

## 10 Steps to Becoming a CPS Technician-Instructor

Please check with your CPS State Contact for state standards. These are MINIMUM standards. Techs are encouraged to go beyond the requirements below. Go to: <http://cert.safekids.org>

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| 1  | <p><b>Successfully complete a CPS Certification Course</b><br/>Resource: <i>CPST workbook</i></p>   |
| 2  | <p><b>Gain experience</b> in the CPS field (classes, updates, checkups, etc.).</p> <ul style="list-style-type: none"> <li>• Work with more seasoned technicians</li> <li>• Participate in as many events as you can.</li> </ul> <p>Resources: <i>CPST workbook, Policies and Procedures manual</i></p>  |
| 3  | <p><b>Review requirements</b> in the Required Documentation Form, including experience and 4 required testimonials (skills, teaching, and course assistant).</p> <p>Resource: <i>Policies and Procedures manual</i></p>   |
| 4  | <p>Participate as a <b>Course Assistant</b> for a Certification Course: Participate in the planning meeting, setting up the classroom, classroom and outdoor exercises, and otherwise observe all aspects of the course, including various teaching styles.</p> <ul style="list-style-type: none"> <li>• Watch and learn</li> <li>• Assist with behind the scenes activities/set up</li> <li>• Identify and work with a <b>Mentor</b></li> </ul> <p>Resources: <i>Mentor and IC Guide</i> and the <i>Policies and Procedures manual</i></p> |
| 5  | <p>After <b>at least</b> 6 months as a CPST, <b>pay the IC application fee</b></p> <ul style="list-style-type: none"> <li>• Initiate contact with an Instructor to discuss who will be your Mentor and which class you will participate in as part of your Instructor Candidacy.</li> <li>• Start the IC paperwork.</li> </ul>  |
| 6  | <p><b>Complete Instructor Candidacy application</b> and submit to Safe Kids for review.</p> <ul style="list-style-type: none"> <li>• Completed documentation must be received by the Safe Kids Worldwide at least six weeks prior to the registered course that you wish to participate in as an Instructor candidate.</li> <li>• If you have not identified a course yet, continue to work with local instructors to do so.</li> </ul>   |
| 7  | <p><b>Approved</b> as an IC. Status changes to <b>Instructor Candidate</b>.</p> <ul style="list-style-type: none"> <li>• Must have permission from Lead Instructor to participate as an IC</li> <li>• Work with your Mentor and Lead Instructor as you study the curriculum and prepare to teach.</li> </ul> <p>Resources: <i>Mentor and IC Guide</i> and the <i>Policies and Procedures manual</i></p>   |
| 8  | <p><b>Participate in a course</b> as an Instructor Candidate (with a mentor)</p> <p>Resources: <i>Mentor and IC Guide, Policies and Procedures Manual, Instructor Manual</i> and <i>Planning and Logistics Guide</i></p>  |
| 9  | <p>Upon successfully teaching a course, IC status changes to <b>Certified Instructor</b> and 2-year certification cycle begins.</p> <ul style="list-style-type: none"> <li>• Time limit for completion: one year</li> </ul>   |
| 10 | <p>Continue working to <b>improve your technical and teaching skills</b>. Consider becoming a <i>Lead Instructor</i> or a <i>Mentor</i>. Take the Lead Instructor Quiz accessed from your personal profile under action items. There is also an Are you ready to become a mentor quiz included in the <i>Mentor and IC Guide</i>.</p> <p>Resources: <i>Mentor and IC Guide</i> and the <i>Policies and Procedures manual</i></p>  |

# Code of Conduct & Commitment for Certified Child Passenger Safety Technicians

## For the Families You Serve:

- Provide the highest level of service.
- Be polite and professional.
- Give good service regardless of race, ethnicity, color, national origin, gender, sex orientation, religion, age, disability, social or economic level.
- Listen to people. Acknowledge their strengths. Build on their abilities. Learn from them.
- Respect parents and their right to make decisions for their children.
- Be an example for others, as a safe and courteous driver.
- Always wear your seat belt and be a positive role model for children.

## For the Community You Serve:

- Participate in community events, as your agency or organization is part of the community.
- Support occupant protection programs, like Click It or Ticket, teen buckle-up challenges and important legislation.
- Make services available to everyone, especially those at risk, such as rural, non-English speaking, and low income communities.
- Work toward safe transportation through education, research and advocacy.
- Support policies for safe transportation for children and families.

## As a Colleague:

- Work with colleagues. Trust and respect them. Share resources.
- Support colleagues in meeting their professional needs and development.
- Respect everyone's personal dignity, especially in resolving disagreements and what you may think are behavior problems.
- Be careful and respectful when talking personally and professionally about colleagues.

## As a Leader:

- Develop and maintain your competence, such as your current certification status.
- Document your work according to agency, state and national standards.
- Follow all CPS certification program content in your own education and training programs.
- Correctly enter information into the CPS online system.
- Maintain the integrity and security of tests and assessments.
- Protect confidential information about families you assist.

*From the National Child Passenger Safety Board — 2007*