

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



NATIONAL  
CHILD  
PASSENGER  
SAFETY  
CERTIFICATION

A Program of  
Safe Kids Worldwide

April 2016

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

Click on  
**LOG IN**

NATIONAL  
CHILD  
PASSENGER  
SAFETY  
CERTIFICATION

A Program of  
Safe Kids Worldwide

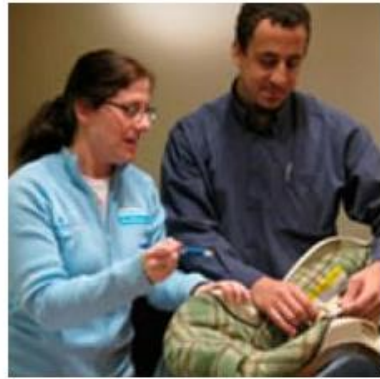
[Policy and Procedure Manual](#) | [Contact Us](#)

[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 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?  
Call Customer Service: 877-366-8154.

## Safe Kids Online Services - Login

**Login**

Username

Password

### 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.

# Need Your Log-in Info?



Home

CPS Tech Log-In

## Safe Kids Online Services - Login

**Login**

Username

Password

Click on *Forgot Your Password* link or call 1-877-366-8154.

### 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.

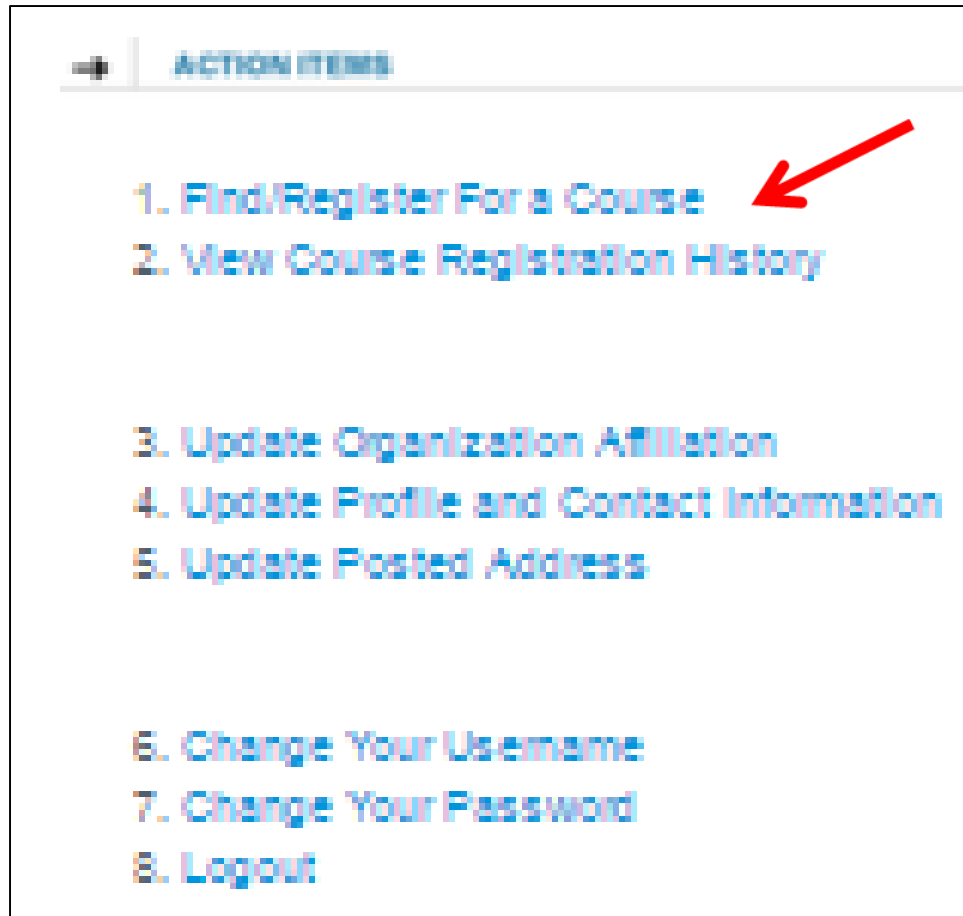
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# Click on Find/Register For A Course



A screenshot of a user interface showing a list of action items. The list is titled 'ACTION ITEMS' and contains eight items. A red arrow points to the first item, '1. Find/Register For a Course'.

- 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



## Find/Register for a Course

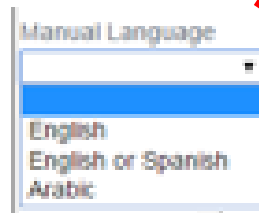
**Note:** All courses are taught in English. Courses for bilingual students have Technician Guides (student manuals) and quizzes available in that language. Currently available: Arabic (in Qatar) and Spanish. English materials also available.

The national course fee is \$85. Review the course information page carefully as there may be an additional local fee.

