



Can't Attend a Course?

How to Change a Registration:
Substitute, reschedule, cancel

May 2020

Can't Attend the Course?

If you have registered for a course and you are not able to attend, you have three options:

1. **Reschedule** your registration to another public course
2. **Substitute** a friend or colleague in your place
3. **Cancel** your registration (Cancellation fee policy below)

You may choose any of these options as late as the first day of the course. To get started, log into your online profile, click on "View Course Registration History," open the course information page and scroll to the bottom for options.

CANCELLATION FEE

If you choose to cancel your registration, you will forfeit part or all of your registration fee.

- If the cancellation date is more than 10 days from the start date of the course, the system will refund the registration fee **minus a \$10 cancellation fee.**
- If the cancellation date is between nine and one days prior to the start date of the course, the system will refund the registration fee **minus a \$30 late cancellation fee.**
- If the cancellation is made on the first date of class, there is **no refund.**
- Substitute registrants cannot cancel registration, but can reschedule their registration for an upcoming public course. Find out more about [public and controlled courses](#).

Safe Kids recommends avoiding cancellation fees by rescheduling to an upcoming course or substituting a friend or colleague.

If you must cancel due to an emergency, please download and submit the Emergency Fee Refund Application, found under [Resources-FAQS/Forms](#). The complete form must be submitted within one month of the original course date.

<https://cert.safekids.org/become-tech/cant-attend-course>

Log in at <http://cert.safekids.org>

NATIONAL
CHILD
PASSENGER
SAFETY
CERTIFICATION

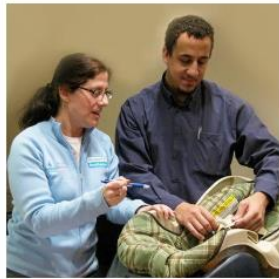
A Program of
Safe Kids Worldwide

[Who We Are](#) | [Newsletter](#) | [Policies and Procedures Manual](#) | [Contact Us](#) | [📞 2028756330](#)

[GET A CAR SEAT CHECKED](#) | [FIND A TECH](#) | [FIND A COURSE](#) | [LOG IN](#)

Click on
LOG IN

[BECOME A TECH](#) | [I'M A TECH](#) | [COURSE ADMINISTRATION](#) | [ORGANIZATION MANAGEMENT](#) | [RESOURCES - FAQs](#)



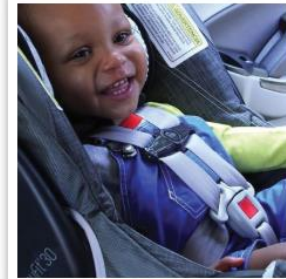
BECOME A TECH



I'M A TECH



FIND A TECH



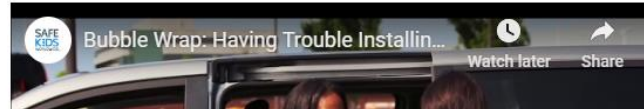
THE ULTIMATE CAR SEAT GUIDE

ABOUT CPS CERTIFICATION

Have you heard about events where folks get one-on-one personalized instruction on how to properly use their child's car seat? Join the team of over 43,000 nationally certified Child Passenger Safety Technicians (CPST) and



BUBBLE WRAP OR A CPS TECH? GO WITH THE TECH!



Click on CPS 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

Portal

Not Logged In

Safe Kids Online Services - Login

New Signup

Please click "New Individual Account" link in the left menu or "Create an Account" button on the right side if you have never made an online profile with Safe Kids before.

Forgot Your Password?

Please [click here](#) to have your password emailed to you.

Login

 [Show](#)
[Login](#) [Forgot Password?](#)

Don't have an account?

If you are am new to CPS Technician Certification? Click on the Create An Account button below to create an online profile.

[Create an Account](#)

Need help logging in?

If you cannot remember your access information, select the "[Forgot Password](#)" link or contact our customer service team via email at CPScert@safekids.org or by calling 202-875-6330

Need help?

