

PLANNING AND LOGISTICS GUIDE

National Child Passenger Safety Technician (CPST) Certification Training and National CPST Certification Renewal Testing Courses



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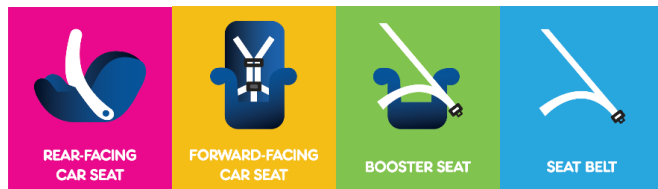
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Program Goals

National Child Passenger Safety Technician Certification Training Goals

Motor vehicle crashes are a leading cause of death and injuries for children.

Education and proper use of car seats, booster seats, seat belts, and vehicle safety systems helps save lives and can prevent injuries and deaths. When used correctly, the risk of hospitalization, injury, and death for children is greatly reduced.

About This Guide

PLANNING AND LOGISTICS GUIDE PURPOSE

The purpose of the *Planning and Logistics Guide* is to provide an overview of the resources and activities needed to support the following nationally standardized Child Passenger Safety (CPS) trainings (hereafter course):

- National Child Passenger Safety Technician (CPST) Certification Training
 - This is an introductory course that is delivered over three or more days, with a minimum of 24 *instructional hours* scheduled.
- National CPST Certification Renewal Testing Course
 - This is a course for CPSTs who are expired for less than one year, maintained their skills, and would like to recertify without repeating the National CPST Certification Training. The National CPST Certification Renewal Testing Course must be scheduled for at least eight hours.

COURSE POSITION DESCRIPTIONS

The following are descriptions of positions that support the administration and implementation of the National CPST Certification Training and National CPST Certification Renewal Testing Course.

Course Administrator

A Course Administrator assists the Lead Instructor with all course planning and logistics. A Course Administrator may be a Child Passenger Safety Technician Instructor (CPSTI) or a Safe Kids-approved Course Administrator. The Course Administrator is not necessarily the Site Administrator, who is the local point of contact helping to arrange the course logistics. A Course Administrator should plan to be onsite throughout the course so the Lead Instructor is available to teach and coordinate the activities of the Instructor Team.

If a person who is not a CPSTI wishes to set up a course, they must first successfully complete the Course Administrator Application, found on the National CPS Certification Program website (cert.safekids.org) under Resources - FAQs and then Forms.

It is recommended that the Course Administrator not serve as the Lead Instructor.

Site Administrator

A Site Administrator is the local point of contact for the course. They may or may not work for the host agency, but assist with local logistics. A Site Administrator does not have to be a CPSTI or a Safe Kids-approved Course Administrator.

It is recommended that the Site Administrator not serve as the Lead Instructor.

Checkout Event Coordinator

A Checkout Event Coordinator plans, promotes and manages the checkout event to be held at the end of the course. The Checkout Event Coordinator may be a local CPST, a local CPSTI (not on the Instructor Team), the Course Administrator, Site Administrator or a Course Assistant.

It is recommended that the Checkout Event Coordinator not serve as the Lead Instructor, Assistant Instructor, Instructor Candidate or Instructor Mentor.

Lead Instructor

A Lead Instructor is an experienced, certified CPSTI who works with the Course Administrator to offer a course. The Lead Instructor is responsible for overseeing every aspect of the course and must be able to attend the course in its entirety.

In order to serve as a Lead Instructor, a CPSTI must successfully complete the Lead Instructor Quiz by clicking on the action item APPLY TO BE A LEAD INSTRUCTOR in their online National CPS Certification profile. (Once completed, this action item no longer appears in their profile.)

It is recommended that a Lead Instructor not serve as the Course Administrator, Site Administrator, Checkout Event Coordinator or Instructor Mentor for the same course.

Assistant Instructor

An Assistant Instructor is a certified CPSTI who assists in delivering the course.

It is recommended that an Assistant Instructor not serve as the Checkup Event Coordinator for the same course.

Instructor Candidate

An Instructor Candidate is a currently certified CPST who has met the Instructor Candidate requirements and is formally approved by Safe Kids. Instructor Candidates must complete their candidacy as part of a National CPST Certification Training course and are required to attend the course in its entirety. An Instructor Mentor will evaluate an Instructor Candidate's participation and teaching throughout the course.

