



# How to Register for a Public Course (Pay by credit card)

May 2020

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

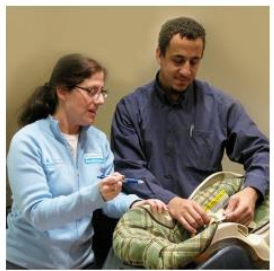
NATIONAL  
CHILD  
PASSENGER  
SAFETY  
CERTIFICATION


A Program of  
Safe Kids Worldwide

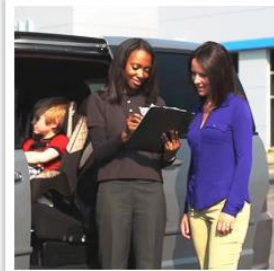
Who We Are | Newsletter | Pol 1-877-366-8154


GET A CAR SEAT CHECKED | FIND A TECH | FIND A COURSE | 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

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

SAFE KIDS Bubble Wrap: Having Trouble Installing ...

Click on LOG IN

# 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?](#)

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## 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.

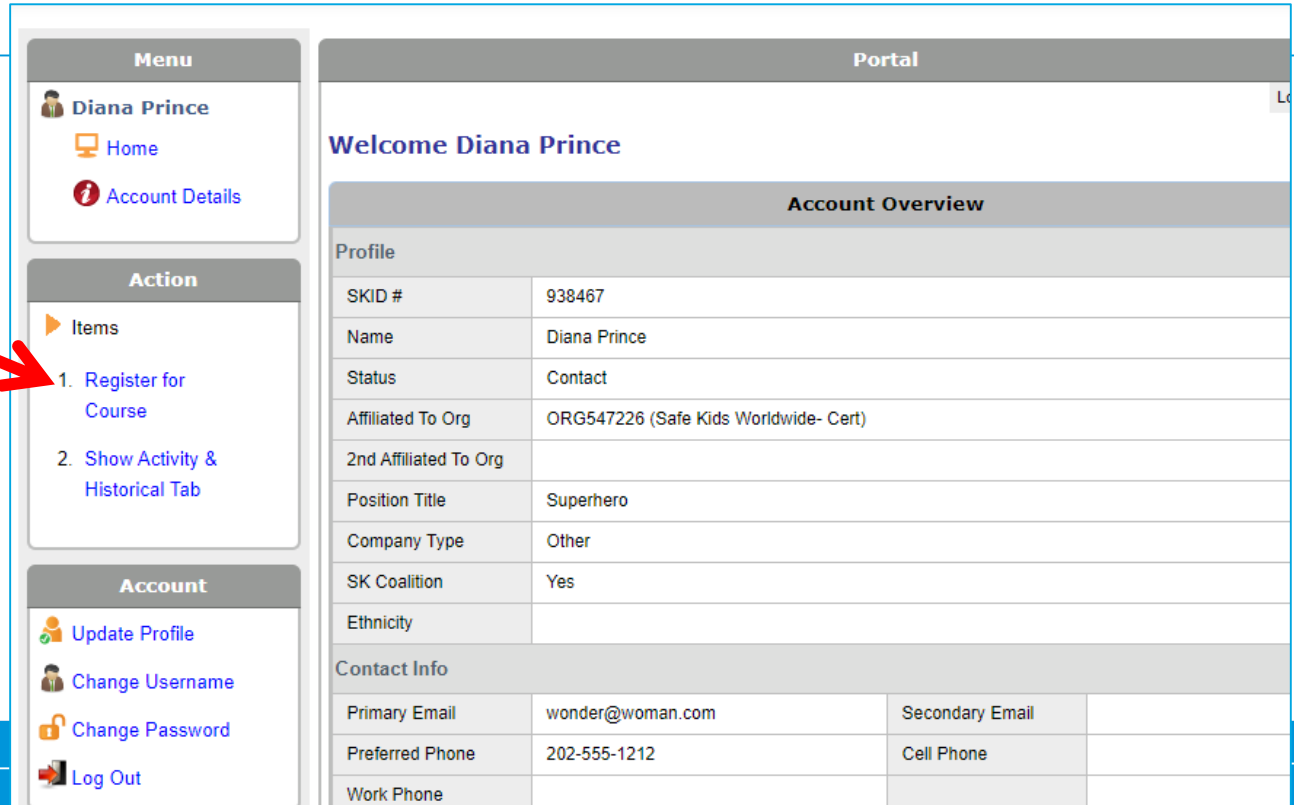
[Create an Account](#)

## 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](mailto:CPScert@safekids.org) or by calling 202-875-6330

**Need help?**

# Click on Register for a Course



The screenshot shows a user portal for Diana Prince. The interface is divided into a left sidebar and a main content area. The sidebar contains three sections: 'Menu', 'Action', and 'Account'. The 'Action' section is highlighted with a red arrow pointing to the first item, '1. Register for Course'. The main content area displays a 'Welcome Diana Prince' message and an 'Account Overview' section with a profile table and contact information.