Scroll to registration

Click on what you
want to do or
DETAILS

Position Title	Superhero						
Company Type	Other						
SK Coalition	Yes						
Ethnicity							
Contact Info							
Primary Email	wonder@woman.com	Secondary Email					
Preferred Phone	202-555-1212	Cell Phone					
Work Phone							
Address							
Mailing Address	Justice League 123 Warner Way Metropolis, DC 20037 County: Washington	Post Address	Justice League 123 Warner Way Metropolis, DC 20037 County: Washington				
Additional Information							
Special Needs Month		Special Needs Year					
School Bus Month		School Bus Year					
Attributes							
Permission to Post	• Available to Public						
Course Sign Ups/Registrations							
Num	SignupID	Course Num	Score Percent	Hands On	Seat Check	Status	Action
1	CMS-SIGNUP-398	IN20190531656	N/A	N/A	N/A	Registered	Details Cancel Reschedule Substitute

Details Page

Select an option at the top and follow the prompts.

Cancel Substitute Reschedule

CMS-SIGNUP-398: IN20190531656 registration created on 09/20/2019

Level	Registered	Level Last Updated	Fri Sep 20 2019
Last Update	<ul style="list-style-type: none">Last Updated: 9/20/2019 12:51:29 PMResult: Level set to Registered.		

Course Information

AppInfo	Course	End Date	Location	Payment Type	Hands On	Seat Check	Score
	IN20190531656	9/26/2019	Delaware County Emergency Medical Service, Station #3 4801 E. Memorial Drive Muncie, IN 47302	Credit Card	N/A	N/A	N/A

DateTime & Hours

Lead Instructor	I745960: Kellie L Maddox Mrs.																				
Lead Inst Hours																					
Course Admin	Kellie L Maddox Mrs.																				
Course ID	IN20190531656																				
Region	US																				
Date/Time Info	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Date</th><th>Time</th><th>Hours</th></tr></thead><tbody><tr><td>09/23/2019 (Mon)</td><td>08:00 am - 05:00 pm</td><td>9.00</td></tr><tr><td>09/24/2019 (Tue)</td><td>08:00 am - 05:00 pm</td><td>9.00</td></tr><tr><td>09/25/2019 (Wed)</td><td>08:00 am - 05:00 pm</td><td>9.00</td></tr><tr><td>09/26/2019 (Thu)</td><td>08:00 am - 05:00 pm</td><td>9.00</td></tr><tr><td colspan="2" style="text-align: right;">Total:</td><td>36.00</td></tr></tbody></table>			Date	Time	Hours	09/23/2019 (Mon)	08:00 am - 05:00 pm	9.00	09/24/2019 (Tue)	08:00 am - 05:00 pm	9.00	09/25/2019 (Wed)	08:00 am - 05:00 pm	9.00	09/26/2019 (Thu)	08:00 am - 05:00 pm	9.00	Total:		36.00
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Total:		36.00																			

Example Reschedule

Confirm



Reschedule

Please review these policies, check the agreement box and press Submit to continue.

Safe Kids registration reschedule policy is as follows:

- There is no fee charged to reschedule to an available course.
- You can reschedule your registration to a different public course at any time up to and including the first day of class.
- You can only reschedule to attend public courses with an open seat.

I understand the above policy.

Cancel Next > **Submit**





Search for Courses

page:

Available Active Courses

Courses

Course ID	<input type="text"/>	State	<input type="text" value="CA-California"/>
Course Type	<input type="text"/>	Manual Language	<input type="text"/>
Start Date	<input type="text"/>  to <input type="text"/> 		

Search shows
only public
courses.

Click on
DETAILS.

