

National Child Passenger Safety Certification Training Program

Checkout Event Guidelines

PARTICIPANT REQUIREMENTS: To successfully pass the certification program, all Technician Candidates must actively participate in a CPS checkout event. Simply attending the checkout event is not sufficient enough effort to pass. Instructors are responsible for verifying the participant's technical skills, knowledge, and communication abilities to teach caregivers.

TRAFFIC SAFETY: All events must include a safe environment for the participants and families. A clear traffic pattern should be established and no vehicle should move without a "walk around" to be sure there are no children or adults in harm's way.

LOW ATTENDANCE: Sometimes, even with the best preparation, the checkout event is not well attended. Make the most of your time together. **Be proactive!** This is your opportunity to evaluate the participant's abilities to apply new skills and provide appropriate communication and education to the caregivers in the same manner that they will be evaluated for as a signoff for recertification. Here are some options:

- A member of the Instructor team pulls up as the caregiver (they should act as "natural" as possible) with a car seat or booster seat installed and a doll harnessed to simulate real-world misuse.
- Instructors can arrange for friends, family, and co-workers to attend the event with their own children and car seats/booster seats.
- Ensure that every participant is the Lead Technician on at least one car seat during the event.

EMERGENCIES: Any participant who is not able to attend the event as scheduled by the Lead Instructor (LI) should be marked as having failed that section. Under emergency circumstances, when an individual is not able to attend the event, the LI may schedule a make-up checkout event. This must be arranged prior to the original event and include supervision and feedback from a certified Instructor on the team. The make-up event must take place within two weeks of the original course. Again, this is an accommodation for **EMERGENCIES** only. Failure to successfully complete the make-up event will result in a failing score.

SEVERE WEATHER: All efforts should be made to conduct the checkout at the end of class. However, if there is an emergency such as severe weather that could produce unsafe conditions for holding a clinic, please reschedule the event as soon as possible. Any participant who does not attend that, or another LI-approved event will receive a failing score. Participants should, under the supervision of a certified Instructor, properly and appropriately educate caregivers. The Instructor will provide the LI with the participant's score so it can be entered into the online system.

Checkup Event Guidelines (continued)

ADDITIONAL CONSIDERATIONS

- ☑ The checkup event should be a minimum of two hours (excluding set up and break down).
- ☑ The event may be open to the public or appointment-based. If by appointment, allow a minimum of 30 minutes per seat.
- ☑ A fitting or inspection station may be used as a site.
- ☑ A five to one participant-Instructor ratio is strongly recommended.
- ☑ Use a standardized Check Form. An Instructor must oversee their work and approve the education and installation before the family leaves the event.
- ☑ It is strongly recommended that participants work in groups of no more than four to allow active participation without causing stress to the caregiver.
- ☑ When a vehicle drives off, the team will carefully fill out/review the paperwork and discuss any themes, ideas, or lessons from that checkup with the Instructor.
- ☑ At the end of the event, the LI should log into the CPS online system and enter quiz and skills assessment scores for the course.
 - Enter scores for all participants on the course roster.
 - All participants with passing quiz and performance skills scores will be certified and the course will be finalized.
 - After the scores are processed, the LI and/or Course Administrator can print wallet cards for all newly certified CPS Technicians.
 - Participants can receive their new technician numbers at the discretion of the Instructor, either verbally or by written notification.