

Refer to the Instructor Prep Guide for Administration and other details.

Skills Evaluation 4 • Checkup Event

Students demonstrate their ability to provide accurate technical information following the Child Passenger Safety Technician Code of Conduct while conducting car seat checks.

Instructors are responsible for verifying the student's technical skills, knowledge, and communication abilities to teach caregivers.

- **Time for Completion:** The *required* time limit is at least 120 minutes (two hours), excluding event set up and break down.

SKILLS EVALUATION 4 PREPARATION

Advance efforts, planning, and promotion for a well-attended Skills Evaluation 4 is critical to the National CPST Certification training. It is essential that caregivers attend the event.

1. Refer to the *CPS Inspections and Checkup Events* document found in the curriculum resources at cpsboard.org for more information for scheduling a checkup event.
2. It is strongly encouraged that a Checkup Event Coordinator, who is not on the Instructor Team, arrange, promote, and manage the checkup event. The Checkup Event Coordinator's responsibilities may include:
 - Promoting the event.
 - Scheduling appointments and sending reminders, if taking appointments.
 - Recruiting and coordinating volunteers, if applicable.
 - Making sure all equipment and supplies are on site.
 - Developing a traffic safety plan.
 - Securing the area (cones, etc.), at an outside event.
3. Determine which standardized car seat check form will be used for the event and make arrangements to have it available for review by the students prior to the event.

SKILLS EVALUATION 4 EVENT GUIDELINES

1. The checkup event must be scheduled for at least 120 minutes (2 hours).
2. An inspection station may be used as the checkup event site.
3. The checkup event may be open to the public or appointment-based.
 - If by appointment, it is suggested to allow at least 45 minutes per car seat check.
4. In the case of low attendance at the checkup event, the Instructor Team must be prepared to create mock scenarios. Refer to the "Low Attendance Guidelines" section that follows for guidance.

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SKILLS EVALUATION 4 LOW ATTENDANCE GUIDELINES

Sometimes, even with the best preparation, the checkup event is not well attended. Make the most of your time together. Be proactive! This is when Instructors evaluate the student's abilities to apply new technical skills and provide appropriate communication and education to the caregivers in the same manner that they will be evaluated for as a signoff for recertification.

Here are some options:

- A member of the Instructor Team acts as the caregiver (they should act as "natural" as possible), with a car seat or booster seat installed and a doll harnessed to simulate real-world misuse.
- Instructors can arrange for friends, family, and co-workers to attend the event with their own children and car seats/booster seats.
- Instructors can work with the host agency to recruit caregivers working at the site.

SKILLS EVALUATION 4 EMERGENCIES GUIDELINES

Under emergency circumstances, when an individual is not able to attend the checkup event, the Lead Instructor may schedule a make-up Skills Evaluation 4. This must be arranged prior to the original event. Again, this is an accommodation for emergencies only.

The make-up Skills Evaluation 4 must take place within two weeks of the original Skills Evaluation 4 checkup event and include supervision and feedback from an Instructor on the course Instructor Team.

Upon completion of Skills Evaluation 4, the supervising Instructor must provide the Lead Instructor with the student's grade so it can be entered into the online system.

Failure to successfully complete the makeup checkup event results in a failing score.

SKILLS EVALUATION 4 SEVERE WEATHER GUIDELINES

All efforts must be made to conduct Skills Evaluation 4 at the scheduled time.

However, if there is an emergency such as severe weather that could produce unsafe conditions for holding the event, the event must be rescheduled as soon as possible—preferably within two weeks.