Step –By-Step:
How to Recertify

NATIONAL CHILD PASSENGER SAFETY CERTIFICATION
A Program of Safe Kids Worldwide

September 2013

Details Online

http://cert.safekids.org → I'm A Tech/Recertification

Re-certification Requirements

Basic re-certification requirements and deadlines

1. Five seat checks approved by a certified instructor (may use technician proxy option)

2. Community Education

3. A minimum of six hours of CPS technical continuing education (CEUs)

4. **Register and pay fee by the end of the certification expiration date.**

INSTRUCTORS: In addition to the above requirements, you must also log 20 teaching hours of CPS course instruction.

Personal log available under
Resources: Forms

CPS Re-certification Requirements
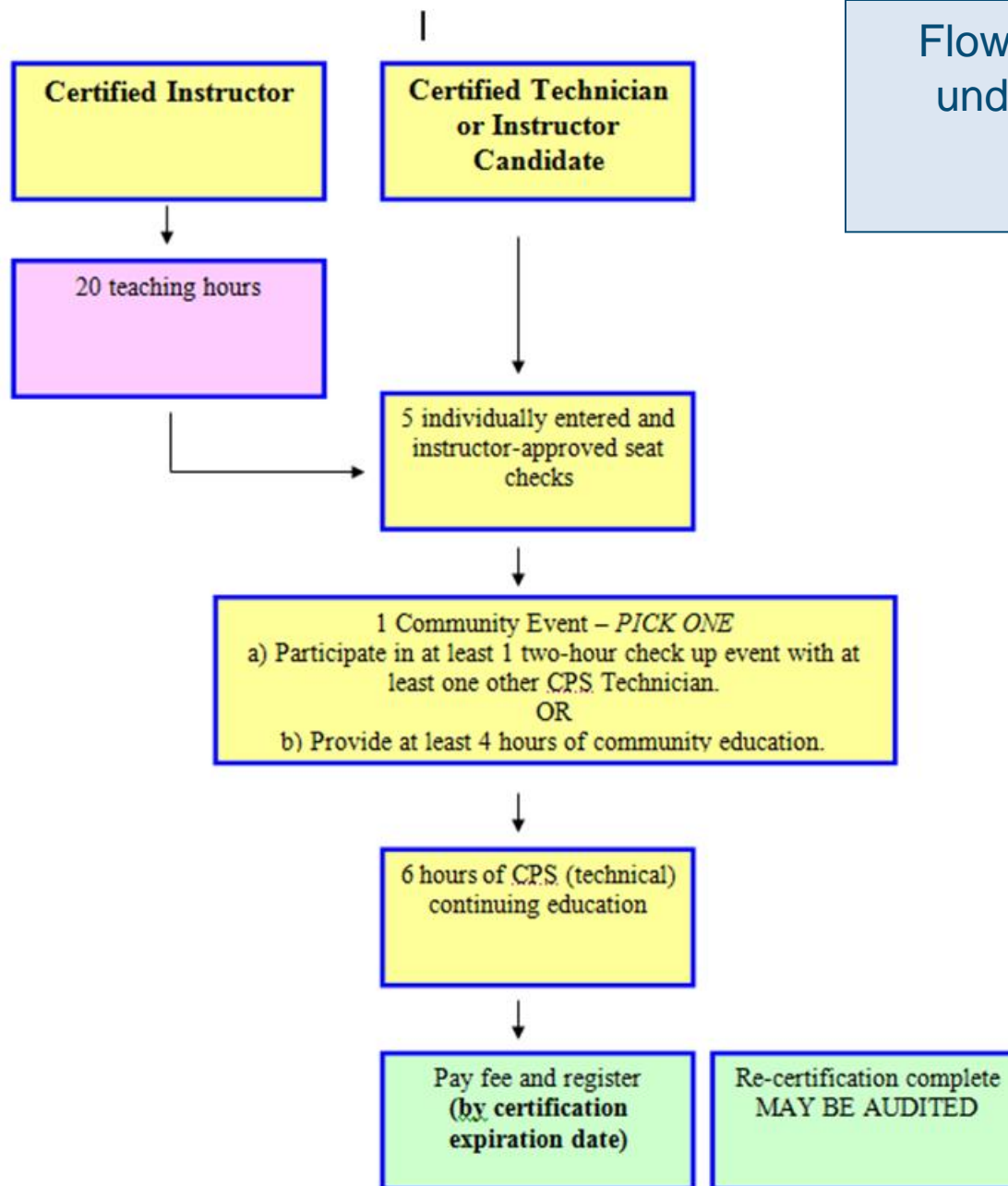
Flow chart available under **Resources: Forms**