Instructor Candidates are not permitted to complete their candidacy as part of a National CPST Certification Renewal Testing Course.

It is recommended that an Instructor Candidate not serve as the Checkup Event Coordinator for the same course.

Instructor Mentor

An Instructor Mentor mentors and evaluates an Instructor Candidate throughout their candidacy. Although only one Instructor Mentor is required (a primary Instructor Mentor), it is recommended that two Instructor Mentors evaluate each Instructor Candidate. An Instructor Mentor is recommended to teach as little as possible in order to focus on mentoring the Instructor Candidate.

It is recommended that an Instructor Mentor not serve as the Lead Instructor or Checkup Event Coordinator for the same course.

Course Assistant

A Course Assistant is a currently certified CPST who attends the course to provide behind the scenes help, i.e. setting up activities and skills evaluations.

The Course Assistant may be interested in applying to become an Instructor Candidate; in this instance, the Course Assistant is required to attend the course in its entirety.

The Course Assistant may also serve as the Site Coordinator or the Checkup Event Coordinator.

General Instructor Guidelines

INSTRUCTOR TEAM REQUIREMENTS

- Only currently certified CPST Instructors and Safe Kids-approved Instructor Candidates may teach the National CPST Certification Training course.
- Only currently certified CPST Instructors may teach the National CPST Certification Renewal Testing Course. Instructor Candidates are not permitted to teach any part of the National CPST Certification Renewal Testing Course.
- Currently certified Technicians serving as Course Assistants may assist with set-up and behind-the-scenes help in both the National CPST Certification Training and National CPST Certification Renewal Testing Courses.
- A minimum of two CPSTIs is required to register a course.
- All Instructors, Instructor Candidates and Course Assistants who are interested in Instructor candidacy on the Instructor Team are required to attend a pre-course meeting for each course.
- All members of the Instructor Team are responsible for making certain that the curriculum is delivered in its entirety, in modular order.
- All members of the Instructor Team are responsible for making certain that all national policies and procedures are followed.

INSTRUCTOR TEAM RECOMMENDATIONS

- The recommended maximum Instructor-to-student ratio is one to five.
- A maximum of 25 students is recommended.
- It is recommended that no more than three Instructor Candidates complete their instructor candidacy in the same National CPST Certification Training course.
- The Lead Instructor should not serve as the primary Instructor Mentor for an Instructor Candidate for the same course.
- The Lead Instructor should not serve as the Course Administrator for the same course.
- The Lead Instructor should not serve as the Site Administrator for the same course.
- The Lead Instructor, Assistant Instructors, Instructor Mentors, and Instructor Candidates should not serve as the Checkup Event Coordinator for the same course.

Course Administrator Checklist

The following checklist is intended to serve as a guide for Course Administrators and, as applicable, Site Administrators and Lead Instructors when planning and holding a course.

- Review the *Policies & Procedures Manual*, available at cert.safekids.org, for updated course requirements.
- Inform the State CPS Coordinator of the intent to offer a course. The State CPS Coordinator can assist in identifying Instructors, obtaining course materials, and identifying state-specific resources.
 - Current contact information is available at nhtsa.gov/car-seats-and-booster-seats/training-contacts-state-child-passenger-safety.
- Choose dates for the course, taking into account holidays and school closings that might create conflicts.
- Select a training facility and negotiate a contract, if applicable.
 - Hospitals, law enforcement academies, government agencies, and many businesses have facilities that are designed for training and may be available at a reduced cost or no cost.

Following are some factors to consider when selecting a site.

CLASSROOM

- Is the facility clean, in good repair, and professional in appearance?
- Is the classroom large enough to accommodate students, Instructor Team, equipment, and activities?
- Where will the projector and computer be placed and plugged in?
- Will all students be able to easily see the screen and Instructor?

LOCATION AND CONVENIENCE

- Can the classroom be locked at night or is secure storage available nearby?
- Will students and the Instructor Team be interrupted by other activities at the facility and have to vacate the classroom during the course?

- Is the parking lot readily accessible for practice activities and, if needed, a checkup event?
- In case of inclement weather, is there access to a covered parking area where practice activities can be conducted?
- Is food/meal preparation available on site? If not, are there other options, such as catering or nearby restaurants?
- Are there hotels that honor the government rate in close proximity?

