instructors have the Renewal testing course materials on their CD. Like the full Certification course, there are a minimum of two instructor required. More details are [online](#).

Submitted by Kerry Chausmer, Certifying Body Representative, National CPS Board (Washington, DC)

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## Frequently Asked Questions about the 2014 Curriculum

### **Does the course have to be taught in 3 days?**

No, the course may be taught in 3 days or over a longer period of time. There are two sample agendas in the Instructor Preparation section of the Instructor Guide (IG). Time frames within the agenda may be adjusted based on number of participants, weather conditions, etc., but modules must be taught completely and in order.

### **What happened to the Appendix?**

The Appendix has been streamlined to include only a few items that are needed or useful in teaching the course. These include a page from the LATCH manual, the Child Occupant Protection glossary, a Checkup Form and several Job Aids. These items are included in the Technician Guide (TG), but are not in the Instructor Guide, so you will want to review or print them prior to teaching your first course. They can be accessed at the [National Child Passenger Safety Board website](#).

In addition to the online Appendix, the CPS Board website includes a list of Curriculum Resources and Policy Statements that are referred to in the curriculum or relate to questions you may be asked from students. Some of these link to the source of the information; others are in PDF format. The online version allows resources to be updated as new information becomes available.

At the beginning of each module, there is a section entitled, "Special Media, Materials, and Resources" that references each online resource for the instructor to review prior to teaching that module. In some cases, you may simply want to refer the participants to the online resource. For others, you may want to print a copy of the resource to show or if you have internet access, you may want to bring it up for participants to view.

### **Does the revised course include hands-on activities and practice?**

Absolutely. The course still encourages instructors to teach as much of the class in vehicles as possible. Most modules have Practice Activities that give the participants hands-on experience with reviewing manuals, reading labels, securing dolls in car seats and installing car seats in vehicles.

### **Does the curriculum still use the Learn, Practice, Explain concept?**

Yes – It is defined in Module 2, "The CPS Technician Role," and is carried out throughout the course. Many of the modules include Best Practice exercises that reinforce how to explain best practices to caregivers. These exercises help participants know what to expect in "real-world" situations they will encounter as technicians.

### **What is the purpose of the Progress Check, often seen at the end of each module?**

Progress checks give the instructor an opportunity to assess the knowledge level of participants at the end of each module and to make adjustments as needed. Through progress checks, participants can ask questions and identify issues that need further clarification. Since the modules are cumulative, it is important for them to understand technical aspects of each module before moving onto the next one.

### **Does the course still include written tests and are they still open-book?**

Yes and Yes. There are three quizzes, one each for Modules 1-5, Modules 6-8 and Modules 9-12. The

recommended time limit for each quiz is 30 minutes, plus 15 minutes for review. Participants are encouraged to use their Technician Guide while taking the quiz and to refer to it after the course in their interactions with caregivers. Have the skills assessments changed? There have been some minor revisions in the format for doing the skills.

### **Have the skills assessments changed?**

There have been some minor revisions in the format for doing the skills assessments, but the intent of each one is the same – to assess the participant’s knowledge of Occupant Protection Systems, Selection, Securing and Installation of Child Restraints and Identifying Misuse of Child Restraints. The testing process is unchanged with participants allowed three “attempts” to complete each section. Instructors will notice some changes in Skills Assessment #2, which is divided into two parts, with participants selecting seats and securing a doll in the first portion and then installing car seats in the second section. The process for completing the assessments may vary depending on the number of course participants, number of instructors and variety/availability of child restraints and vehicles. Instructors may want to divide the class or have multiple stations to allow for efficiency in completing the assessments in the time allowed.

### **What do I do if I notice something that needs to be corrected?**

As with every revision, we are constantly making notes on how to improve for the next version. The CPS Board is establishing a streamlined way to get your ideas and suggestions to be sure everyone’s comments and ideas are collected. Share your feedback using the [online form](#).

### **I am a Technician. Will I receive a copy of the new Tech Guide?**

The new Technician Guide is posted for you so you can download it and, if you so choose, can print up a copy. A printed copy will not be mailed to you.

Submitted by Carol Meidinger, CPS Advocate, National CPS Board (Bismarck, ND)

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## **Auditor Alcove**

### **I am a CPST. What does the curriculum update mean for me?**

As a currently certified CPST, the changes to the curriculum may not seem too important. You have already gone through the grueling 4 day course, passed the 3 written quizzes, totally nailed all 3 skills assessments, and your communication skills? Flawless. But wait until you attend a checkup event with CPSTs who have been certified after March 1 and they are using terminology that is a little different from what you are used to!