Certified Instructor

Certified Technician or Instructor Candidate

20 teaching hours

5 individually entered and instructor-approved seat checks

1 Community Event – *PICK ONE*
a) Participate in at least 1 two-hour check up event with at least one other CPS Technician.
OR
b) Provide at least 4 hours of community education.

6 hours of CPS (technical) continuing education

Pay fee and register (by certification expiration date)

Re-certification complete MAY BE AUDITED

4

5 Seat Checks

- These may be done **at any time** during your certification cycle.

- Seat checks are entered online AND approved by an instructor
  - RF infant chchild safety seat
  - FF child safety seat with ild safety seat
  - RF convertible harness
  - Belt-positioning booster
  - Installation with LATCH

Community Event

- **PICK ONE**

A. **Participate in at least one two-hour check up event**
  - With at least one other CPS Technician
  - Using any standardized checklist to provide documentation, if needed.

B. **Provide at least four hours of community education.**
  - Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement).
  - These are presentations to non-CPSTs.

Continuing Education (CEU)

- **A minimum of six hours of CPS technical continuing education** (CEUs) must be obtained and reported during the current certification cycle.

- They may be **entered at any time** during your certification cycle.

- CEUs must fit into one of the five approved categories and meet content requirements.

What is a CEU?

- CEU = Continuing Education Units
- Generally, one hour of technical contact time counts for one **C**ontinuing **E**ducation **U**nit (CEU).
  - 3/4 hr (45 min) - 1 hr 15 min = 1 CEU
  - 1 hr 15 min - 1 hr 45 min = 1.5 CEUs
  - 1 hr 45 min - 2 hr 15 min = 2 CEUs
  - You may not combine shorter sessions from different events
- Mix and match to get your 6 CEUs (workshops, teleconferences, quizzes)

Continuing Education: Categories

1. In-person Session/Workshop (max 6 CEUs)

2. Observing a Cert Course *(not available)*

3. Teleconferences (max 5 CEUs)

4. Online/Web sessions (max 5 CEUs)

5. Newsletters/Manuals/Journals (max 3 CEUs)

Content Requirements

- All categories of CEUs must meet the **content requirements** of improving CPS technical knowledge.

Examples of content that would qualify for CEUs

- ✓ CR manufacturer product updates

- ✓ CPS Q&A panel

- ✓ Vehicle manufacturer workshops specific to occupant protection

- ✓ The latest LATCH technology

- ✓ Case studies of child occupants in crashes

- ✓ Car seats and school bus safety

Examples of content that would NOT qualify for CEUs

- State or Local CPS laws
- How to run an inspection station
- Cultivation and retention of CPS Technicians
- Using data to dissect the CPS problem
- Impaired driving victim impact panel
- Older drivers
- Children around cars/Spot the Tot
- Tips on how to better teach a CPS Class
- Operation Kids *(subsets of certification course)*

Getting 6 CEUs

- **Mix and match** to get the 6 hours at any time during your certification cycle.

- No need to rely on an instructor!

  - LATCH or CRMI quizzes

  - Read the Tech Update and complete quizzes (2)

  - Organize a trip to retailer to learn about new seats

  - Organize a teleconference or meeting

  - Subscribe to Safe Ride News or SafetyBeltSafe USA's newsletters

Getting CEUs online

Links online and in the *CPS Express*

- www.SafeKidsWebinars.org
  - OPC and School Buses
  - A Tech's Guide to Recalls
  - Transportation of Children in Vehicles Other Than Cars
- www.CPSBoard.org
  - Fact or Fiction
  - Boosters and Airbags
  - New Child Restraints

Example: Mix-n-match

- Read 2 Tech Updates → 1 CEU

- Complete LATCH Quiz → 1 CEU

- Attend 2 hour technical update → 2 CEUs

- Attend new CR test run at local retailer for 2 hours → 2 CEUs

  Lots of options!