**Menu**

- Diana Prince
- Home
- Account Details

**Action**

- Items
- 1. Register for Course
- 2. Show Activity & Historical Tab

**Account**

- Update Profile
- Change Username
- Change Password
- Log Out

**Portal**

Welcome Diana Prince

**Account Overview**

Profile

|                       |                                       |
|-----------------------|---------------------------------------|
| SKID #                | 938467                                |
| Name                  | Diana Prince                          |
| Status                | Contact                               |
| Affiliated To Org     | ORG547226 (Safe Kids Worldwide- Cert) |
| 2nd Affiliated To Org |                                       |
| 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      |                  |                 |  |

# Search Courses

Search Courses

Search

[Sign up for Email alerts when courses are added](#)

**Note:** All courses are taught in English.

The national course fee is \$95. Review the course information page carefully as there may be an additional local fee.

People interested in the Certification Renewal Testing Course must have an expired certification and stayed current in the field. Any candidates who have not kept up with the latest in CPS, should retake the full Certification Course.

A student workbook (Technician Guide) is provided to all students. For a preview, you may find it at [www.cpsboard.org](http://www.cpsboard.org) under Tech + Instructor Curriculum.

Fill in the form below with whatever information you know. You don't have to fill in the entire form. Then click submit at the bottom of the page.

## Available Active Courses

### Courses

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


Reset

Search

# Sign up for email alerts

If there isn't one near you, sign up for an email alert when a course is added in your state.

Search Courses

Search  [Sign up for Email alerts when courses are added](#)

**Note:** All courses are taught in English.

The national course fee is \$95. Review the course information page carefully as there may be an additional local fee.



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**Available Active Courses**



**Courses**


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

# Search for Courses by State

**Available Active Courses**

**Courses**

|             |  |                 |   |
|-------------|--|-----------------|---|
| Course ID   | <input type="text"/>   | State           | <input type="text" value="IN-Indiana"/> |
| Course Type | <input type="text"/>   | Manual Language | <input type="text"/>                    |
| Start Date  | <input type="text"/>  to <input type="text"/>  |                 |   |







# Results

### Search Courses

**Courses**

|             |  |                 |                                |
|-------------|--|-----------------|--------------------------------|
| Course ID   | <input type="text"/>   | State           | IN-Indiana ▾                   |
| 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: IN

| Course ID     | Course        | Type       | Manual  | Starts     | Seats | Location         | More Info                              |
|---------------|---------------|------------|---------|------------|-------|------------------|--|
| IL20190509613 | Certification | Public     | English | 9/19/2019  | 0     | Indianapolis, IN | <input type="button" value="Details"/> |
| IN20190619729 | Certification | Public     | English | 9/19/2019  | 6     | Indianapolis, IN | <input type="button" value="Details"/> |
| IN20190531656 | Certification | Public     | English | 9/23/2019  | 2     | Muncie, IN       | <input type="button" value="Details"/> |
| IN20190611687 | Certification | Controlled | English | 9/26/2019  | 11    | Indianapolis, IN | <input type="button" value="Details"/> |
| IN20190506589 | Certification | Public     | English | 10/14/2019 | 9     | Washington, IN   | <input type="button" value="Details"/> |
| IN20190611689 | Certification | Controlled | English | 10/17/2019 | 13    | Indianapolis, IN | <input type="button" value="Details"/> |
| IN2019010438  | Certification | Public     | English | 10/23/2019 | 8     | Leesburg, IN     | <input type="button" value="Details"/> |


Listed: 7

Click on DETAILS



# Course Details

Review all the course information and scroll to the bottom.

|   |                |         |
|---|----------------|---------|
|   | Donna Barttrum | 1/6/526 |
| <p><b>Important:</b> 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> |                |         |
| <p style="text-align: center;"> <a href="#">Register for this Course</a> <a href="#">Search Another Course</a></p>   |                |         |

# Confirm Course Selection

## Course Info

|                       |  |
|-----------------------|--|
| Course ID             | IN20190531656                                  |
| Location              | Muncie, IN                                     |
| Manual Language       | English  |
| Course Start Date     | 9/23/2019                                      |
| Address               | 4801 E. Memorial Drive, Muncie, IN, 47302, USA |
| Lead Instructor Phone | 765-751-5786                                   |
| Lead Instructor Email | kmaddox1@juhealth.org                          |
| 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 and Pay

Search Another Course



# Select payment type

Note: E-Voucher and Purchase Order are options if you have an organization affiliation.

