How to Recertify
(Pay by credit card)
Recertification Overview
Details Online
http://cert.safekids.org → I’m A Tech/Recertification

I’m A Tech
  - Recertification
  - Seat Checks
  - CEUs
  - Community Education
  - Recertification Fees
  - CEU Audits
  - Technician Proxy
  - Become an Instructor
  - What Instructors Do
  - Renewal Course

Recertification

RECERTIFICATION REQUIREMENTS

CPS certification expires after two years. Technicians and Instructors are required to successfully complete the recertification process before current certification expires.

Here is what you need to do to recertify:

- **Meet these requirements and record the activities in your online profile:**
  - Conduct all five different types of seat checks
  - Participate in at least one community education (checkups, community workshop, educational session)
  - Participate in at least six continuing education units (CEUs). As part of ongoing quality assurance, you may be randomly selected for a CEU audit. Keep proof of content and completion of CEUs handy for three months after you recertify. You can monitor your audit status in your online profile.
  - If you are an instructor, complete 20 Certification/Certification Renewal Testing Course teaching hours. At least 10 of the 20...
Basic Requirements

- Basic recertification requirements and deadlines
  - Five seat checks approved by a certified instructor (may use technician proxy option)
  - Community Education
  - A minimum of six hours of CPS technical continuing education (CEUs)
  - Register and pay fee by the end of the certification expiration date.

INSTRUCTORS: In addition to the above requirements, you must also earn 20 teaching hours of CPS course instruction.
5 Seat Checks

- These may be done at any time during your certification cycle.
- Seat checks are entered online AND approved by an instructor or technician proxy.
  1. RF only child safety seat
  2. RF convertible seat
  3. FF child safety seat with harness
  4. Belt-positioning booster
  5. Installation with LATCH
Community Education

PICK ONE

• **Participate in at least one two-hour check up event.**
  - With at least one other CPS Technician
  - Using any standardized checklist

• **Provide at least four hours of community education.**
  - Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement).
  - These are presentations to non-CPSTs.

• **Attend a one hour (minimum) educational session.**
  - Examples include how to better reach community members or underserved communities, improve communication skills, instructor development and learning about other cultures and their beliefs to better serve them as educators.
  - These can be in-person or online.
Continuing Education Units: CEUs

- A minimum of six hours of CPS technical continuing education (CEUs) must be obtained and reported during the current certification cycle.
- They may be entered at any time during your certification cycle.
- CEUs must fit into one of the approved categories and meet content requirements.
What is a CEU?

• CEU = Continuing Education Units
• These updates improve your technical knowledge.
• Mix and match to get your 6 CEUs (ex: in-person workshops, online, newsletters/manuals)
• CEUs are not verified online and may be subject to a CEU audit. Technicians must keep written proof of the earned CEUs.
CEU Categories

1. In-person Session/Workshop (max. 6 CEUs)
2. Teleconferences (max. 5 CEUs)
3. Online/Web sessions (max. 6 CEUs)
4. Newsletters/Manuals/Journals (max. 3 CEUs)
Content Requirements

• All categories of CEUs must meet the **content requirements** of improving CPS technical knowledge.
  • Examples include LATCH updates, and attending CR manufacturer workshops/product updates, CPS panel at conferences or vehicle manufacturer workshops specific to occupant protection.
Examples of content that would qualify for CEUs

✓ CR manufacturer product updates
✓ CPS Q&A panel
✓ Vehicle manufacturer workshops specific to occupant protection
✓ The latest LATCH technology
✓ Case studies of child occupants in crashes
✓ Car seats and school bus safety
Examples of content that would NOT qualify for CEUs

✖ State or Local CPS laws
✖ How to run an inspection station
✖ Cultivation and retention of CPS Technicians
✖ Using data to dissect the CPS problem
✖ Impaired driving victim impact panel
✖ Older drivers
✖ Children around cars/Spot the Tot
✖ Tips on how to better teach a CPS Class
✖ Operation Kids (subsets of certification course)