People interested in the Certification Renewal Testing Course must have an expired certification and stayed current in the field. Any candidates who have not kept up with the latest in CPS, should retake the full Certification Course.

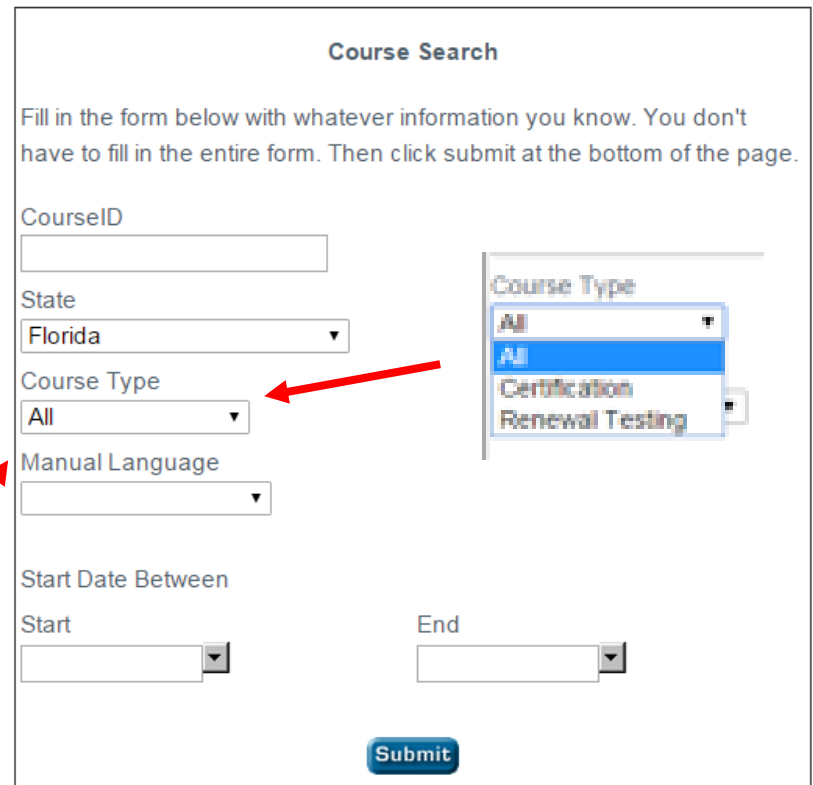
A student workbook (Technician Guide) is provided to all students. For a preview, you may find it at [www.cpsboard.org](http://www.cpsboard.org) under Tech + Instructor Curriculum.

This is using Florida as a Example



Manual Language

- English
- English or Spanish
- Arabic



**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  
All

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 gets you in.)



# Review Course Details



Max Seats	20
Remaining Seats	1
Wait List	Yes
Additional Local Fee	\$0.00

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.

**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.

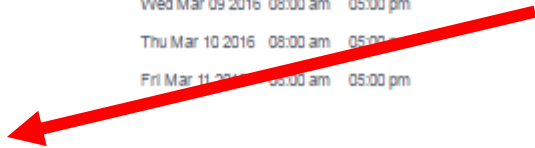
**Location**  
Pomona Police Dept. Training Center  
Address1  
1702 E. 1st St.  
Address2  
City  
Pomona  
State  
CA  
Zip/Postal Code  
91766  
Country  
USA

Course Dates	Date	Start Time	End Time
	Tue Mar 08 2016	08:00 am	05:00 pm
	Wed Mar 09 2016	08:00 am	05:00 pm
	Thu Mar 10 2016	08:00 am	05:00 pm
	Fri Mar 11 2016	08:00 am	05:00 pm

Note any locally paid additional fees.



Register and make payment.



- [Register for this Course](#)
- [Search for Another Course](#)

# Confirm Course

## Find/Register for a Course

Please confirm your registration

Course ID	<b>FL20150428467</b>
Location	Lakeland, FL
Language	English
Course Start Date	6/18/2015
Address	4295 S Buffalo St Orchard Park, NY 14127
Home Phone	
E-Mail	torrej@orchardparkny.org
Course Start Date	6/18/2015
Additional Local Fee	\$40.00

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



# Select Payment Method



## Find/Register for a Course

The registration fee for this course is: \$85

- Pay by Credit Card
- Pay by E-Purchase Order
- Pay by E-Voucher
- Pay by Check(Paper Application)
- Search for Another Course



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

Return

This example is credit card.

# Follow Prompts/Enter Information



American Express  
Visa  
MasterCard  
Discover

Date	Due Description	Amount
05/20/15	Registration Fee for course FL20150428467	85.00
	<b>Total</b>	<b>85.00</b>

Payment Method

Card Type\*

# Enter Information

Course Registration Fee

Payment Type: Credit Card MC

Total Amount: \$85.00

Card Number:  \*

Exp Date:  /  \*

Name:  \*

Address:  \*

City:  \*

State:  \*

ZIP Code:  (for US Addresses only)

Phone:

Email:



Process Payment

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

# 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>.