The screenshot shows the SAFETY CERTIFICATION portal interface. The user is logged in as Diana Prince. The main content area displays a reservation for 'IN20190531656 registr...' with the reservation ID 'CMS-SIGNUP-398'. The 'Payment Type' dropdown menu is open, showing options: E-Voucher, Purchase Order, Credit Card, and Check. A red arrow points to the 'Credit Card' option.

**SAFETY CERTIFICATION** CERTIFICATION PORTAL

A Program of Safe Kids Worldwide

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

[Spanish](#)

**Menu**

- Diana Prince
- Home
- Account Details

**Action**

- Items
- 1. Show Activity & Historical Tab

**Account**

- Update Profile
- Change Username

**Portal** QC Version

Logged In: Diana Prince

**IN20190531656 registr...** **Reservation** **CMS-SIGNUP-398**

Fee Information

Payment Type

Cancel Next > Submit

E-Voucher

Purchase Order

Credit Card

Check

The screenshot shows the same reservation page as the previous one, but with 'Credit Card' selected in the 'Payment Type' dropdown menu. A red arrow points to the 'Submit' button.

**IN20190531656 registr...** **Reservation** **CMS-SIGNUP-398**

Fee Information

Payment Type

Cancel Next > Submit

# Enter payment

Select Payment Method

**Directions:**

- 1) Select your payment method using the drop-down menu,
- 2) Provide the information in all of the required fields, then
- 3) Click **Submit**.

**Important Note:** For security reasons, this system will not store your payment information.

Select Payment Method\*

Card Number\*

Expiration Date\*  /

Verification Code\*  This is the 3 or 4 digit code at the back of your credit card

Name on the Card\*


Billing Address\*

Billing City\*

Billing State\*

Billing Postal Code\*

Billing Country\*



# Confirmation

## Payment Successful

Your payment is now complete. An email confirmation of your payment had been sent to [wonder@woman.com](mailto:wonder@woman.com). You may also print this page or write down your payment confirmation number for your records: **CMS-PMT-334**.

| Item | Date       | Description  | Amount |
|------|------------|--|--------|
| 1    | 09/20/2019 | Cert Course Registration Fee<br>CMS-SIGNUP-398: IN20190531656 registration created on 09/20/2019 | 95.00  |

[Return to My Account](#)



# Receipts: Emailed

A receipt will be emailed.

We have processed the following payment:

**Bill To:**

Diana Prince  
123 Warner Way  
Metropolis, DC 20037

**Payment ID:** CMS-PMT-334

**Amount:** USD 95.00

**Paid On:** Fri Sep 20 2019 12:50:54 pm

**Method:** CC - Visa

**Reference:** CC (Last 4): 1111

The following payments were received:

| Item | Date       | Description  | Amount |
|------|------------|--|--------|
| 1    | 09/20/2019 | Cert Course Registration Fee<br>CMS-SIGNUP-398: IN20190531656 registration created on 09/20/2019 | 95.00  |

**Please note:** Credit card payments will appear under the name of Safe Kids Worldwide on your statement.

For further assistance, or if you have any questions, please email us at [CPSCert@safekids.org](mailto:CPSCert@safekids.org) or call us at 1-877-366-8154 for help.

Regards,

CPS Certification Program  
Safe Kids Worldwide  
[cert.safekids.org](http://cert.safekids.org)