⚠️ These would count for your Community Education requirement.
When CEUs are completed

- CEUs must be obtained during that certification cycle.
- You cannot carry forward extra CEUs.
- **EX:** Cert cycle is 5/15/2019-5/14/2021
  - Finish and pay on 3/2/2021.
  - You are still in the current cert cycle until 5/14/2023. If you complete more CEUs before then, they may not be applied to the next cert cycle.
Last Step: Paying the Fee

- Register and pay fee by the end of your certification expiration date.
  - Do not miss this date!
  - Certification lasts for 2 years
    - Techs and instructor candidates: $55
    - Instructors: $60
How do I enter the requirements?
Click on CPS Tech/Tech To Be

Log In - CPS Tech/Tech to Be

In general, we've found that 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 at http://cert.safekids.org

Click on LOG IN
Log In

Safe Kids Online Services - Login

New Signup
Please click "New Individual Account" link in the left menu or "Create an Account" button on the right side if you have never made an online profile with Safe Kids before.

Forgot Your Password?
Please click here to have your password emailed to you.

Login

Username
Password
Login
Forgot Password?

Don't have an account?
If you are new to CPS Technician Certification? Click on the "Create An Account" button below to create an online profile.

Create an Account

Need help logging in?
If you cannot remember your access information, select the "Forgot Password" link or contact our customer service team via email at cps.certification@safekids.org or by calling 1-877-386-8154.
Certification Detail: Bottom of profile

### Certification Information

<table>
<thead>
<tr>
<th>Certification</th>
<th>Cert ID #</th>
<th>Orig Cert Date</th>
<th>Valid Until</th>
<th>Status</th>
<th>Action</th>
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#### 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.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Recert Cycle</th>
<th>Completion</th>
<th>Recert Available</th>
<th>Status</th>
<th>Action</th>
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<td>18%</td>
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<td>Add/Review CEUs</td>
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<tr>
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<td>• Online CEUS</td>
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<td>Add/Submit Seat Checks</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Comm Education</td>
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</table>
Can add requirements by clicking on the buttons at the top.

When within 4 months of exp. date

### CPST Recert Cycle 01/31/2018 - 01/31/2020

<table>
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<tr>
<th>Level</th>
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<th>Level Last Updated</th>
<th>Thu Jan 16 2020</th>
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<tr>
<td></td>
<td></td>
<td>Last Update</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Last Updated: 1/16/2020 1:50:51 PM</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>• Comment: Added cert CMS-CERTREC-119</td>
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### Cycle Details

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### Certification

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<td>T800012</td>
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### Recert Cycle

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<th></th>
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<tbody>
<tr>
<td>Seat Checks</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>CEU - 6 Required</td>
<td>6</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Community Education</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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</tbody>
</table>

- Seat Checks: 5 needed, 0 applied, 5 remaining (0% complete)
- CEU - 6 Required: 6 needed, 2 applied, 4 remaining (33% complete)
- Community Education: 100% complete
Entering CEUs
## Certification Information

<table>
<thead>
<tr>
<th>Certification</th>
<th>Cert ID #</th>
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</table>

**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.

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<th>Status</th>
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<td>Add/Review CEUs</td>
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<td></td>
<td>• Online CEUS</td>
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<td>Add/Subnmit Seat Checks</td>
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<td></td>
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<td></td>
<td></td>
<td>Comm Education</td>
</tr>
</tbody>
</table>
Enter CEUs

Activity Information

Please select CEU category from the "Activity Type" drop down list.

Activity Type: In-person Session/Workshop (Category 1)
Start Date: 08/01/2018 - 9/23/2019
End Date: 08/01/2019
Event ID (if pre-approved): 4567
Location of course and instructor name: Bethesda MD; 8 am to 4 pm; Instructors Clark Kent, Peter Parker
CEUs: 6
Minimum: 1

Save
Confirmation

System Message

Message: Record has been added

Suggested Action: Add New Activity, Return to Summary
Recert Status Always in Profile
Entering Seat Checks
Why Verified Seat Checks?

