

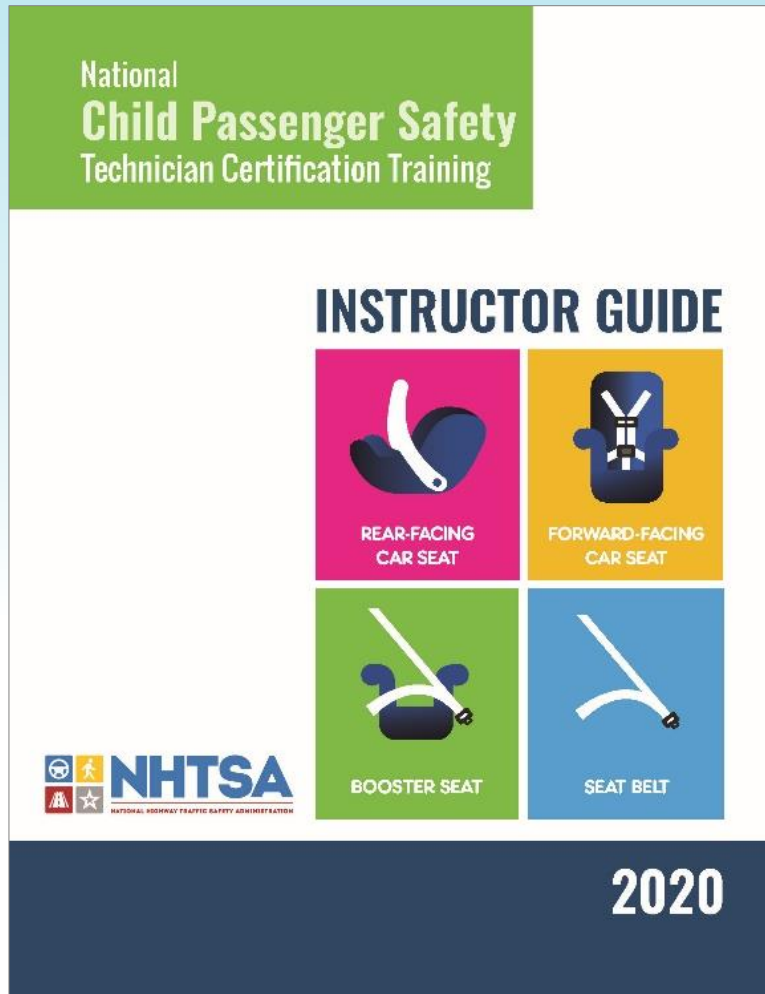


NATIONAL  
**CHILD PASSENGER  
SAFETY** BOARD

A program managed by the National Safety Council

**2020**  
**National Child Passenger Safety Technician**  
**Certification Training**  
**UPDATE**

# 2020 National CPST Certification Training



- **Launch Date: February 1, 2020**
  - IG's shipped in January 2020.
  - **Materials available for download at [cpsboard.org](http://cpsboard.org).**
- If you have not received your Instructor Guide, please contact: [amy.artuso@nsc.org](mailto:amy.artuso@nsc.org).

- Title Change:  
**National Child Passenger Safety Technician (CPST) Certification Training**
- Audience: **Students**
- Emphasis:  
**Learn-Practice-Explain**



# About Adult Learners

- Adults need to understand why.
- Adults want to know how it impacts them directly.
- Adults learn by doing – effective instruction is task-oriented.
- Adult learners are problem-solvers and learn best when the topic can be applied immediately.



# What will you see?

- Simplified language
- Standardized language
- Condensed concepts
- Flow diagrams
- Clearer, well-labeled pictures
- Increased opportunities to apply information





rear facing • forward facing • booster seat • seat belts

### **Child Passenger Safety Technician Code of Conduct**

The National Child Passenger Board has established the following code of conduct for Child Passenger Safety Technicians (hereafter Technicians) to guide their efforts to support the mission of protecting children in and around vehicles.

Technicians must adhere to the following:

- National Child Passenger Safety Technician Certification Training curriculum
- National Child Passenger Safety Technician certification program policies and procedures
- Car seat and vehicle manufacturers' instructions

Technicians must provide technically correct education in a respectful and professional manner to caregivers, whether in person or online. While educating and supporting families in their pursuit of safety, Technicians must:

- Be active listeners.
- Trust that caregivers want to do the best for children.
- Engage and empower caregivers.
- Respect decisions, keeping in mind the concept of good, better, best.

Technicians must educate caregivers that the best seat is one that:

- Fits the child's weight, height, age, and developmental levels.
- Fits the vehicle.
- The caregiver will use correctly per manufacturers' instructions each time.

Technicians may provide information to help caregivers select a seat, making certain that recommendations are based on the specific needs of the family and features of the seats that support those needs. Technicians must not make recommendations based solely on brand and/or personal preference.

Technicians must not discriminate based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or socioeconomic status.

Adhering to the Code of Conduct maintains the quality of services provided by Technicians and applies to all verbal, non-verbal and written communication while interacting with colleagues and caregivers.

For more information and resources, visit [cpsboard.org](http://cpsboard.org).