# Receipts: Need One

Click on Show Activity & Historical Tab



### Menu

**Diana Prince**

- Home
- Account Details

### Action

- Items
- 1. Show Activity & Historical Tab**

### Account

- Update Profile
- Change Username

### Portal

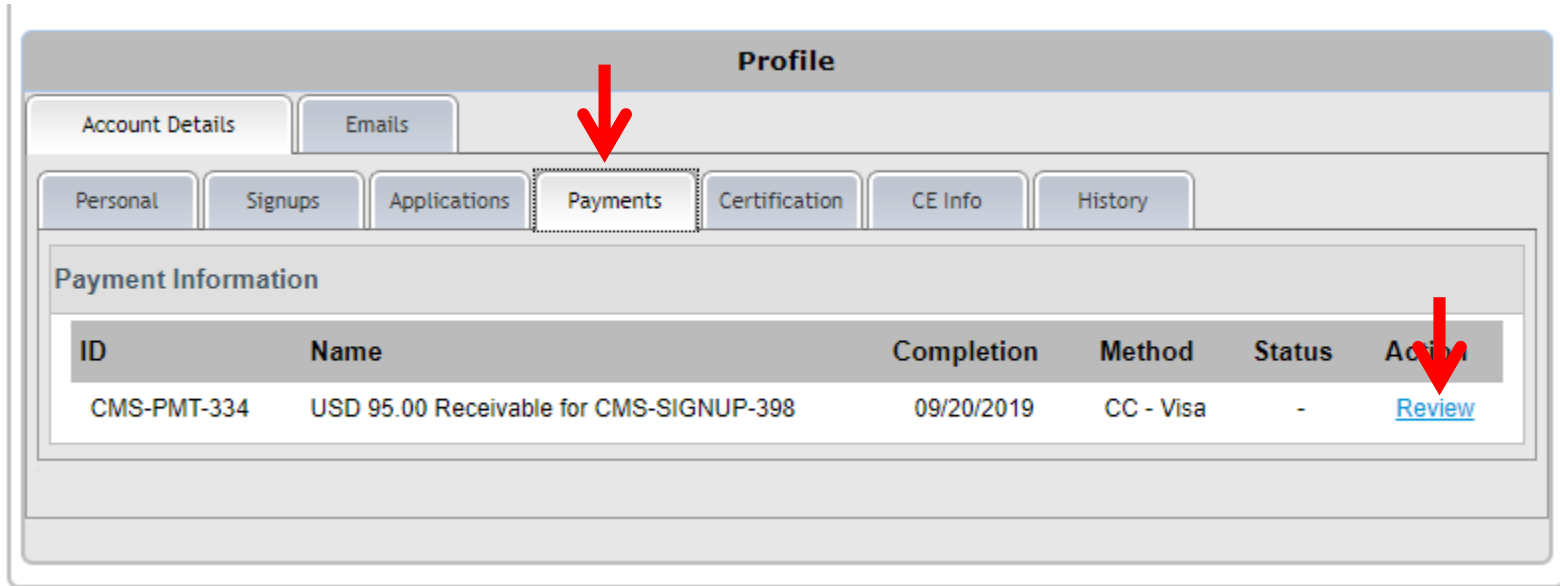
Welcome Diana Prince

#### Account Overview

| Profile               |                                       |
|-----------------------|---------------------------------------|
| SKID #                | 938467                                |
| Name                  | Diana Prince                          |
| Status                | Technician Candidate                  |
| Affiliated To Org     | ORG547226 (Safe Kids Worldwide- Cert) |
| 2nd Affiliated To Org |                                       |
| Position Title        | Superhero                             |
| Company Type          | Other                                 |
| SK Coalition          | Yes                                   |
| Ethnicity             |                                       |



# Click on Payments tab



The screenshot shows a user profile interface. At the top, the word "Profile" is centered. Below it are two tabs: "Account Details" and "Emails". A red arrow points down to the "Payments" tab, which is highlighted with a dashed border. Below these are more tabs: "Personal", "Signups", "Applications", "Payments", "Certification", "CE Info", and "History". Underneath the tabs is a section titled "Payment Information" containing a table with the following data:

| ID          | Name                                    | Completion | Method    | Status | Action                 |
|-------------|---|------------|-----------|--------|------------------------|
| CMS-PMT-334 | USD 95.00 Receivable for CMS-SIGNUP-398 | 09/20/2019 | CC - Visa | -      | <a href="#">Review</a> |

A second red arrow points down to the "Review" link in the "Action" column of the table. At the bottom center of the slide, there are three white dots on a blue background.

# Print or Email Receipt

USD 95.00 Receivable for CMS-... Complete CMS-PMT-334

Overview

Print Receipt Email Receipt

CMS-PMT-334: USD 95.00 Receivable for CMS-SIGNUP-398

|             |  |                    |                 |
|-------------|--|--------------------|-----------------|
| Profile     | Diana Prince   |                    |                 |
| Level       | Complete   | Level Last Updated | Fri Sep 20 2019 |
| Last Update | <ul style="list-style-type: none"><li>Last Updated: 9/20/2019 12:50:53 PM</li><li>Result: Level set to Complete.</li></ul> |                    |                 |

Payment Items

| Item | Date       | Description  | Amount | Paid By                     |
|------|------------|--|--------|-----------------------------|
| 1    | 09/20/2019 | Cert Course Registration Fee<br>CMS-SIGNUP-398: IN20190531656 registration created on 09/20/2019 | 95.00  | <a href="#">CMS-PMT-334</a> |

Payment Summary

| ID          | Paid On             | Payment Amount | Method    | Reference         |
|-------------|---------------------|----------------|-----------|-------------------|
| CMS-PMT-334 | 2019-09-20 12:50 pm | 95.00          | CC - Visa | CC (Last 4): 1111 |

# Need help?

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**CPST Certification Program**

**202-875-6330**

**[cpscert@safekids.org](mailto:cpscert@safekids.org)**