When CEUs are completed

- CEUs must be obtained during that certification cycle.

- You can not carry forward extra CEUs.

- EX: Cert cycle is 5/15/2013-5/14/2015

  - Finish and register on 3/2/3013.

  - You are still in the current cert cycle until 5/15/2013. If you complete more CEUs before then, they may not be applied to the next cert cycle.

Registration

- **Register and pay fee** by the end of your certification expiration date.

  - **Do not miss this date!**

  - Certification lasts for 2 years
    - Techs and instructor candidates: $50
    - Instructors: $60

How do I enter CEUs?

Go to http://cert.safekids.org

Click on LOG IN

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 [ ]
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.

Forgot Your Password?
Please click here to have your password emailed to you.

Review Your Action Items

Welcome to CPS Certification Online Services!

Flash Gordon

Affiliated Organization: Safe Kids Allen County (ORG547724)

→ | YOUR CERTIFICATION STATUS

Official Mailing Address
Super Friends
123 East Main Street
Suite 5A
The City, DC 20004

Work Phone: 202-555-1212
Fax: 202-393-2972
Primary E-mail: flash1@email.com

Posted Address

Audit:

Status: Certified Technician
Posted: No

Cert ID: T718566
Current Certification Cycle
12/3/2011 - 12/2/2013
SK ID: 718566

Posted Phone:
Posted E-mail:

→ | ACTION ITEMS

1. Recertification 2011- cycle (enter information)
   - Online CEUs

2. Pay Instructor Candidacy Fee

Reviewing Recert Requirements

Welcome to CPS Certification Online Services!

Flash Gordon

Affiliated Organization: Safe Kids Allen County (ORG547724)

→ YOUR CERTIFICATION STATUS

Official Mailing Address
Super Friends
123 East Main Street
Suite 5A
The City, DC 20004

Status: Certified Technician
Posted: No

Cert ID: T718566
Current Certification Cycle
12/3/2011 - 12/2/2013
SK ID: 718566

Work Phone: 202-555-1212
Fax: 202-393-2972
Primary E-mail: flash1@email.com

Posted Address

Posted Phone:
Posted E-mail:

Audit:

Click on Recert…

→ ACTION ITEMS

1. Recertification 2011- cycle (enter information)
   - Online CEUs

2. Pay Instructor Candidacy Fee

Reviewing Recert Requirements

Top of Page

Recertification Requirements and Status Summary

Flash Gordon (#ORG547724)   Certification Cycle: 12/03/11-12/02/13

Certified Technician

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

Entering Seat Checks

Click on either option

Seat Check Reporting Summary for this Period

Click Here to add Seat Checks

Category	Seat Checks			Action
	Passed	Under Review	Min. Required	
1: Rear-Facing Infant CSS	0	0	1	Add/Review
2: Rear-Facing Convertible CSS	0	0	1	Add/Review
3: Forward-Facing CSS w/Harnesses	0	0	1	Add/Review
4: Belt-Positioning Booster	0	0	1	Add/Review
5: Installation using LATCH	0	0	1	Add/Review

Entering Seat Checks: Add date(s)

Add New Activity

	Date of Activity	Verifying Instructor/Technician Proxy
Rear-Facing Infant CSS :	09/06/2013 ▼ (mm/dd/yyyy)	Lookup Instructor,
Rear-Facing Convertible CSS :	09/06/2013 ▼ (mm/dd/yyyy)	Lookup Instructor,
Forward-Facing CSS w/Harnesses :	▼ (mm/dd/yyyy)	Lookup Instructor,
Belt-Positioning Booster :	▼ (mm/dd/yyyy)	Lookup Instructor,
Installation using LATCH :	▼ (mm/dd/yyyy)	Lookup Instructor,

NOTE: The instructor will be sent a notification email for each seat check. This email is a courtesy and not requ review your seat check.

