

Step-By-Step: How to Register for a Controlled Course (paying by credit card)



April 2016

NATIONAL
CHILD
PASSENGER
SAFETY
CERTIFICATION

A Program of
Safe Kids Worldwide

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 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



Safe Kids Online Services - Login

Login

Username

Password

Need help?
Call Customer Service: 877-366-8154.

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.

Forgot Your Password?

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

Click on Find/Register For A Course



ACTION ITEMS

1. Find/Register For a Course 
2. View Course Registration History
3. Update Organization Affiliation
4. Update Profile and Contact Information
5. Update Posted Address
6. Change Your Username
7. Change Your Password
8. Logout

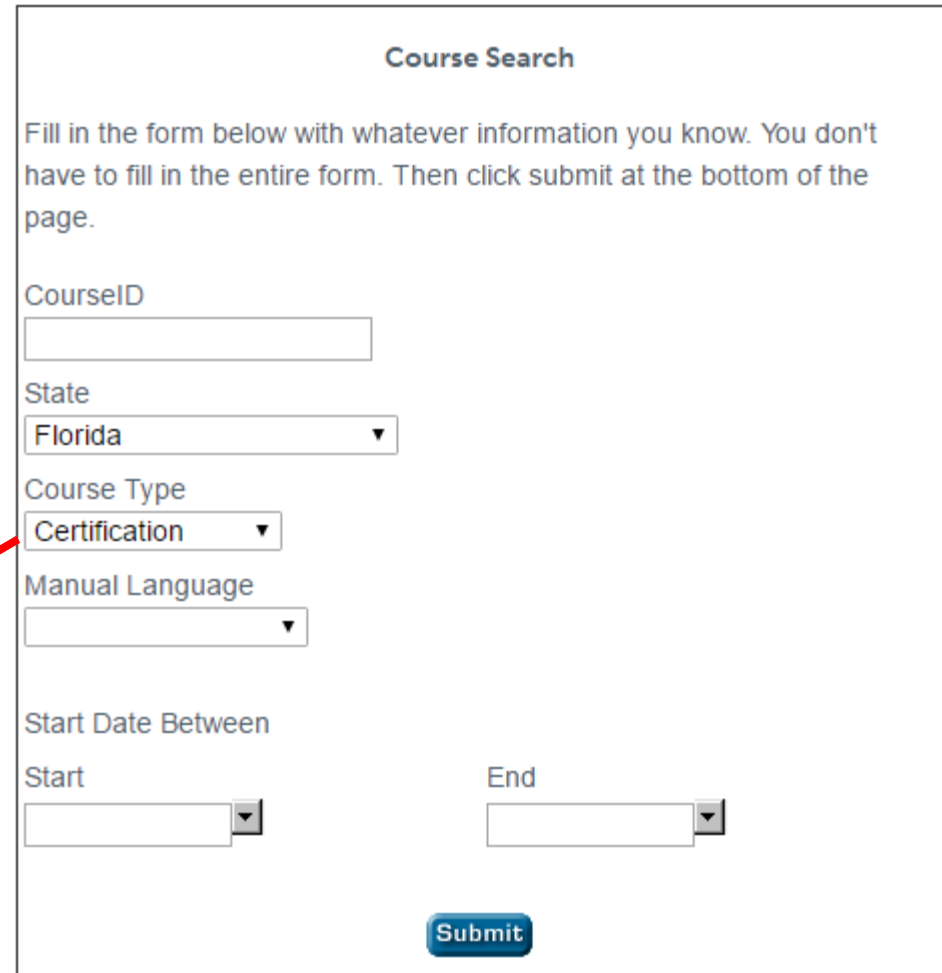
Search for the Course

Select the state
Select Course Type = Certification

This search uses Florida as an example.



A close-up of the 'Course Type' dropdown menu. The menu is open, showing four options: 'All', 'All', 'Certification', and 'Renewal Testing'. The 'Certification' option is highlighted in blue. A red arrow points from this menu towards the 'Course Search' form.



Course Search

Fill in the form below with whatever information you know. You don't have to fill in the entire form. Then click submit at the bottom of the page.

CourseID

State
Florida ▼

Course Type
Certification ▼

Manual Language

Start Date Between

Start ▼ End ▼

Choose the Course



15 record(s) found.

Controlled courses require instructor approval – this is done online using our system.

Course ID	Course Type	Class Type	Manual Language	Start Date	Seats	Location	
FL2016010943	Certification	Controlled	English	3/8/2016	10	Davie, FL	Select
FL2016011474	Certification	Public	English	3/8/2016	7	Jax Bch, FL	Select
FL20160203159	Certification	Public	English	3/11/2016	1	Orlando, FL	Select
FL2016011259	Certification	Controlled	English	3/14/2016	2	Jacksonville, FL	Select
FL20160204166	Certification	Controlled	English	3/31/2016	6	Edgewater, FL	Select
FL20160219220	Certification	Controlled	English	4/4/2016	9	Panama City, FL	Select



Public Courses are available on a first come-first served basis. (Paying the fee registers you for the course.)

