CPST Recertification Worksheet

This worksheet is a tool to guide CPSTs through the recertification process that must be completed every two years. **Do not submit this form to Safe Kids.** File it along with your other certification records.

Name:_____ Tech #: _____Exp. Date:_____

Your CPST Profile: To recertify, the information collected on this form must be entered into your CPST profile. Access your profile by going to http://cert.safekids.org, clicking on LOG IN, and logging in with your *previously assigned* username and password. (If you don't recall this information, call 202-875-6330 or use the Forgot Your Password link.)
Step-by-step instructions for logging activity (with screen shots): https://cert.safekids.org/resources-faqs/how-to

Seat Checks

During each 2-year cycle, CPSTs must conduct the following 5 types of seat check education while being observed by a currently certified instructor or technician proxy. After completion of each type, enter it in your CPST profile as soon as possible. This table will help you keep track and be prepared with the details needed to log this activity.

Child Safety Seat Installation Type	Instructor Name (first and last)	Instructor Contact Info (optional, in case follow-up is needed)	Date Check Conducted
RF-only			
RF convertible			
FF w/ harness			
Booster seat			
LATCH*			

* LATCH installation must involve a harnessed car seat that's used following manufacturer's instructions. The tether should be used, unless the manufacturer's instructions for LATCH can be properly followed without tethering (such as for installations in RF mode).

How to complete seat check requirements:

Arrange for an instructor or tech proxy to observe each seat check. (If you are unsure whom to contact, ask your state coordinator: https://www.nhtsa.gov/car-seats-and-booster-seats/training-contacts-state-child-passenger-safety.) To pass, the instructor/tech proxy must be able to verify that you:

- ☐ Engage the caregiver in the education process, utilizing Learn, Practice, Explain principles.
- ☐ Allow the caregiver to ask as many questions as necessary and respond appropriately and correctly.
- ☐ Use a positive tone of voice.
- ☐ Encourage best practice, but accept "good" or "better."
- ☐ Provide positive feedback for what the caregiver has done correctly.
- ☐ Demonstrate knowledge of state laws and how the law relates to good, better, best.
- ☐ Present relevant information to caregiver.
- ☐ Look up car seat on up to date recall list.
- ☐ Refer to car seat labels, manuals, and/or TG, as needed.
- ☐ Correct misuse errors.

How to log seat checks on your online profile: (To log into your profile, see above)

1. In your profile, scroll to the **Recertification** section and select **Add/Submit Seat Checks**.
2. Enter the seat check(s) using the information collected in the table above. The system will automatically notify the instructor/technician proxy via email. Receipt of this email is not required for the instructor to go online to review the seat check. If you are in a hurry, contact the instructor/ tech proxy directly to let him/her know you have a seat check pending review.
3. To view the status of submitted seat checks, click **View Summary** in the **Recertification** section of your profile.

Continuing Education Units

To recertify, CPST must complete 6 continuing education units (CEUs) during each two-year cycle.

AUDIT WARNING: The 6 CEUs required for recertification are subject to audit. Enter CEUs only if you can provide proof of completion. Keep a record of proof at least 4 months after recertifying. (CEU auditing is explained in detail at https://cert.safekids.org/i-am-a-tech/recertification/auditing-ceus.)

The following tables will help you keep track of activity and be prepared to log it into your CPST profile:

CEU Category 1: In-Person Session/Workshop *(All 6 CEUs may come from this category.)*

Start/End Date	Event ID # (if preapproved)	Location of Session/Workshop	Instructor Name	CEUs (min. 1 ea.)	Proof Saved?

CEU Category 3*: Teleconference *(Only 5 of the required 6 CEUs may come from this category.)*

Start/End Date	Moderator Name	Name/Title of Call	CEUs (min. 1 ea.)	Proof Saved?

CEU Category 4: Online/Web Session *(All 6 CEUs may come from this category.)*

Start/End Date	Moderator/Host	Title of Session	URL of Session	CEUs (min. 1 ea.)	Proof Saved?

CEU Category 5: Newsletters/Manuals/Journals *(Only 3 of the required 6 CEUs may come from this category.)*

Start/End Date	Type (i.e., news-letter, quiz, article)	Activity Details	CEUs (min. 1 ea.)	Proof Saved?

* Note: Category 2, auditing a CPS certification course, is no longer a valid CEU activity.

How to complete CEU requirements:
- Learn about CEU opportunities for each category: https://cert.safekids.org/resources-faqs/forms/recertification
- Find online/web sessions that qualify for CEUs and Community Education: https://adminskcms.cyzap.net/dzapps/dbzap.bin/apps/assess/custom?webid=skcms&pFile=onlineceus

How to add CEUs to your online profile: (To log onto your profile, see top of page 1.)
1. On your profile, scroll to the **Recertification** section and select **Add/Review CEUs**.
2. Enter the CEU(s) using the information collected in the table above.
3. To view submitted CEUs, click **View Summary** in the **Recertification** section of your profile.

Community Education

CPSTs must complete at least one community education requirement every two years. This aspect of recertification shows that the CPST has engaged in education and/or learning in the CPS field.

The following table will help you keep track and be prepared to log this activity online:

Start/End Date	Type (checkup, training, ed. sess.)	Community Education Details	Proof Saved?

How to complete the Community Education requirement:

Any one of the following qualifies as credit for community education.
- Participate in a check up event (two or more hours) with at least one other CPS technician at which you serve families. Use any standardized checklist to provide documentation of this activity.
- Provide at least four hours of community education to a non-CPST audience (e.g., parents, educators, kids, PTAs, law enforcement).
- Attended an educational session (one-hour minimum, live or online) about how to better reach community members, improve communication skills or build instructor development. (This education improves a CPST's practice but is of a less technical nature than a Category 1 or 4 CEU session.)
- Learn about Community Education options: https://cert.safekids.org/i-am-a-tech/recertification/community-event

How to add Community Education to your online profile: (To log onto your profile, see page 1.)

1. On your profile, scroll to the **Recertification** section and select **Comm Education**.
2. Enter Community Education activity by entering the information collected in the table above.
3. To view submitted CEUs, click **View Summary** in the **Recertification** section of your profile.

Teaching Hours (Instructors Only)

Every two years, CPST-Instructors must complete 20 hours teaching the National CPS Technician Certification Training. Up to 10 hours may be from teaching the Certification Renewal Testing Course. A course's lead instructor is responsible for entering all instructor hours after a course is completed. All hours are officially tracked in your online profile under **Recertification/View Profile**. Log in to see your progress.

Payment

When all recertification activities have been completed (showing 100% under **Recertification/View Profile**), the final step for recertification is to pay. This option is not available until all activity is complete and it is within 4 months of your certification expiration date. Learn about payment options and other information regarding payment at https://cert.safekids.org/i-am-a-tech/recertification/paying-fee.