Search Courses

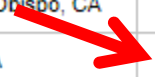
Courses

Course ID	<input type="text"/>	State	CA-California ▼
Course Type	<input type="text" value="▼"/>	Manual Language	<input type="text" value="▼"/>
Start Date	<input type="text"/> to <input type="text"/>		


Search Criteria: Course State: CA

Course ID	Course	Type	Manual	Starts	Seats	Location	More Info
CA20190619723	Certification	Public	English	9/17/2019	19	Bakersfield, CA	<input type="button" value="Details"/>
CA201812101206	Certification	Public	English	9/18/2019	9	Menlo Park, CA	<input type="button" value="Details"/>
CA20190627755	Certification	Public	English	10/8/2019	14	San Luis Obispo, CA	<input type="button" value="Details"/>
CA20190517632	Certification	Public	English	10/15/2019	8	Clovis, CA	<input type="button" value="Details"/>

Listed: 4



Confirm Course Selection

fees. SAFE KIDS does not accept local fees.																						
Course Description	You must be at least 18 years old at the time the course starts. The standardized child passenger safety technician (CPST) certification course is usually 3-4 days long and combines classroom instruction, hands-on work with car seats and vehicles, and a community safety seat checkup. Attendance is required for the entire course.																					
Location	Clovis Evangelical Free Church																					
Address1	2377 Armstrong Avenue																					
Address2																						
City	Clovis																					
State	CA																					
Zip	93611																					
Country	USA																					
Date/Time Info	<table><thead><tr><th>Date</th><th>Time</th><th>Hours</th></tr></thead><tbody><tr><td>10/15/2019 (Tue)</td><td>08:00 am - 05:00 pm</td><td>9.00</td></tr><tr><td>10/16/2019 (Wed)</td><td>08:00 am - 05:00 pm</td><td>9.00</td></tr><tr><td>10/17/2019 (Thu)</td><td>08:00 am - 05:00 pm</td><td>9.00</td></tr><tr><td>10/18/2019 (Fri)</td><td>08:00 am - 05:00 pm</td><td>9.00</td></tr><tr><td>10/19/2019 (Sat)</td><td>09:00 am - 01:00 pm</td><td>4.00</td></tr><tr><td colspan="2">Total:</td><td>40.00</td></tr></tbody></table>	Date	Time	Hours	10/15/2019 (Tue)	08:00 am - 05:00 pm	9.00	10/16/2019 (Wed)	08:00 am - 05:00 pm	9.00	10/17/2019 (Thu)	08:00 am - 05:00 pm	9.00	10/18/2019 (Fri)	08:00 am - 05:00 pm	9.00	10/19/2019 (Sat)	09:00 am - 01:00 pm	4.00	Total:		40.00
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10/19/2019 (Sat)	09:00 am - 01:00 pm	4.00																				
Total:		40.00																				
Instructor Info																						
Lead Instructor																						
Name	Kimberly Wilson																					
Lead Instructor Phone	559-432-2223																					
Lead Instructor Email	kim@babysafefresno.com																					
Additional Instructors	<table><thead><tr><th>Name</th><th>Cert ID</th></tr></thead><tbody><tr><td>Margarita Serrano</td><td>I601409</td></tr></tbody></table>	Name	Cert ID	Margarita Serrano	I601409																	
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<p>Important: To pass the course, technician candidates must participate in a community check up event with families and children. If there is any reason you are unable to meet this requirement, legal or otherwise, do not continue with the registration process. You are ineligible to become a certified passenger safety technician. No refunds will be provided.</p>																						
																						
Reschedule to this Course Search Another Course																						

Confirm

Confirm Course Selection

Instructions

Course Info

Course ID	CA20190517632
Location	Clovis, CA
Manual Language	English
Course Start Date	10/15/2019
Address	2377 Armstrong Avenue, Clovis, CA, 93611, USA
Lead Instructor Phone	559-432-2223
Lead Instructor Email	kim@babysafefresno.com
Additional Local Fee	No Local Fee

Important: To pass the course, technician candidates must participate in a community check up event with families and children. If there is any reason you are unable to meet this requirement, legal or otherwise, do not continue with the registration process. You are ineligible to become a certified passenger safety technician. No refunds will be provided.



Confirm Reschedule

Search Another Course

Confirmation

Registration successfully rescheduled!

Your registration has been rescheduled.

[Return to My Account](#)



Course Information Emailed

Dear Diana,

This email is to notify you that you have successfully rescheduled your course registration from course IN20190531656 to course CA20190517632.

Please note the course information below:

Course ID	IN20190531656
Manual Language	English
Lead Instructor	Kellie Maddox



Need help?

CPST Certification Program

202-875-6330

cpscert@safekids.org

