

## 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>

<b>1</b>	<p><b>Successfully complete a CPS Certification Course</b> Resource: <i>CPST workbook</i> and <a href="#">CPS Board Code of Conduct</a></p>
<b>2</b>	<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>
<b>3</b>	<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>
<b>4</b>	<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>
<b>5</b>	<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>
<b>6</b>	<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>
<b>7</b>	<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>
<b>8</b>	<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>
<b>9</b>	<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>
<b>10</b>	<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 Mentor and IC Guide.</p> <p>Resources: <i>Mentor and IC Guide</i> and the <i>Policies and Procedures manual</i></p>