It is a good idea to become familiar with the new terms being used with the update so we can make sure there is no confusion when working with families. Here a few changes:

- What you learned is an infant-only seat should now be referred to as rear-facing-only.
- Lap-shoulder belts should now be referred to as lap-and-shoulder belts.
- Those products that did not come with the car seat? They are called non-regulated.
- Regarding LATCH:
  - We will now use lower anchors and tether when talking about the system as a whole.
  - The tether is just a tether, not a top tether.
  - The parts ON the car seat? Lower anchor connectors and tether connectors.
  - The parts IN the car? Lower anchors and tether anchor.
- You learned 4 steps to correct use: selection, direction, location, installation. We now add harnessing to make it 5 steps.
- There is a new latchplate that has been added – the dynamic locking latchplate. Haven’t seen one? Check it out [here](#).

Current CPSTs are not going to be mailed a new copy of the Technician Guide, but it is available for download from [cpsboard.org](#). While on the site, there are other links to check out. Remember the extensive appendix in your manual? It has been whittled down so that most of the information can be accessed (and easily updated) online. These links are available to you as a resource, so please utilize them as needed!

## I coordinate a fitting station or checkup events. What does the curriculum update mean for me?

As a coordinator of fitting stations or checkup events, it is important to make sure all of your CPSTs stay current in this ever changing field. We can do this by providing CEU opportunities, offering pre-event updates/reminders, or even sending out a periodic email. With the updated curriculum, now might be a good time to make contact with your CPSTs and let them know that there were a few changes in terminology with the rewrite.

Some options for sharing the information:

- Forward a copy of this edition of the CPS Express with a blurb about the importance of making sure your profile is accurate so you receive the Express AND actually reading it every month.
- Have a checkup event scheduled? Have CPSTs arrive 20 minutes earlier and conduct a quick overview of the changes. You can also use this time to provide recertification reminders!
- Set up a conference call so that everyone can participate in a discussion of new terms and ideas.

Have you already had the opportunity to share the new information with your CPSTs? Let me know how you did it!

If you have any questions about recertification, CEUs, what documentation is required, or audits, please email me at [cpsaudit@safekids.org](mailto:cpsaudit@safekids.org).

Submitted by Jami Revesz, CPSTI and Safe Kids Quality Assurance Specialist (Trenton, MI)

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### Featured FAQ: [What happens if a technician can't do the actual installations for the required seat checks due to a physical restriction?](#)

Technicians are required to complete 5 car seat installations for recertification. All technicians and instructors are required to have a currently certified instructor or technician-proxy witness and verify a correct installation in a vehicle with accurate technical information and quality communication with a caregiver. Should any technician or instructor require assistance with the physical requirements of the seat check, the evaluating instructor or tech proxy will accommodate the person by installing the seats following the technician's specific instruction in each step of the selection, direction, location, and harnessing process.

Example: Kate has broken her arm and Tess, who is an instructor, has spoken with her about how she will check car seats while she is in the cast. They agree to work together at an upcoming fire department checkup. Tess and Kate have discussed expectations and how the checkup will take place, discussing how she will work with the parent or caregiver. Tess will watch Kate's interaction as she talks the caregiver through correct installation and use of the car seat. Kate is sure to double check the harnessing and installation as the parent works. After the checkup, Tess will ask Kate follow up questions and if she is confident in Kate's technical and communication skills, Kate will then enter the seat online in her profile.

>> Read more about [Seat Checks for Recertification](#)

>> Read more about [How to Enter Seat Checks](#)

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### Fact or Fiction: [Don't use a lockoff if a button or folded webbing from a seat belt interferes in closing the lockoff.](#)

**FACT:** The button or folded webbing is to keep the latchplate from sliding down the shoulder belt where it may not be reached easily. The button or folded webbing may in fact interfere with closing the lock off properly. In the event that this happens, check the CR manufacturers' instructions first, you may be able to bypass the lockoff, use a locking clip, switchable retractor, the locking latch plate, or use the lower anchors instead of the seat belt. If none of these options work, try a different seating position in the vehicle. Most CR manufacturers will want the lockoff closed so it doesn't break, always consult the CR instructions first. Technicians and caregivers should never

attempt to remove a latchplate locating device (button or folded webbing) from the vehicle seat belt.

