### 10 Steps to Becoming a CPS Technician-Instructor

Please check with your CPS State Contact for state standards. These are MINIMUM standards. Techs are encouraged to go beyond the requirements below. Go to: [http://cert.safekids.org](http://cert.safekids.org)

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<th>Step</th>
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| **1** | **Successfully complete a CPS Certification Course**  
Resource: *CPST workbook and CPS Board Code of Conduct* |
| **2** | **Gain experience** in the CPS field (classes, updates, checkups, etc.).  
• Work with more seasoned technicians  
• Participate in as many events as you can.  
Resources: *CPST workbook, Policies and Procedures manual* |
| **3** | **Review requirements** in the Required Documentation Form, including experience and 4 required testimonials (skills, teaching, and course assistant).  
Resource: *Policies and Procedures manual* |
| **4** | **Participate as a Course Assistant** for a Certification Course: Participate in the planning meeting, setting up the classroom, classroom and outdoor exercises, and otherwise observe all aspects of the course, including various teaching styles.  
• Watch and learn  
• Assist with behind the scenes activities/set up  
• Identify and work with a Mentor  
Resources: *Mentor and IC Guide* and the *Policies and Procedures manual* |
| **5** | After **at least 6 months** as a CPST, **pay the IC application fee**  
• Initiate contact with an Instructor to discuss who will be your Mentor and which class you will participate in as part of your Instructor Candidacy.  
• Start the IC paperwork. |
| **6** | **Complete Instructor Candidacy application** and submit to Safe Kids for review.  
• Completed documentation must be received by the Safe Kids Worldwide at least six weeks prior to the registered course that you wish to participate in as an Instructor candidate.  
• If you have not identified a course yet, continue to work with local instructors to do so. |
| **7** | **Approved** as an IC. Status changes to **Instructor Candidate**.  
• Must have permission from Lead Instructor to participate as an IC  
• Work with your Mentor and Lead Instructor as you study the curriculum and prepare to teach.  
Resources: *Mentor and IC Guide* and the *Policies and Procedures manual* |
| **8** | **Participate in a course** as an Instructor Candidate (with a mentor)  
| **9** | Upon successfully teaching a course, IC status changes to **Certified Instructor** and 2-year certification cycle begins.  
• Time limit for completion: one year |
| **10** | Continue working to **improve your technical and teaching skills**.  
Consider becoming a **Lead Instructor** or a **Mentor**. Take the Lead Instructor Quiz accessed from your personal profile under action items. There is also an **Are you ready to become a mentor quiz** included in the Mentor and IC Guide.  
Resources: *Mentor and IC Guide* and the *Policies and Procedures manual* |