Entering Seat Checks: Add Instructor or Tech Proxy

Add New Activity

Rear-Facing Infant CSS :	**Date of Activity** 09/06/2013 ▼ (mm/dd/yyyy)	**Verifying Instructor/Technician Proxy** I0373 Lookup Instructor,
Rear-Facing Convertible CSS :	**Date of Activity** 09/06/2013 ▼ (mm/dd/yyyy)	**Verifying Instructor/Technician Proxy** I001075 Lookup Instructor,
Forward-Facing CSS w/Harnesses :	**Date of Activity** ▼ (mm/dd/yyyy)	**Verifying Instructor/Technician Proxy** Lookup Instructor,
Belt-Positioning Booster :	**Date of Activity**	Proxy structor,
Installation using LATCH :	**Date of Activity** ▼ (mm/dd/yyyy)	**Verifying Instructor/Technician Proxy** Lookup Instructor,

Click on Lookup and follow prompts

**NOTE: The instructor will be sent a notification email for each seat check. This email is a courtesy and not requ
review your seat check.**

Cancel

Submit

Entering Seat Checks

Add New Activity

	Date of Activity	Verifying Instructor/Technician Proxy
Rear-Facing Infant CSS :	09/06/2013 ▼ (mm/dd/yyyy)	I0373 Lookup Instructor,
Rear-Facing Convertible CSS :	09/06/2013 ▼ (mm/dd/yyyy)	I001075 Lookup Instructor,
Forward-Facing CSS w/Harnesses :	▼ (mm/dd/yyyy)	Lookup Instructor,
Belt-Positioning Booster :	▼ (mm/dd/yyyy)	Lookup Instructor,
Installation using LATCH :	▼ (mm/dd/yyyy)	Lookup Instructor,

NOTE: The instructor will be sent a notification email for each seat check. This email is a courtesy and not requ review your seat check.

Cancel

Submit

Email goes out but it isn't required.

Certified Technician

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

Your seat check has been added.

Please Note: You have the option to Add or Delete this seat check activity.

- Review or Add New Activity in Category 5:
- Display Seat Check Summary
- Return to Main Menu
- Log Out

Email Notifications

- Instructor or Tech Proxy email notifications
  - When entered
  - Reminder 2 weeks later

- When approved or denied, tech gets email notification.

Entering CEUs

Continuing Education Summary for this Period

Click Here to enter Continuing Education units

Click on either option

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	
8a: In-person Session/Workshop (Category 1)	0.00	6	Add/Review
8b: Observing CPS Cert Course (Category 2) **NO LONGER AN OPTION**	0.00	3	Add/Review
8c: Teleconferences (Category 3)	0.00	5	Add/Review
8d: Online/Web sessions (Category 4)	0.00	5	Add/Review
8e: Newsletters/Manuals/Journals (Category 5)	0.00	3	Add/Review

Total Submitted: 0.00

Eligible Based On Category Maximums: No

Entering CEU Detail

Add New Activity

1. **Activity Start Date** *

   08/14/2013

   (mm/dd/yyyy)

   Activity End Date

   08/14/2013

   Activity Type *

   In-person Sessions ▾

   Location of course and instructor name *

   Full day workshop at DC Academy with K Chausmer, K Herrmann, L Walker

   [Zoom]

   Event ID (if pre-approved)
   This is NOT the instructor ID

   1234

   CEU Hours *

   6

   * Required

   [Submit]

CEU confirmation screen

Recertification Requirements and Status Summary

Flash Gordon (#ORG547724)   Certification Cycle: 12/03/11-12/02/13

Certified Technician

	Required	Due	Complete?
Seat Checks	5	5	NO
CEUs	6	6	NO
Community Event	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 8a: In-person Session/Workshop
- Display CEU Summary
- Return to Main Menu
- Log Out

Summary Page

Recertification Requirements and Status Summary

Flash Gordon (#ORG547724)   Certification Cycle: 12/03/11-12/02/13

Certified Technician

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

Enter Your Community Event

Scroll towards bottom of the page

Community Education

You must enter your Community Education before you can continue.

