



# How to Recertify

## Paying the Fee

Nov 2019

# How do I enter the requirements?



# 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

Home

## CPS Tech Log-In

### Safe Kids Online Services - Login

**Login**

**Username**

**Password**

#### New Signup

Please click [here](#) if you have never made an online profile with Safe Kids before.

#### First Time Here?

Please use your **SK ID** as username and **your Last Name** as password. If you do not know your SK ID, please contact customer service for assistance.

If you have already been assigned a username and password with the old system, please use them instead.

#### Forgot Your Password?

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

**Need help?**


# Certification Detail: Bottom of profile

Certification Information

Certification	Cert ID #	Cert Date	Valid Until	Status	Action
CPST	T938467	01/01/2018	12/31/2019	Active	<a href="#">Print Wallet Card</a> <a href="#">Certification Details</a>

Recertification - enter information and pay fee  
Once all the requirements are met and you are **within four months** of your certification cycle end date you will see a "Recertify" link under Action items.

Certification	Recert Cycle	Completion	Recert Available	Status	Action
CPST	01/01/2018 - 12/31/2019	0%	08/31/2019	-	<a href="#">View Summary</a> <a href="#">Add/Review CEUs</a> <a href="#">Add/Submit Seat Checks</a> <a href="#">Comm Education</a>



# View Summary

Can add requirements by clicking on the buttons at the top

When within 4 months of exp. date

CPST Recert Cycle 01/01/2018... Recert Available CMS-RECERTCY-8130

Overview

Add/Review CEUs Add Seat Checks Add Community Education Print

CMS-RECERTCY-8130: CPST Recert Cycle 01/01/2018 - 12/31/2019

Level	Recert Available	Level Last Updated	Fri Sep 20 2019
Last Update	<ul style="list-style-type: none"><li>Last Updated: 9/20/2019 1:52:57 PM</li><li>Comment: Added cert CMS-CERTREC-118</li></ul>		

Cycle Details

Period	Recert Available	Status
01/01/2018 - 12/31/2019	8/31/2019	Recert Available

Certification

Credential	Certification	Status	Action
T938467	CPST	Active	<a href="#">Review</a>

Recert Cycle

	Min Required	Applied	Remaining	
Seat Checks	5	0	5	0%
CEU	6	0	6	0%
Community Education	Yes	-	Yes	0%

Total CEUs Reported

Click [here](#) to report

# Paying the Fee

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# Paying the Fee

You can pay the fee when:

- 1) You are within 4 months of your CPST expiration date
- 2) All your requirements are complete

Click on RECERTIFY

Certification Information					
Certification	Cert ID #	Cert Date	Valid Until	Status	Action
CPST	T938467	01/01/2018	12/31/2019	Active	<a href="#">Print Wallet Card</a> <a href="#">Certification Details</a>

Recertification - enter information and pay fee  
Once all the requirements are met and you are **within four months of your certification cycle end date** you will see a "Recertify" link under Action items.

Certification	Recert Cycle	Completion	Recert Available	Status	Action
CPST	01/01/2018 - 12/31/2019	100%	08/31/2019	-	<a href="#">Recertify</a> <a href="#">View Summary</a> <a href="#">Add/Review CEUs</a> <a href="#">Add/Submit Seat Checks</a> <a href="#">Comm Education</a>

Course Sign Ups/Registrations

All done!

4 months prior



# Select Payment Method

If you are affiliated with an Organization Account, you will see the options E-Voucher and Purchase Order.

The screenshot displays the 'Apply for Recertification' web interface. On the left, there is a navigation sidebar with 'Home' and 'Account Details' at the top. Below, the 'Account' section includes 'Update Profile', 'Change Username', 'Change Password', and 'Log Out'. The 'Resources' section includes 'Visit the Safe Kids Worldwide website'. The main content area is titled 'Apply for Recertification' and shows a 'Recertification Application' form. The form includes a 'Recert Cycle' of 'CPST Recert Cycle 01/01/2018 - 12/31/2019' and a 'Payment Amount' of '\$55'. The 'Payment Type' dropdown menu is open, showing options: 'E-Voucher', 'Purchase Order', 'Credit Card', and 'Check'. The form also features 'Cancel', 'Prev', 'Next', and 'Submit Application' buttons. The footer contains navigation links: 'ABOUT THE PROGRAM', 'TECHS', 'INSTRUCTORS/MANAGERS', 'FAQS/HELP', and the 'SAFE NHTS' logo.

# Pay by Credit Card

Recert Cycle: CPST Recert Cycle 01/01/2018 - 12/31/2019


RecertCycle Fee Info

Fee Information

Payment Amount: \$55

Payment Type\* Credit Card ▼

Cancel < Prev Next > Submit Application



# Enter Information

Items to Pay

Item	Description	Level	Due
1	Technician Recertification Fee CMS-RECAPP-201: CPST Recertification Application for recent cycle ending 2019	Pending	55.00
Total Due:			55.00

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-336**.