• The primary purpose is to observe your interaction with parents and children.
• Direct observation helps ensure that communication with parents is accurate and consistent with the information and methodologies in the standardized curriculum.
• The verifying instructor or tech proxy must feel confident in your ability to communicate accurate information to a parent or caregiver and will double-check that the installation and paperwork are correct.
Find an Instructor or Tech Proxy

Search for an Instructor or Tech Proxy
Search #1: Instructor

Find a CPS Technician

This directory is provided as a way for parents and caregivers to contact technicians for information and assistance. We ask that you refrain from using the information on this site for your own business purposes.

Fill in the form below with whatever information you know. You don’t have to fill in the entire form. For more results, use fewer fields. The more fields you use, the more the search will be restricted.

If you include the city and state, results will also be shown on a map after the results list.

This search only shows currently certified technicians who have approved that their information be public. If they are not in this list, ask to see their current CPS Technician Wallet Card or call Customer Service to confirm their certification: 877-306-8164.

What should you, as a caregiver, expect from a Child Passenger Safety Technician (CPST)? [Click Here]

Interested in becoming a CP3 Tech? [Click Here]

<table>
<thead>
<tr>
<th>Search By</th>
<th>Certification Type</th>
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<tbody>
<tr>
<td>First Name</td>
<td>Instructor</td>
</tr>
<tr>
<td>Last Name</td>
<td>Instructor</td>
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<tr>
<td>State</td>
<td>FL-Florida</td>
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<tr>
<td>Country</td>
<td></td>
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<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
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<tr>
<td>Postal Code</td>
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</tbody>
</table>

[Search Form]

Select Certified Instructor

Enter State
Search #2: Tech Proxy

Enter State

Select Tech Proxy
Add/Submit Seat Checks: Bottom of profile

<table>
<thead>
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<th>Certification</th>
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<td></td>
<td>View Summary, Add/Review CEUs, Add/Submit Seat Checks, Comm Education</td>
</tr>
</tbody>
</table>

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 Information

<table>
<thead>
<tr>
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<th>Cert Date</th>
<th>Valid Until</th>
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<tbody>
<tr>
<td>CPST</td>
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<td>01/01/2018</td>
<td>12/31/2019</td>
<td>Active</td>
<td>Print Wallet Card, Certification Details</td>
</tr>
</tbody>
</table>
Add Seat Checks

Enter last name and pick from list.

Enter as many as completed and click submit.
Pending Review

• The seat checks are submitted, not yet approved.

• An email goes out to the Instructor or Tech Proxy.
  • The email is a courtesy. It is not required to review seat checks.
  • The Instructor or Tech Proxy can review seat checks at any time in their online profile.

• If you are short on time, contact them directly.
Email Notifications

- Instructor or Tech Proxy email notifications
  - Sent when submitted
  - Reminder emailed 2 weeks later

- When approved or denied, CPST gets email notification.
- Seat check status is always available in CPST profile.
Instructor/Tech Proxy Reviews

On profile home page
Seat Check Status Always in Profile

<table>
<thead>
<tr>
<th>Certification</th>
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<th>Status</th>
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- **View Summary**
- **Add/Review CEUs**

### Total CEUs Reported

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Submitted</th>
<th>Approved</th>
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</thead>
<tbody>
<tr>
<td>01/08/2019</td>
<td>574473: 3. Forward-Facing CSS w/Harnesses</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>588854: 4. Belt-Positioning Booster</td>
<td>1</td>
<td>1</td>
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</table>

- **Category Seat Checks Total**: 2 (Submitted) | 2 (Approved)

- **CEU - 6 Required**

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<td>01/31/2018</td>
<td></td>
<td>2</td>
<td>2</td>
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<td>09/17/2019</td>
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- **Category Continuing Education Total**: 4 (Submitted) | 4 (Approved)