CLICK HERE to enter Community Education Information.

To get to the payment screen, you must have:

1. All 5 seat checks entered and approved
2. Entered at least 6 CEUs
3. Entered your community event information

   Once all 3 are done and you are **within four months of your certification cycle end date,** you will see a "Click Here to Continue" button which will take you to the payment screens.

Enter Your Community Event

Community Education - Pick One

○	Participate in at least one two-hour check up event with at least one other CPS technician at which you serve families using any standardized checklist to provide documentation, if needed.
○	Provide at least four hours of community education. Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement). These presentations are not for CPSTs.

Dates and Details*

July 18 2013 - 3 hour event at Criswell Chevrolet with Emilie Crown

Zoom

Continue

Paying the Fee

Community Event

+ 5seat checks

+ 6 CEUs

+ within 4 months of your expiration date

= **You may register for recertification**

Reviewing Recert Requirements

Top of Page

Recertification Requirements and Status Summary

Flash Gordon (#ORG547724)   Certification Cycle: 12/03/11-12/02/13

Certified Technician

	Required	Due	Complete?
Seat Checks	5	0	YES
CEUs	6	0	YES
Community Event	See bottom of the page		YES

Register/Pay

Questions about CEUs? Go to cert.safekids.org and click on Recertification or contact CPS Customer Service at cps.certification@safekids.org.

You are now eligible to apply for recertification.

[Click Here to Continue]

Community Education

Community Education: CommEd-2hrs
July 18 2013 - 3 hour event at Criswell Chevrolet with Emilie Crown

CLICK HERE TO EDIT COMMUNITY EDUCATION INFORMATION.

- Print Reported Activity
- Return to Main Menu

Confirmation

Confirmation

☑ I have read and do hereby agree to adhere to the content of the National Standardized Child Passenger Safety Training Program, including the curriculum published by the National Highway Traffic Safety Administration and procedures set forth by the certifying body when performing child passenger safety educational functions. Failure to comply with these procedures and guidelines may result in my certification being suspended or revoked.

☑ I have read the following statement: To recertify, technicians must participate in a community events with families and children. If there is any reason you are unable to meet this requirement, legal or otherwise, do not continue with the recertification process. If you become ineligible to remain a certified passenger safety technician, no refunds will be provided.

Your re-certification fee includes two years of certification and the monthly e-newsletter, the *CPS Express!*.

Continue

Register/Payment Options

Recertification Requirements and Status Summary

Flash Gordon (#ORG547226)   Certification Cycle: 09/02/11-09/01/13

Certified Technician

	Required	Due	Complete?
Seat Checks	5	0	YES
CEUs	6	0	YES
Community Event	See bottom of the page		YES

Your information has been saved. Pay for recertification by choosing an option below.

Apply and pay by Credit Card

Apply and pay with a E-Purchase order

Apply and pay with an E-Voucher

Apply and pay by check (paper application)

Options if affiliated with an Organization

Payment – ex. Credit card

Recertification Fee

Payment Type: Credit Card Visa
Total Amount: $50.00

Card Number: 4111111111111111 *

Exp Date: 04 / 2015 *

Name: Flash Gordon *

Address: 123 Super Hwy *

City: Washington *

State: DC *

ZIP Code: 20004-1707   (for US Addresses only)

Phone: 202-555-1212

Email: Flash1@email.com

Proces...

Flash Gordon
Thank you for paying your recertification fee on 9/6/2013.
Your recertification application has been received for processing. You will receive an email notification within 48 hours.

- **Return to Main Menu**

Please print this page for your records.

Payment confirmation: Receipt

Name: Flash Gordon Payment Type: Technician Recertification Fee
Amount: $50
Date Paid: 9/6/2013

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

Check Back in

- **Don't miss out on notices. Be sure your information is current!**

- You will receive an email notification within 48 hours that your registration has been processed.

- You will **not be mailed** a notification.