Review Course Details and Request Approval



Max Seats	10
Remaining Seats	7
Wait List	Yes
Additional Local Fee	\$10.00

NOTE: Any local fees must be paid directly to the local agency. Contact the course lead instructor for information on how to pay local fees. SAFE KIDS does not accept local fees.



Note any locally paid additional fees.

Course Description: You must be at least 18 years old at the time the course starts. The standardized child passenger safety technician (CPST) certification course is usually 3-4 days long and combines classroom instruction, hands-on work with car seats and vehicles, and a community safety seat checkup. Attendance is required for the entire course.

Location	Tba
Address1	Tba
Address2	
City	Orlando
State	FL
Zip/Postal Code	32806
Country	USA
Course Dates	
	Date Start Time End Time
	Wed Jun 08 2016 08:00 am 06:00 pm
	Thu Jun 09 2016 08:00 am 06:00 pm
	Fri Jun 10 2016 08:00 am 06:00 pm

Submit online request for approval. No need to email instructor.

FL20160127126 is Controlled course.
In order to register for this course, you must first obtain the lead instructor's approval.



- [Submit Online Request for Instructor Approval](#) (No need to email instructor)
- [Search for Another Course](#)

Confirm Course

Please confirm your registration

Course ID **FL20150406387**
Location Lecanto, FL
Language English
Course Start Date 6/11/2015
Address 456 Xray Vision Blvd
 Camp Lejeune, NC 28542

Home Phone
E-Mail Super1@mail.com
Course Start Date 6/11/2015
Additional Local Fee \$0.00

- [Complete the Registration Process](#)
- [Search for Another Course](#)

[Return to Main Menu](#)

Check back! When the instructor approves your request, you will be able to register (pay).



Find/Register for a Course

You have made a request to register for this course. Once your request is processed, you will receive an email to let you know the outcome. It will also appear in your course registration history.

- [Search for Another Course](#)

[Return to Main Menu](#)

Request Approved = Reservation

Primary E-mail: Super1@mail.com

Posted Address

456 Xray Vision Blvd
Camp Lejeune, NC 28542

Posted Phone: 910-451-1941

Posted E-mail: Super1@mail.com

Audit:

→ ACTION ITEMS

1. [Find/Register For a Course](#)
2. [View Course Registration History](#)

Registration History

Contact	Course ID	Type	Start Date	Status	
Clark Kent	FL20150406387	Certification	6/11/2015	Reservation	View Details

[Return to Main Menu](#)

Register (Pay) for the Course

Registration History

This registration request has been approved by the lead instructor.

This reservation does not guarantee a seat in the course. To confirm your seat, you must complete the registration by providing payment by 05/25/2015 or the first day of class.

Note payment options at the bottom. This example is paying by credit card.

→ ACTION ITEMS

- Pay by Credit Card
- Pay by Check (Paper Application)
- Pay by E-Purchase Order
- Pay by E-Voucher

These 2 options show up if you are affiliated with an Organization.

[Return to Main Menu](#)

Follow Prompts/Enter Information



Date	Due Description	Amount
05/20/15	Registration Fee for course FL20150406387	85.00
	Total	85.00

Payment Method
Card Type*

[Click here to pay your fee online](#)

- American Express
- Visa
- MasterCard
- Discover

Enter Information

Course Registration Fee

Payment Type: Credit Card Visa

Total Amount: \$85.00

Card Number: *

Exp Date: / *

Name: *

Address: *

City: *

State: *

ZIP Code: (for US Addresses only)

Phone:

Email:



Please click the process payment button once to avoid multiple charges on your credit card.

In an effort to prevent fraudulent use of credit cards, you will need to enter the name on the card, and the billing address of the credit card holder. If you receive a decline message, please ensure that these items match the card. If you continue to experience an issue, please contact the issuing bank of the credit card.

* = Required Fields

Confirmation

Clark Kent, You are now registered for course FL2016011361. You will receive an email with confirmation of your registration, as well as the course details.

Payment confirmation: Receipt

Please print this page for your records.

Name: Clark Kent

Course ID: FL2016011361

Start Date: 2/22/2016

Location: Daytona Beach, FL

Payment Type: 0 Course Registration Fee

Amount: \$85

Date Paid: 4/15/2016

Once processed, be prepared to print your receipt. Credit card receipt will show as Safe Kids Worldwide.

Credit card charges will appear under "SAFE KIDS WORLDWIDE" in Washington, DC.

You are registered!



→ YOUR CERTIFICATION STATUS

Official Mailing Address

Heroes United

456 Xray Vision Blvd

Camp Lejeune, NC 28542

Work Phone: 910-451-1941

Primary E-mail: Super1@mail.com

Status: Technician Candidate

Posted: No

Cert ID:

SK ID: 706022

Status changes from
Contact to Technician
Candidate

Posted Address

456 Xray Vision Blvd

Camp Lejeune, NC 28542

Audit:

Posted Phone: 910-451-1941

Posted E-mail: Super1@mail.com

→ ACTION ITEMS

1. [Find/Register For a Course](#)
2. [View Course Registration History](#)

To review course info,
click on View Course
Registration History

Contacting CPS Customer Service



(877) 366-8154

cps.certification@safekids.org

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