Item	Date	Description	Amount
1	09/23/2019	Technician Recertification Fee CMS-RECAPP-201: CPST Recertification Application for recert cycle ending 2019	55.00

[Return to My Account](#)



# Emailed Receipt

We have processed the following payment:

**Bill To:**

Diana Prince  
123 Warner Way  
Metropolis, DC 20037

**Payment ID:** CMS-PMT-336

**Amount:** USD 55.00

**Paid On:** Mon Sep 23 2019 12:12:35 pm

**Method:** CC - Visa

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

The following payments were received:

Item	Date	Description	Amount
1	09/23/2019	Technician Recertification Fee CMS-RECAP-201: CPST Recertification Application for recert cycle ending 2019	55.00

**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. Register for Course
2. Print Wallet Card
3. Pay Tech Proxy Fee
4. Pay Instructor Candidacy Fee
5. Activity & History



**Portal**

**Welcome Diana Prince**

**Account Overview**

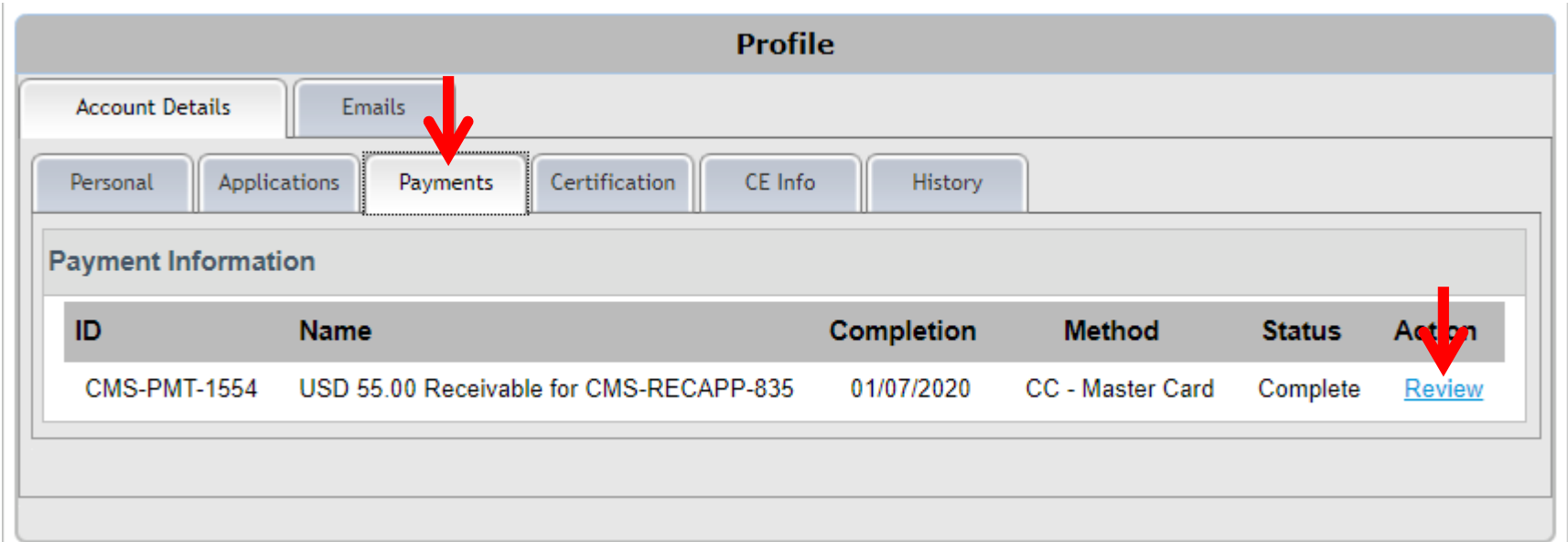
**Profile**

SKID #	771343		
Name	Diana Prince		
Status	Certified Technician		
Affiliated To Org			
2nd Affiliated To Org			
Position Title	Art Restorer		
Company	Metropolitan Museum	Type	Other
SK Coalition	Yes		

**Contact Info**

Primary Email	Dprince@JusticeLeague.org	Post Email	Dprin
Preferred Phone	202-555-1212	Post Phone	202-

# Click on Payments tab



The screenshot shows a user profile interface. At the top, the title "Profile" is centered. Below it, there are two tabs: "Account Details" and "Emails". The "Emails" tab is selected, and a red arrow points down to it. Below these tabs, there is a row of six sub-tabs: "Personal", "Applications", "Payments", "Certification", "CE Info", and "History". The "Payments" tab is selected, and a red arrow points down to it. Below the sub-tabs, there is a section titled "Payment Information". This section contains a table with the following data:

ID	Name	Completion	Method	Status	Action
CMS-PMT-1554	USD 55.00 Receivable for CMS-RECAP-835	01/07/2020	CC - Master Card	Complete	<a href="#">Review</a>

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

# Print or Email Receipt

USD 55.00 Receivable for CMS-... Complete CMS-PMT-336

Overview

Print Receipt Email Receipt

CMS-PMT-336: USD 55.00 Receivable for CMS-RECAPP-201

Profile	Diana Prince		
Level	Complete	Level Last Updated	Mon Sep 23 2019
Last Update	<ul style="list-style-type: none"><li>Last Updated: 9/23/2019 12:12:34 PM</li><li>Result: Level set to Complete.</li></ul>		

Payment Items

Item	Date	Description	Amount	Paid By
1	09/23/2019	Technician Recertification Fee CMS-RECAPP-201: CPST Recertification Application for recert cycle ending 2019	55.00	<a href="#">CMS-PMT-336</a>

Payment Summary

ID	Paid On	Payment Amount	Method	Reference
CMS-PMT-336	2019-09-23 12:12 pm	55.00	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)**