- **Log in and print your new wallet card!**

Wallet Cards

Suite 5A
The City, DC 20004

Work Phone: 202-555-1212
Fax: 202-393-2972
Primary E-mail: flash1@email.com

Posted Address

Audit:

Cert ID: T718566
Current Certification Cycle
12/3/2013 - 12/2/2015
SK ID: 718566

Posted Phone:
Posted E-mail:

Note new recert cycle

→ **ACTION ITEMS**

1. Recertification 2011- cycle (enter information)
    - Online CEUs

2. Pay Instructor Candidacy Fee
3. Pay Technician Proxy Fee
4. Find/Register For a Course
5. View Course Registration History

6. Update Organization Affiliation
7. Update Profile and Contact Information
8. Click here for Your Wallet Card/Certificate (pdf)

Print new wallet card

9. Technician Downloads (CPS Board)

National Child Passenger Safety Certification Training Program

Certifying Body: Safe Kids Worldwide
Curriculum by the National Highway Traffic Safety Administration

In collaboration with the
National CPS Board

Program Sponsor
State Farm®

Certification Confirmation

Flash Gordon

T718566 : Certified Technician

Valid from 12/3/2013 through 12/2/2015

Bring this card to all of your CPS events for proof of your certification.

✂ ✂ ✂ ✂ ✂ ✂   ✂ ✂ ✂ ✂ ✂ ✂

Seat Check Notes

Seat Type	Date	Instr. Name
Infant Only	_____	_____
RF conv	_____	_____
FF harness	_____	_____
Booster	_____	_____
LATCH	_____	_____

National CPS Certification

Flash Gordon
T718566
12/3/2013 - 12/2/2015

Certified Technician

Certifying Body: Safe Kids Worldwide
Curriculum by NHTSA
In collaboration with the National CPS Board
Program Sponsor State Farm®

CPS Express!

- This monthly e-newsletter has all the latest details and program updates.

- Look for it on the 1st of the month.

- You can always view it

  online under RESOURCES-FAQs

CPS Express!

Who We Are | Newsletter | Policy and Procedure Manual | Contact Us

GET A CAR SEAT CHECKED | FIND A TECH | FIND A COURSE | **LOG IN**

BECOME A TECH | I'M A TECH | COURSE ADMINISTRATION | ORGANIZATION MANAGEMENT | RESOURCES - FAQS

Resources - FAQs

Home > Resources - FAQs

CPS Express

FAQs

Fees

Forms

How To

CPS Express

The CPS Express is an e-newsletter that is sent to all certified technicians at the beginning of each month. No need to sign up! It is sent to your official mailing address in your CPS online profile.

Each edition includes tips for recertification and updates from the field.

Learn more about CPS Express advertising.

Recertification FAQs

Resources - FAQs

CPS Express

I'm a Tech FAQs

FAQs

Be A Tech

FAQs for Current Techs

I'm a Tech

Earning CEUs

1. Who is responsible for making sure I recertif[

2. When is the earliest I can recertify?

3. What is the Community Event?

Providing CEUs

4. What is a CEU?

5. What is the Renewal Course and who is it fo[

Seat Checks

6. I passed a "Safe Travel for All Children: Trans[

Renewal Testing Course

Certification Renewal Testing Course

- Any tech with an **expired** certification

- Must be current and **ready to test**

- Hands on skills test
  - Only 2 chances per station

- Written test
  - 42/50 required correct to pass
  - Scored by instructor team

Certification Renewal Course

Find a Course

Note: Courses are only available in English.

People interested in the Certification Renewal 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 is provided to all students. For a preview, you may find it at www.cpsboard.org under Training.

Course Search

CourseID

State

Course Type
Renewal

Language
English

Start Date Between

Start   **End**

☐ **Also Show Invitation Only/Controlled Courses**

Submit

Follow prompts and register as usual.

If the system says you are not eligible, check to be sure you are logged in with your "expired certification" profile.

Contacting CPS Customer Service

(877) 366-8154

cps.certification@safekids.org

Certification-related information

is available at http://cert.safekids.org.