AUDIOVISUAL EQUIPMENT

- Who is providing the audiovisual equipment?
 - Is there a screen in the classroom?
 - Are there speakers connected to the projection system in the classroom?
 - Is there a rental charge for equipment?
- Provide a certificate of insurance, if required by the training facility.
- Confirm the Instructor Team for the course.
- Discuss any requisite fees and/or travel reimbursement.
- Prepare a course budget. Include the following, as applicable:
- Instructor fees and/or travel expenses
 - Food for breakfast, lunch and breaks
- Determine the local course fee, if applicable.
- Select course type.
- A public course is open to all individuals.
 - A controlled course is open only to individuals approved (online) by the Lead Instructor or Course Administrator.
- Register the course with the National CPS Certification Program at cert.safekids.org.
- The course must be registered at least six weeks prior to the start date.
 - The National CPST Certification Training must be scheduled for at least *24 instructional hours*.
 - The National CPST Certification Renewal Testing Course must be scheduled for at least eight hours.
- Identify and work with the Site Administrator to assist with:
- Facility arrangements

- Lodging options
- Catering options
- Student recruitment
- Checkup event logistics



Recruit students.

- Send letters to the heads of agencies telling them about the course and why it would be useful for their employees to attend.



Schedule the required checkup event for Skills Evaluation 4.

- Identify a local Checkup Event Coordinator to handle the event. (Ideally, the Checkup Event Coordinator is not a member of the Instructor Team.)
- Partner with community groups and/or participate in events to maximize your resources. Examples include:
 - Drop-in Community Event: First-come, first-served public events are usually conducted at retail locations or other public venues such as a park.
 - Appointment-based Event: Interested families schedule a time to get their car seats and booster seats checked.
 - Partnering with an Inspection Station: The inspection station allows students to work its regularly scheduled checkup, usually by appointment.

For more information on planning and promoting a checkup event, refer to the *CPS Inspections and Checkup Events* document available at cpsboard.org.



Schedule a block of hotel rooms or compile a list of lodging suggestions for out-of-town students.



Coordinate catering to support the course.



Publicize the checkup event and make appointments, if applicable.

- Send confirmation email to registrants, including the following:
 - Course dates and times
 - Emphasize that attendance is required for the entire course.
 - Classroom location
 - Parking information
 - Link to the *Technician Guide* at cpsboard.org
 - Vehicle use request
 - Dress suggestions
 - Special accommodation needs notification request
 - Testing
 - Pumping Room
 - Meals
 - Lodging suggestions
 - Checkup event information
 - Explanation of how to pay local course fee, if applicable
 - Course Administrator contact information
 - Lead Instructor contact information

Refer to the Appendix for a sample course confirmation email.

- Reconfirm with training facility concerning classroom use for the course.
- Reconfirm with the Checkup Event Coordinator concerning the checkup event.
- Complete post-course activities:
 - Send thank you notes to community support agencies.
 - Send thank you letters to Instructor Team members.
 - Send copies or a summary of course evaluations to the Instructor Team.
 - Process Instructor reimbursement requests/pay invoices.

Lead Instructor Checklist

The following checklist is intended to serve as a guide for Lead Instructors and as applicable, Course Administrators when planning and holding a course.

- Review the *Policies & Procedures Manual*, available at cert.safekids.org, for updated course requirements.
- Review the *Instructor Prep Guide*, available at cpsboard.org.
- Check for curriculum updates at cpsboard.org.
- Create a detailed agenda including teaching assignments.
 - Include daily arrival and departure times.
 - Sample agendas are included in the *Instructor Prep Guide*.
- Send a confirmation email to the Instructor Team with the following:
 - Dates, times, and location of the course
 - MANDATORY pre-course meeting date, time, and location
 - This applies to the National CPST Certification Training only.
 - Agenda with teaching assignments
 - Roster
 - Suggested lodging
- Hold MANDATORY pre-course Instructor meeting (National CPST Certification Training only).
 - Review the agenda and teaching assignments
 - Discuss roles and expectations
 - Discuss teaching strategies
 - Discuss how to handle students who fail quiz or skills evaluation
 - Review the roster
 - Review any evaluations that will be used
 - Review Instructor Candidacy process, if applicable
 - Set up the room and prepare materials
 - Practice using audiovisual equipment including a sound check for videos

- Double-check online roster for accuracy at cert.safekids.org.
 - The roster must be correct by the end of the first day of the course. Contact National CPS Certification Program Customer Service at 877-366-8154 for assistance.

