

# Step –By-Step: How to Enter a Seat Check



NATIONAL  
CHILD  
PASSENGER  
SAFETY  
CERTIFICATION

A Program of  
Safe Kids Worldwide

## September 2013

# Details Online


<http://cert.safekids.org> → I'm A Tech/Recertification



A Program of  
Safe Kids Worldwide

**BECOME A TECH** | **I'M A TECH** | **COURSE ADMIN**

**I'm A Tech**

- Recertification** 
- Seat Checks
- CEUs
- Community Events
- Recertification Fees
- CEU Audits
- Technician Proxy

Home > I'm A Tech

## Recertification

### Recertification Requirements

CPS certification expires after two years. Technician recertification process before current certification expires.

Here is what you need to do to recertify:

- **Meet these requirements and record the**

# 5 Seat Checks

- These may be done **at any time** during your certification cycle.
- Seat checks are entered online AND approved by an instructor
  - RF infant child safety seat
  - FF child safety seat with child safety seat
  - RF convertible harness
  - Belt-positioning booster
  - Installation with LATCH



# How do I enter Seat Checks?

# Go to <http://cert.safekids.org>

Click on  
**LOG IN**

NATIONAL  
CHILD  
PASSENGER  
SAFETY  
CERTIFICATION

A Program of  
Safe Kids Worldwide

[Policy and Procedure Manual](#) | [Contact Us](#)

[TECH](#) | [FIND A COURSE](#) | [LOG IN](#)

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



**I'M A TECH**



**BECOME A TECH**



**FIND A TECH**



**CUSTOMER SERVICE**

**ABOUT CPS CERTIFICATION**

Have you heard about events where folks

Bubble Wrap: Having Trouble Installing Your Car...



# Click on 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

Need help?  
Call Customer Service: 877-366-8154.

## 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.

# Review Your Action Items

Welcome to CPS Certification Online Services!

Flash Gordon

Affiliated Organization: Safe Kids Allen County (ORG547724)

→ YOUR CERTIFICATION STATUS

## Official Mailing Address

Super Friends  
123 East Main Street  
Suite 5A  
The City, DC 20004

**Work Phone:** 202-555-1212

**Fax:** 202-393-2972

**Primary E-mail:** flash1@email.com

**Status:** Certified Technician

**Posted:** No

**Cert ID:** T718566

**Current Certification Cycle**

12/3/2011 - 12/2/2013

**SK ID:** 718566

## Posted Address

**Posted Phone:**

**Posted E-mail:**

## Audit:

→ ACTION ITEMS

### 1. Recertification 2011- cycle (enter information)

- Online CEUs

### 2. Pay Instructor Candidacy Fee



# Reviewing Recert Requirements



Top of Page

## Recertification Requirements and Status Summary

Flash Gordon (#ORG547724) Certification Cycle: 12/03/11-12/02/13

Certified Technician

	Required	Due	Complete?
Seat Checks	5	5	NO
CEUs	6	6	NO
Community Event	See bottom of the page		NO

# Entering Seat Checks



Click on either option

## Seat Check Reporting Summary for this Period

Click Here to add Seat Checks

Category	Seat Checks			Action
	Passed	Under Review	Min. Required	
1: Rear-Facing Infant CSS	0	0	1	Add/Review
2: Rear-Facing Convertible CSS	0	0	1	Add/Review
3: Forward-Facing CSS w/Harnesses	0	0	1	Add/Review
4: Belt-Positioning Booster	0	0	1	Add/Review
5: Installation using LATCH	0	0	1	Add/Review

# Entering Seat Checks: Add date(s)

## Add New Activity

Rear-Facing Infant CSS :	Date of Activity <input type="text" value="09/06/2013"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text"/> Lookup Instructor,
Rear-Facing Convertible CSS :	Date of Activity <input type="text" value="09/06/2013"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text"/> Lookup Instructor,
Forward-Facing CSS w/Harnesses :	Date of Activity <input type="text"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text"/> Lookup Instructor,
Belt-Positioning Booster :	Date of Activity <input type="text"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text"/> Lookup Instructor,
Installation using LATCH :	Date of Activity <input type="text"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text"/> Lookup Instructor,

**NOTE: The instructor will be sent a notification email for each seat check. This email is a courtesy and not require your seat check.**

# Entering Seat Checks: Add Instructor or Tech Proxy

## Add New Activity

Rear-Facing Infant CSS :	Date of Activity 09/06/2013 (mm/dd/yyyy)	Verifying Instructor/Technician Proxy 10373 Lookup Instructor,
Rear-Facing Convertible CSS :	Date of Activity 09/06/2013 (mm/dd/yyyy)	Verifying Instructor/Technician Proxy 1001075 Lookup Instructor,
Forward-Facing CSS w/Harnesses :	Date of Activity (mm/dd/yyyy)	Verifying Instructor/Technician Proxy Lookup Instructor,
Belt-Positioning Booster :	Date of Activity (mm/dd/yyyy)	Verifying Instructor/Technician Proxy Lookup Instructor,
Installation using LATCH :	Date of Activity (mm/dd/yyyy)	Verifying Instructor/Technician Proxy Lookup Instructor,

Click on Lookup and follow prompts

**NOTE: The instructor will be sent a notification email for each seat check. This email is a courtesy and not require review your seat check.**

Cancel

Submit

# Entering Seat Checks

## Add New Activity

Rear-Facing Infant CSS :	Date of Activity <input type="text" value="09/06/2013"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text" value="10373"/> Lookup Instructor,
Rear-Facing Convertible CSS :	Date of Activity <input type="text" value="09/06/2013"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text" value="1001075"/> Lookup Instructor,
Forward-Facing CSS w/Harnesses :	Date of Activity <input type="text"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text"/> Lookup Instructor,
Belt-Positioning Booster :	Date of Activity <input type="text"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text"/> Lookup Instructor,
Installation using LATCH :	Date of Activity <input type="text"/> (mm/dd/yyyy)	Verifying Instructor/Technician Proxy <input type="text"/> Lookup Instructor,

**NOTE: The instructor will be sent a notification email for each seat check. This email is a courtesy and not require review your seat check.**



# Email goes out but it isn't required.

## Certified Technician

	Required	Due	Complete?
Seat Checks	5	5	NO
CEUs	6	6	NO
Community Event	See bottom of the page		NO

Your seat check has been added.

**Please Note:** You have the option to Add or Delete this seat check activity.

- Review or Add New Activity in Category 5:
- Display Seat Check Summary
- Return to Main Menu
- Log Out

# Email Notifications

- Instructor or Tech Proxy email notifications
  - When entered
  - Reminder 2 weeks later
- When approved or denied, tech gets email notification.

# Contacting CPS Customer Service



(877) 366-8154

cps.certification@safekids.org

**Certification-related** information  
is available at <http://cert.safekids.org>.