Submitted by Kim Herrmann, Safe Kids Worldwide (Ft. Myers, FL)

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## Notes from the [CPS Board](#): Getting to Know Your Board

Each month, learn a little about a Child Passenger Safety Board member here in the CPS Express.

**Sarah Tilton** (Fort Mill, NC)

### At-Large Representative

- **How long have you been a member of the Board?** My term on the Board began in 2013.
  - **How long have you been a technician/instructor?** It was about 12 years ago, when the program was just beginning.
  - **Why did you decide to become a CPS advocate?** Working with car seats is so rewarding. I was definitely bitten by the CPS bug to help.
  - **Who taught your first certification course?** Anne Stone with the South Carolina Department of Health and Environmental Control. She is still going strong!
  - **Advice for the field:** Work with every child and family as if they were yours. You make a difference one child at a time. Educating your community is free! It is okay if you don't have money to distribute car seats. Providing good education is priceless!
  - **What are your hobbies:** I am kept super busy at work and I travel quite a bit so when I find the time, I volunteer, cross-stitch and play with my granddaughters.
  - **Tell us about your family:** I have a 33 year old daughter who is an OB/Post delivery nurse. My 30 year old son works for the government with two beautiful daughters. I could not be prouder of my children and the wonderful adults they have become.
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### My Experience: The Pilot Course Lead Instructor

Change is always difficult, especially when you have been doing something a different way for a long time. It is also true that it is far easier to critique/find fault with something already written than it is to write the revisions for the first time. I sincerely thank those who worked hard on the revised curriculum and want to let all the instructors who are about to teach it know that I appreciate your discomfort. It was with some trepidation that I agreed to teach the pilot last July, but my curiosity to see what was coming in the future won over.

The 2014 course was designed to be taught in three days, and I did complete it in three days, including a three hour checkup event. I scheduled appointments for the event to assure that participants would get a full checkup experience. Who was in the course? They were just folks who signed up. They were not hand selected at all. All of them were very pleased when the class lasted for three days, but when they originally signed up they thought it was going to be a 3.6 day class. It was not until day two that they were told that the class would end a day early.

There is a lot to like with the new course. I especially liked that the 2014 course is the shorter length, all the new pictures and illustrations, the "progress checks", the way the chapters have been combined; seat belts all combined in one chapter and boosters and seat belts together as well, and the revisions made to skill assessment #2. Now the quizzes are more equal in length and knowledge level. I like having resources placed on the CPS Board website so they are more easily accessed in the field...right from your smart phone! I know that more changes will invariably need to be made as the expertise of the many instructors out there will surely find modifications that will improve the course even more, but that is to be expected. I am pleased that the CPS Board and NHTSA got input from so many of us in the field while the course was being designed.

**My advice to those about to teach the 2014 course is to follow the curriculum as written.** Read the Instructor guide first and start "fresh". Do not try to add lots of points you are in the habit of discussing now. Do your prep work, like filling out the local community resources page to help the participants once the class is over, as well as becoming familiar with the course content, activities and testing. Instructors will need to prepare well

before the course, as not all items to be covered are on the slides.

Do not focus on what you are unable to teach in three days, but rather all that you can teach! There will be plenty of opportunities to enhance the participant's knowledge after the class is over. Use the new icon prompts to guide your teaching and test all videos before the class. Please let the CPS Board know about your suggestions for improvement and especially about anything you consider to be incorrect. I hope you will enjoy the 2014 course experience!

Submitted by Emilie Crown, Montgomery County Fire Rescue Service (Rockville, MD)

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### Don't have a DVD player? USB Available

Instructors and Instructor Candidates will be sent DVDs with their instructor manuals. The course content is also available for you to download from the 'Instructor Downloads (CPS Board)' link in your CPS online profile.

By request, instructors can choose to purchase an 8 GB USB drive with the new Certification and Renewal Testing Instructor DVD content preloaded (with video links corrected).

>> [Order Form](#) <<

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### Preparing to Teach the New Curriculum

By now you should have received your 2014 Instructor Guide (IG), including an Instructor DVD which includes materials for the Certification and Renewal Courses. If you have not received your materials, go to your certification profile and check to be sure your mailing address is correct. Then, contact Safe Kids at [kchausmer@safekids.org](mailto:kchausmer@safekids.org). The new IG should be used for all classes beginning March 1, 2014.