- Complete *required* post-course activities.
 - Calculate Instructor teaching hours.
 - Finalize course with the National CPS Certification Program at cert.safekids.org.

- Complete *recommended* post-course activities.
 - Send thank you notes to community support agencies.
 - Send letters of congratulations to students.
 - Remind how to check online CPST profile at cert.safekids.org. (Step-by-Step instructions are available at cert.safekids.org under Resources - FAQs.)
 - Send thank you letters to Instructor Team members.
 - Send copies or a summary of course evaluations to the Instructor Team.
 - Confirm with each Instructor the number of teaching hours earned.
 - Create an audit file of course materials including the following:
 - Agenda with teaching assignments
 - Hands-On Skills Evaluation Instructor Log
 - Sign-in Sheets
 - Roster
 - Score Sheets
 - Quiz Answer Sheets
 - Skills Evaluation 1 Answer Sheets
 - Skills Evaluation 2 Answer Sheets
 - Skills Evaluation 3 Answer Sheets
 - Skills Evaluation 4 Answer Sheets
 - Car Seat Check Forms from Skills Evaluation 4

Equipment and Supplies Checklist

The following equipment and supplies are suggested for each course:

General

- Tables
- Easel board, paper, and markers (optional)
- Duct tape
- Clipboards
- Directional signs for posting outside and inside the building
- Name tags and/or table tents
- Pens
- Highlighters
- Sticky notes
- Supplies for checkup event
- Food and drinks for snacks, meals

Course Materials

- Current course PowerPoint slides loaded onto laptop and/or on thumb drive
- Vehicle ID cards
- Scenario number cards
- Child age/weight/height cards
- Quizzes and answer sheets
- Skills evaluations answer sheets and forms
- Handouts
 - Local CPS resources
 - List of car seat manufacturers
- Check Forms
- Course/Instructor evaluation forms (optional but strongly recommended)
- Instructor candidacy paperwork

Audiovisual

- LCD projector
- Laptop

- Presenter/slide advancer
- Internet access (optional, encouraged)
- Extension cord/surge protector

Equipment

- Mock vehicle demonstrator seat
- Sample seat belt buckles
- Sample vehicle owner's manuals
- Locking clips
- Pool noodles/towels
- Sample non-approved products
- Dolls

Car Seats and Booster Seats

- Car seats and booster seats used for demonstrations should include a variety of old and new models. They should have intact labels, their original parts, and car seat manufacturer instruction manuals.
- The number of car seats and booster seats necessary for an effective and efficient course will vary. When determining seats needed for the course, Instructor Teams should consider:
 - Number of students
 - Equipment needed to complete all practice activities and skills evaluations within the allotted time

It is important to offer a good variety of car seats and booster seats including:

- Rear-facing only car seats
- Convertible car seats
- Forward-facing only car seats
- Combination car seats
- All-in-one car seats
- High back boosters
- Backless boosters
- Vests/harness for passenger vehicles

The following features should be considered to provide an overview of what is currently available on the market:

- Belt paths
- Lower anchor connectors
 - Flexible attachment system
 - Rigid attachment system
- Tethers
- Lock-offs
- Belt-tensioning plates
- Foot props/load legs
- Anti-rebound bars
- Buckles
- Retainer clips
- Harness adjustment mechanisms
- Inserts
- Recline adjustments
- Recline indicators
- Carry handles
- Weight limits
- Age requirements

Vehicles

The goal is to offer a variety of seat belt systems.

- Students, Instructors, or employees of the host agency may be able to supply vehicles to use in the training.
- A used vehicle dealer in the community may be willing to loan vehicles to fill seat belt system needs.

The following features should be considered to provide an overview of what is currently available on the market:

- Retractors
- Latch plates
- Seat belt anchors
- Shoulder belt height adjusters
- Airbags
- Airbag on/off switches
- Tether anchor locations
- Side-facing jump seats
- Integrated car seats/booster seats

Appendix A – Organizational Resources

National Highway Traffic Safety Administration

The National Highway Traffic Safety Administration (NHTSA) is an agency of the U.S. Department of Transportation. NHTSA developed the original curriculum and remains committed to providing regular updates to the curriculum.

Phone • 888-327-4236

Website • [nhtsa.gov](https://www.nhtsa.gov)

Regional Offices: NHTSA has ten regional offices around the country to provide local assistance to state and private sector highway safety programs.

