How to Recertify
Paying the Fee

Nov 2019
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

Safe Kids Online Services - Login

Login

Username

Password

Submit

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.

Need help?
## Certification Detail: Bottom of profile

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>CPST</td>
<td>T938467</td>
<td>01/01/2018</td>
<td>12/31/2019</td>
<td>Active</td>
<td>Print Wallet Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Certification Details</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.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Recert Cycle</th>
<th>Completion</th>
<th>Recert Available</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPST</td>
<td>01/01/2018 - 12/31/2019</td>
<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

When within 4 months of exp. date

Can add requirements by clicking on the buttons at the top
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

Payment Amount: $55

Payment Type: Credit Card

Submit Application
Enter Information

Select Payment Method

Directions:
1) Select your payment method using the drop-down menu,
2) Provide the information in all of the required fields, then
3) Click Submit.

Important Note: For security reasons, this system will not store your payment information.

Select Payment Method: CC - Visa
Card Number: [Enter Card Number]
Expiration Date: [11/2026]
Verification Code: [Enter Verification Code]

Name on the Card: Diana Prince
Billing Address: 123 Warner Way
Billing City: Metropolis
Billing State: DC
Billing Postal Code: 20037
Billing Country: USA

Submit
# Confirmation

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

[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>
</tr>
</thead>
</table>
| 1    | 09/23/2019 | Technician Recertification Fee  
CMS-RECAPP-201: CFSI Recertification Application for recent cycle ending 2019 | $5.00  |

**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](http://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

![Profile section with Payments tab highlighted]

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Completion</th>
<th>Method</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS-PMT-1554</td>
<td>USD 55.00 Receivable for CMS-RECAPP-835</td>
<td>01/07/2020</td>
<td>CC - Master Card</td>
<td>Complete</td>
<td>Review</td>
</tr>
</tbody>
</table>
Print or Email Receipt

USD 55.00 Receivable for CMS-RECAP-201

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

Payment Items

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

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
202-875-6330
cpscert@safekids.org