Once you have the IG in your hands, your first step will be to organize it in a binder. Next, although it may be tempting to jump into review of the modules, you should take the time to review the Instructor Preparation section at the beginning of the IG. This section describes each module, but more importantly, provides details on how to teach the curriculum using icons to prompt instructor actions, including displaying slides, presenting content, showing videos, conducting activities, etc. Review of this section will answer many questions you may encounter in the modules.

**Test your DVD!** No need to make any changes to Modules 1-3, 5-8, 11, 12 or 13. For Module 4 WMV PPT, swap out the video on the last slide for the correct one. For Module 9, to use the PPT MP4 you need to relink the videos. Don't want to do that? Just use the WMV PPT instead. For Chapter 10, you need to close the MASTER View and link up the videos. See the [emailed instructions](#). You are not able to edit the DVD so please save it all on your computer. This will also keep you safe from a broken or scratched DVD. The slides must be tested on the computer/projection system you will be using during the course because of differences in operating systems, type of projection system or versions of PowerPoint.

Now for the good stuff: You can begin going through the modules. You will no doubt be reading for technical content and looking for major changes in what you have been teaching. Keep in mind that the majority of the technical content of the IG is not new – it has just been updated to reflect current best practices. As one instructor said, "it's not like we've been teaching English and have suddenly been asked to teach Biology." We are still talking child passenger safety! Links referenced in Curriculum Modules can be found [online](#).

The DVD includes a Planning & Logistics Guide, Quizzes, Skills Assessments, Course Forms and the PowerPoint slides. You will probably want to print the forms, assessments, quizzes and guide and add them to your binder. As always, a copy of the latest [Policies and Procedures Manual](#) is a must!

If you are like most instructors, you have been looking forward to the new materials and are excited about teaching your first course. **Feel free to share your suggestions, edits and ideas [online](#).**

## Instructions and Tips for using the Curriculum PowerPoint Presentations

The National Child Passenger Safety Board has received several emails with questions about using the new curriculum PowerPoint (PPT) slides and videos. Please refer to the Instructor Preparation section of the Instructor Guide (IG), pages 20-21, for more information about this topic. Detailed instructions can also be found on the [website](#).

If Instructors do not copy-and-paste the folders correctly, the videos will separate from the PPT slides and they will need to reconnect them. However, there are a few things we would like to highlight.

You are not able to edit the DVD so you must save all materials on your computer first.

- Module 4, WMV version, last slide 4-23: The correct video needs to be inserted, as this slide is linked to the wrong video.
- Module 9, PPT MP4: Instructors need to relink the videos. Don't want to do that? Then, you can use the WMV PPT instead, or minimize the PPT slide and play the video file separate from the slide.
- Module 10: Close the "Master" view and link videos.

More details [instructions](#) available.

Submitted by the Curriculum Committee, National Child Passenger Safety Board

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## CEU Corner | [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 unless otherwise noted.

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

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## Online Courses

A variety of webinars are available online and free of charge. [Learn more](#)

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## Conferences (includes pre-conference dates)

### **BuckleUp NC Conference**

Location: Raleigh, NC

Dates: March 24-26, 2014

For more information: [www.buckleupnc.org](http://www.buckleupnc.org)

### **Lifesavers Conference**

Location: Nashville, TN

Dates: April 26-29, 2014

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

\*\*Show us a copy of your wallet card (print out or on your phone or tablet) and pick up a thank you from Certification in the exhibit hall.

### **KIDZ IN MOTION (KIM)**

Location: Santa Ana Pueblo (Albuquerque), NM

Dates: August 25-28, 2014

For more information: [www.kidzinmotion.org](http://www.kidzinmotion.org)

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### **Live Webinars**

**Test your connection now!** Go to <http://bit.ly/testGTM> and click on JOIN LIVE MEETING. If you have problems, you can talk with their customer support for assistance.

Can I get credit for watching a webinar with a group? [Read more](#)

### **Upcoming Webinars**

#### **Safe Kids and State Farm present: Child Restraint Manufacturer: Diono**

May 15, 2014 from 2 pm - 3 pm ET (East Coast/NY time)

CPS CEUs available: 1 (CHES/MCHES credit is also available)

Register now: <http://bit.ly/May15web>

**More webinars coming soon!** Mid-month updates posted at [www.Facebook.com/CPScert](http://www.Facebook.com/CPScert)

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### **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.

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### **Questions? Comments? Concerns?**

#### **Safe Kids Worldwide**

#### **CPS Certification**

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