Website • www.nhtsa.gov/about-nhtsa/regional-offices

Safe Kids Worldwide

Safe Kids Worldwide is the certifying body responsible for administering all aspects of the National CPST Certification Program. Contact National CPS Certification, a program of Safe Kids Worldwide, regarding registrations, materials, and certification.

Phone • 877-366-8154 or 202-803-4230

E-mail • cpscert@safekids.org

Website • cert.safekids.org

National Child Passenger Safety Board

The National Child Passenger Safety Board maintains the quality and integrity of the national certification curriculum. The National Safety Council manages the activities of the National Child Passenger Safety Board.

Phone • 630-775-2036

E-mail • secretariat@cpsboard.org

Website • cpsboard.org

State Child Passenger Safety Coordinators

State CPS Coordinators serve as the designated point of contact for CPS programs and services in the State.

Website • nhtsa.gov/car-seats-and-booster-seats/training-contacts-state-child-passenger-safety

Appendix B – Sample Confirmation Materials

SAMPLE CONFIRMATION EMAIL #1

Dear Future Child Passenger Safety Technician:

Please read this letter carefully! It will serve to prepare you for your upcoming National Child Passenger Safety course on _____ at _____.

Logistics

Directions to the course site are enclosed. The course starts promptly at _____ each day. You must attend and successfully complete the entire course to become certified. There are no excused absences from the class.

Leave your cell phone on silent while in the classroom. There are breaks throughout the day when you can make phone calls.

Breakfast and lunch are provided in the classroom for a cost of \$_____. If you have special food needs, please contact _____ at _____. Unless otherwise arranged, all students will receive the same meal choices.

What the Course Involves

This course addresses the basics of car seats, booster seats, seat belts, and proper vehicle installation. There will be practice activities in the classroom and outside in vehicles.

Please dress in comfortable clothing. Be prepared to work in and around vehicles. This is a physically demanding course that will require you to climb in and out of vehicles, apply weight into car seats, and manually adjust seat belts. If you have physical limitations that may prevent you from completing these tasks, please contact me at _____ to discuss your situation.

If you have not adjusted or installed a car seat or booster seat in a long time or question why this course takes so many hours to complete, you may want to attend a checkup event in your community or visit a local store to inspect different car seats and booster seats and get a better understanding of the problems faced by caregivers who transport young children. Coming to class with this information may help you get a jump on understanding subject matter.

If you have any questions about the course, the certification process, or travel logistics, please contact me at _____. I'm looking forward to seeing you at _____.

Sincerely,

Your signature

SAMPLE CONFIRMATION EMAIL #2

Child Passenger Safety Training Workshop
DATE, 20XX
Heartland County Police Training Center

Sponsored by the Heartland Safety Belt Coalition

Location: Heartland County Police Training Center, State Highway 123, just west of downtown Heartland. See the map on the reverse for detailed directions. Free parking is available in the visitors' parking lot. All students are encouraged to arrive in time to attend the welcoming reception on Monday evening (see attached schedule).

Accommodations: Rooms are available at the Heartland Motor Lodge for students from out of town. The hotel is two blocks from the training center and has an indoor pool, exercise facility, and 24-hour café. Please call the hotel directly at XXX-XXX-XXXX and ask for the Heartland Safety Belt Coalition's special rate of \$179 per night. Free shuttle service is available from the airport.

Dress: Dress comfortably for the training. Pants and sportswear are appropriate for the entire course, including the welcoming reception. Remember to bring appropriate clothing and outerwear to adapt to changing weather conditions. For the checkup event, students may wear uniforms/agency logo wear.

Fees: In addition to the national course fee of \$95 (paid directly to Safe Kids Worldwide), the local fee is [\$XX]. The fee is due no later than [DATE]. This fee includes all additional course materials and handouts, continental breakfast daily, lunch daily, and snacks.

Food: Breakfast and lunch are provided in the classroom. If you have special food needs, please contact _____ at _____. Unless otherwise arranged, all students will receive the same meal choices.

Reminders: This is a physically demanding course. You will be climbing in and out of a variety of vehicles outdoors during the practice activities and while participating in the final checkup event. If you have any medical or physical limitations, please contact the Lead Instructor for the course beforehand so arrangements may be made, if possible.

NOTES 

A large, empty rounded rectangular box intended for taking notes.