- **Community Education**

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<tbody>
<tr>
<td>11/08/2019</td>
<td>3. One hour (minimum) educational session</td>
<td>Yes</td>
<td>0</td>
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</table>

- **Category Community Education Total**: 0 (Submitted) | 0 (Approved)
Entering Community Education
Community Education: Bottom of profile

### Certification Information

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<th>Cert ID #</th>
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Recertification - enter information and pay fee

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<td></td>
<td></td>
<td>Add/Review CEUs</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Add/Submit Seat Checks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Comm Education</td>
</tr>
</tbody>
</table>
Enter Information

1) date, choose
2) activity type
3) date and details

Click Save
Confirmation

Message: Record has been added
Suggested Action: Add New Activity
Return to Summary
### Recert Summary Always in Profile

#### Additional Information
- **County:** Washington
- **Special Needs Month:** [Field]
- **Special Needs Year:** [Field]
- **School Bus Month:** [Field]
- **School Bus Year:** [Field]

#### Attributes
- **Permission to Post:** Available to Public

#### Certification Information
<table>
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<tr>
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<th>Cert Date</th>
<th>Valid Until</th>
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<td>08/31/2019</td>
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<td><a href="#">View Summary</a></td>
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#### Course Sign Ups/Registrations

- [Add/Review CEUs](#)
- [Add/Submit Seat Checks](#)
- [Comm Education](#)
Paying the Fee
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

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.
Pay by Credit Card

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

Fee Information

Payment Amount: $55

Payment Type: Credit Card

Submit Application
Enter Information

Select Payment Method

- CC - Visa
- Visa

Card Number
Test CC Info

Expiration Date
2026

Verification Code
123

Name on the Card
Diana Prince

Billing Address
123 Warner Way

Billing City
Metropolis

Billing State
DC

Billing Postal Code
20037

Billing Country
USA

Total Due: 55.00

Important Note: For security reasons, this system will not store your payment Information.
Payment Successful

Your payment is now complete. An email confirmation of your payment had been sent to wonder@woman.com. You may also print this page or write down your payment confirmation number for your records: CMS-PMT-336.

<table>
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<tr>
<td>1</td>
<td>09/23/2019</td>
<td>Technician Recertification Fee&lt;br&gt;CMS-RECAPP-201: CPST Recertification Application for recert cycle ending 2019</td>
<td>55.00</td>
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</table>

Return to My Account
We have processed the following payment:

**BILL To:**
Diana Prince  
123 Warner Way  
Metropolis, DC 20037

**Payment ID:** CMS-PMT-386  
**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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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</thead>
</table>
| 1    | 09/23/2019 | Technician Recertification Fee  
CMS-REC/APP-001: CFST Recertification Application for recent 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 or call us at 1-877-366-8154 for help.

Regards,

CPS Certification Program  
Safe Kids Worldwide  
cert@safekids.org
Receipts: Need One

Click on Show Activity & Historical Tab
Click on Payments tab
Print or email receipt

USD 55.00 Receivable for CMS-RECAPP-201

Profile: Diana Prince
Level: Complete
Last Updated: 9/23/2019 12:12:34 PM
Result: Level set to Complete.

Payment Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Paid By</th>
</tr>
</thead>
</table>
| 1    | 09/23/2019 | Technician Recertification Fee
CMS-RECAPP-201: CPST Recertification Application for recent cycle ending 2019 | 55.00  | CMS-PMT-336   |

Payment Summary

<table>
<thead>
<tr>
<th>ID</th>
<th>Paid On</th>
<th>Payment Amount</th>
<th>Method</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS-PMT-336</td>
<td>2019-09-23 12:12:pm</td>
<td>55.00</td>
<td>CG - Visa</td>
<td>CG (Last 4): 1111</td>
</tr>
</tbody>
</table>
Need help?

CPST Certification Program
877-366-8154
cpscert@safekids.org