

# Step –By-Step: Entering CEUs



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NATIONAL  
CHILD  
PASSENGER  
SAFETY  
CERTIFICATION

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A Program of  
Safe Kids Worldwide

## March 2016

# Go to <http://cert.safekids.org>

Click on  
**LOG IN**

NATIONAL  
CHILD  
PASSENGER  
SAFETY  
CERTIFICATION

A Program of  
Safe Kids Worldwide

[Policy and Procedure Manual](#) | [Contact Us](#)

[TECH](#) | [FIND A COURSE](#) | [LOG IN](#)

[BECOME A TECH](#) | [I'M A TECH](#) | [COURSE ADMINISTRATION](#) | [ORGANIZATION MANAGEMENT](#) | [RESOURCES - FAQs](#)



**I'M A TECH**



**BECOME A TECH**



**FIND A TECH**



**CUSTOMER SERVICE**

**ABOUT CPS CERTIFICATION**

Have you heard about events where folks

Bubble Wrap: Having Trouble Installing Your Car...




# Click on *Log In – CPS Tech/Tech to Be*



Home

**Log In**

**CPS Tech/Tech to Be**

[Log In - CPS Tech/Tech to Be](#) 

In general, we've found that using using [Google's Chrome](#) instead of Microsoft's Internet Explorer for web browsing is noticeably faster.

There are two available log-in options. Please review your choices and click on the one that best meets your needs.

This online system is for [Certified Technicians](#), [Instructors](#), course administrators and people who are interested in [becoming a CPS-certified](#). Here are some of the things you can do in the Certification Management system:

- Make a CPS online profile (if you've never been CPS-certified)
- Register for a course (Certification or Renewal)

# Log In

Home

CPS Tech Log-In

Need help?  
Customer Service: 877-366-8154

## Safe Kids Online Services - Login

**Login**

Username

Password

**Submit**

### New Signup

Please click [here](#) if you have never made an online profile with Safe Kids before.

### First Time Here?

Please use your **SK ID** as username and **your Last Name** as password. If you do not know your SK ID, please contact customer service for assistance.

If you have already been assigned a username and password with the old system, please use them instead.

Try this first

### Forgot Your Password?

Please [click here](#) to have your password emailed to you.

# Review Your Action Items

Clark Kent

If you are having problems with the page, such as tables that are cut off, it is due to your internet browser. [Microsoft no longer supports Internet Explorer 8 or older](#). Microsoft encourages upgrading to a newer browser. If you can't upgrade, [Mozilla Firefox](#) and [Chrome](#) are both free and work well. If you are not able to do so, contact Customer Service at 877-366-8154 for assistance.

## → YOUR CERTIFICATION STATUS

Official Mailing Address

Daily Planet  
1100 Lois Lane  
Metropolis, DC 20010

Work Phone: 800-111-2222  
Primary E-mail: Super1@email.com

Posted Address

1100 Lois Lane  
Metropolis, DC 20010

Audit: NOT SELECTED

Status: Certified Technician

Posted: No

Cert ID: T001234

### Current Certification Cycle

10/20/2014 - 10/19/2016

SK ID: 708526

Posted Phone: 800-111-2222

Posted E-mail: Super1@email.com

## → ACTION ITEMS

### 1. Recertification 2014- 2016 cycle (enter information)

- Online CEUs

# Reviewing Recert Requirements

Clark Kent

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Posted Phone: 800-111-2222

Posted E-mail: Super1@email.com

## → ACTION ITEMS

1. [Recertification 2014- 2016 cycle \(enter information\)](#)

Click on Recert...

# Reviewing Recert Requirements



## Top of Page

### Recertification Requirements and Status Summary

Clark Kent

Certification Cycle: 10/20/14-10/19/16

#### Certified Technician

	Required	Due	Complete?
Seat Checks	5	5	NO
CEUs	6	6	NO
Community Education	See bottom of the page		NO



# How do I enter CEUs?



# Entering CEUs

## Continuing Education Summary for this Period

Click on either option

[Click Here to enter Continuing Education units](#)

What is a CEU?

Generally, one hour of technical contact time counts for one continuing education unit (CEU), with a few specific exceptions. All categories of CEUs must meet the content requirements of improving CPS technical knowledge such as LATCH, a child restraint manufacturer workshop or CPS technical update. Non-technical CPS sessions, such as how to get funding or run an inspection station do not qualify.

You need 6 CEUs (feel free to mix and match) to recertify. You cannot carry over CEUs from one certification cycle 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.

Category	CEU Hours		Action
	Submitted	Maximum	
<b>8a: In-person Session/Workshop</b> (Category 1)	0.00	6	<a href="#">Add/Review</a>
<b>8b: Observing CPS Cert Course</b> (Category 2) NO LONGER AN OPTION	0.00	0	Add/Review
<b>8c: Teleconferences</b> (Category 3)	0.00	5	<a href="#">Add/Review</a>
<b>8d: Online/Web sessions</b> (Category 4)	0.00	6	<a href="#">Add/Review</a>
<b>8e: Newsletters/Manuals/Journals</b> (Category 5)	0.00	3	<a href="#">Add/Review</a>

Total Submitted: 0.00

Eligible Based On Category Maximums: No

# Entering CEU Detail

Add New Activity

1. Activity Start Date\*

02/19/2016

(mm/dd/yyyy)

Activity End Date

02/19/2016

Activity Type\*

In-person Sessions

Location of course and instructor name \*

All day update with W. Woman, Aquaman and F. Gordon at Hall of Justice in Metropolis

Zoom

Event ID (if pre-approved)

This is NOT the instructor ID

798

CEU Hours\*

6

\* Required

Submit

# CEU confirmation screen

## Recertification Requirements and Status Summary

Clark Kent

Certification Cycle: 10/20/14-10/19/16

### Certified Technician

	Required	Due	Complete?
Seat Checks	5	0	YES
CEUs	6	0	YES
Community Education	See bottom of the page		NO

CEU hours have been added.

**Please Note:** You have the option to delete this activity.

- [Review or Add New Activity in Category 8d: Online/Web sessions](#)
- [Display CEU Summary](#)
- [Return to Main Menu](#)
- [Log Out](#)

# Recertification FAQs



## Resources - FAQs

CPS Express

FAQs

Be A Tech

I'm a Tech

Earning CEUs

Providing CEUs

Seat Checks

[Home](#) > [Resources - FAQs](#) > [FAQs](#)

## I'M A TECH FAQs

### FAQs for Current Techs

1. [Who is responsible for making sure I recertify?](#)
2. [When is the earliest I can recertify?](#)
3. [What is the Community Education requirement?](#)
4. [What is a CEU?](#)
5. [What is the Renewal Testing Course and who is it for?](#)
6. [I passed a "Safe Travel for All Children: Transporting Children it show up in my profile?](#)

# Contacting CPS Customer Service



(877) 366-8154

cps.certification@safekids.org

**Certification-related** information  
is available at <http://cert.safekids.org>.