How to Recertify
(Pay by credit card)
Recertification Overview
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 12 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.
Certified Instructor → Certified Technician or Instructor Candidate

Teaching Hours
20 teaching hours (Certification or Renewal Testing Courses)

Seat Checks
5 individually entered and Instructor/Tech Proxy-approved seat checks

Community Education – PICK ONE
Participate in at least 1 two-hour check up event with at least one other CPS Technician.
OR
Provide at least 4 hours of community education.
OR
Attend a one hour (minimum) educational session, live or online

Continuing Education Credits (CEUs)
6 hours of CPS (technical) continuing education

Pay fee and register (by certification expiration date) → Recertification complete (CEUs MAY BE AUDITED)
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.
Log in at http://cert.safekids.org
When CEUs are completed

- CEUs must be obtained during that certification cycle.
- You can not carry forward extra CEUs.
- **EX:** Cert cycle is 11/15/2018-11/14/2020
  - Finish and pay on 9/2/2020.
  - You are still in the current cert cycle until 11/14/2022. 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

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)
### Certification Information

<table>
<thead>
<tr>
<th>Certification</th>
<th>Cert ID #</th>
<th>Cert Date</th>
<th>Valid Until</th>
<th>Status</th>
<th>Action</th>
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<tr>
<td>CPST</td>
<td>T938467</td>
<td>01/01/2018</td>
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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.

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<th>Certification</th>
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<td>0%</td>
<td>08/31/2019</td>
<td>-</td>
<td>View Summary</td>
</tr>
</tbody>
</table>

- View Summary
- Add/Review CEUs
- Add/Submit Seat Checks
- Comm Education
View Summary

Can add requirements by clicking on the buttons at the top

When within 4 months of exp. date
Entering CEUs
Add/Review CEUs: Bottom of profile

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**Recertification - enter information and pay fee**

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Enter CEUs

Activity Information

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

Activity Type: 8a. In-person Session/Workshop (Category 1)
Start Date: 06/01/2019 - 08/01/2019
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; New Car seats, LATCH, airbags, skills stations
CEUs: Minimum: 1

CEU selection: 8a. In-person Session/Workshop (Category 1)
Community Education

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 #1: Instructor

Enter State

Select Certified Instructor
Search #2: Tech Proxy

Enter State

Select Certified Instructor
Add/Review Seat Checks:
Bottom of profile

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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.
### Seat Checks Pending

<table>
<thead>
<tr>
<th>Name</th>
<th>Cert ID</th>
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<th>Activity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diana Prince</td>
<td>T938467</td>
<td>08/05/2019</td>
<td>5: Installation using LATCH</td>
<td>Approve</td>
</tr>
<tr>
<td>Diana Prince</td>
<td>T938467</td>
<td>09/23/2019</td>
<td>1: Rear-Facing Infant CSS</td>
<td>Pending</td>
</tr>
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</table>

Submit Seat Checks
Entering Community Education
### Community Education: Bottom of profile

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**Recertification** - enter information and pay fee

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Enter Information

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

Click Save
Confirmation

System Message

Message: Record has been added

Suggested Action: Add New Activity

Return to Summary
## Recert Summary Always in Profile

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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.

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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
Enter 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>
<th>Item</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>1</td>
<td>09/23/2019</td>
<td>Technician Recertification Fee</td>
<td>55.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CMS-RECAPP-201: CPST Recertification Application for recert cycle ending 2019</td>
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</table>
Emailed Receipt

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>
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<td>1</td>
<td>09/23/2019</td>
<td>Technician Recertification Fee</td>
<td>$5.00</td>
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**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

Welcome Diana Prince

Account Overview

Profile

SKID #: 771343
Name: Diana Prince
Status: Certified Technician
Affiliated To Org
2nd Affiliated To Org
Position Title: Art Restorer
Company: Metropolitan Museum
SK Coalition: Yes

Contact Info

Primary Email: Dprince@JusticeLeague.org
Preferred Phone: 202-555-1212
Click on Payments tab
Need help?

CPST Certification Program
202-875-6330
cpscert@safekids.org