



Curriculum Add-Ons: Do's and Don'ts

As you get ready for your standardized course, you may want to use materials not included with your instructor materials. The materials are available using the *Instructor Downloads* link in your online profile.

These tips will help you make those choices. Confirm that the added materials are technically accurate and are consistent with the curriculum. Be selective so you don't overwhelm the students.

DOs – You can provide additional student handouts (optional)

- Anything referenced in the Technician Guide
- General handouts that reinforce curriculum content, such as fact sheets, LATCH Manual, etc.
- State laws description
- Local contact lists/class roster
- Handouts for students to practice curriculum content.
 - Example: Assigning seating positions, such as the in-class activity (seating positions, OP systems, family information); could be a homework assignment.
- Future events/next steps/action plan
- Handouts related to the recertification process

DOs – Course management

- YOU CAN add practice time to activities, testing, exams, etc.

DOs - Instructor Tools for course management. (Instructors Only)

- Tools that are used to make running a class easier –Instructor tracking/recording forms (e.g. instructor hours calculator)
- Tools for setting up practice activities and assessments
- Child age/weight cards, vehicle identification cards, vehicle position cards and anything else referenced in your instructor guide.

DON'T

- DO NOT add or change PowerPoint Slides content
- DO NOT add new content to the program (e.g. Belt Shortening Clips, additional school bus content)
 - DO: Make it into an update session where the new techs can earn a CEU.
 - DO: Provide information on upcoming CEU opportunities (such as webinars) at the end of class. (Locate upcoming webinar information in the CPS Express newsletters or on the CPS Certification website.
- DO NOT make your own skills test forms. You must use the ones provided.
- DO NOT add videos or topics to the curriculum. You could confuse students with funny or additional videos.
 - DO: Offer extra videos after the course is over (all testing). These should be voluntary (e.g. at lunch or after class).