June 2019

## CPST Code of Conduct

- Inside Back Cover of TG and IG
- [www.cpsboard.org](http://www.cpsboard.org)
- Rev. June 2019

# WEBSITE RESOURCES

## For CPSTs

### [nhtsa.gov](http://nhtsa.gov)

- NHTSA's Car Seat Recommendations for Children
- Ease-of-Use Ratings
- Inspection Station Locator
- See also NHTSA's [trafficsafetymarketing.gov](http://trafficsafetymarketing.gov) site for traffic safety campaign materials

### [cpsboard.org](http://cpsboard.org)

- Curriculum Resources
- CEU Online/Web Sessions
- National Digital Car Seat Check Form
- CPS Award Nomination Forms

### [cert.safekids.org](http://cert.safekids.org)

- Recertification Resources
- CEU Online/Web Sessions
- CPS Express: E-Newsletter for Child Passenger Safety Technicians
- CPS Certification Policies and Procedures Manual



## Website Resources

- [nhtsa.gov](http://nhtsa.gov)
- [cpsboard.org](http://cpsboard.org)
- [cert.safekids.org](http://cert.safekids.org)



# Getting Started: [www.cpsboard.org](http://www.cpsboard.org)



The screenshot shows the website's header with the following elements:

- Browser address bar: cpsboard.org
- Navigation menu (blue bar): Curriculum (circled in red), Recertification, Award Nominations, Board Membership, Resources, Car Seat Safety, Register, Login
- Logos: National Child Passenger Safety Board (with car seat icon), NHTSA (National Highway Traffic Safety Administration), National Safety Council

The main content area features a background image of hands holding each other. The text reads:

## CPST Curriculum

Take My Hand and Come Along on a Safety Journey

[LEARN MORE](#)



← → ↻ [cpsboard.org/curriculum/](https://cpsboard.org/curriculum/)

[Curriculum](#) [Recertification](#) [Award Nominations](#) [Board Membership](#) [Resources](#) [Car Seat Safety](#)

Looking for Curriculum Materials? Visit the [Instructor Resources](#) section.

Here is the 2020 National Child Passenger Safety Technician Certification Training [Technician Guide](#).

Have feedback, questions or suggestions about the new 2020 Curriculum Materials? Tell us what you think. Please submit all feedback in the form in this link below:

**[2020 Curriculum Feedback Form](#)**



# New Resource Sections

CPST Curriculum  
Take My Hand and Come Along on a Safety Journey

LEARN MORE

**Technician Resources**  
Learn how to handle uncommon situations and get extra help in the field and we'll offer extra installation advice.  
Learn More →

**Instructor Resources**  
Learn how to share your knowledge and experience with others. We'll provide you with resources to reach CPST students.  
Learn More →

**State Coordinator Resources**  
Connect people with goods and services. Make contact with your peers and get ideas you can use.  
Learn More →

2020

National CPST Certification Training

1

3



- + **Module 1: Introduction**
- + **Module 2: The CPS Technician Role**
- + **Module 3: Crash Dynamics**
- + **Module 4: Seat Belt Systems**
- + **Module 5: Air Bags**
- + **Module 6: Lower Anchors and Tethers**
- + **Module 7: Introduction to Car Seats**
- + **Module 8: Rear-Facing Car Seats**
- + **Module 9: Forward-Facing Car Seats**
- + **Module 10: Booster Seats and Seat Belts**
- + **Module 11: Other Vehicles**
- + **Module 12: Interacting with Caregivers**
- + **Module 13: Using and Maintaining Your New Skills**



## — Module 6: Lower Anchors and Tethers

Activity: Locate LATCH in Manuals and Vehicles

Activity: Locate LATCH in Vehicles

Find out: What is your vehicle's child restraint anchor weight limit?

### Sample Supplemental Vehicle Owner's Manuals

- 2018 Ford F-150
- 2018 Dodge Journey
- 2015 Jeep Grand Cherokee
- 2013 Toyota 4Runner
- 2010 Ford Explorer



## Curriculum Instructor Materials

If you are a CPS Instructor, [please login through your Safe Kids CPS Certification account](#) to access the Instructor Curriculum and related downloads.

- **Get it here:** [Technician Guide](#)
- **Get pre-approved:** [Play host to Category 1 or 4 CPS CEU sessions](#)
- **Tell us what you think:** Please submit all questions, suggestions and feedback about the 2020 Curriculum through the 2020 Curriculum Feedback Form. Click on link below:

## 2020 Curriculum Feedback Form



## National CPST Certification Training

Training guides, forms and files are provided here for Certified Instructors and Instructor Candidates only. Do not post or share them with anyone else. If you do, your CPS Certification will be at risk. They are not for the public.

- [Instructor Guide](#)

### Forms and Admin Guides

- [Car Seat Check Form](#)
- [Certification Training: Student Score Sheet](#)
- [Course Evaluation](#)
- [Hands-On Skills Evaluation Instructor Log](#)
- [Instructor Prep Guide](#)
- [Planning and Logistics Guide](#)
- [Set Video Options in PowerPoint](#)
- [Student Vehicle Occupant Restraint System Details](#)

### Quizzes and Skills Evaluation

- [To access the quizzes and skills evaluation tools, click here.](#)

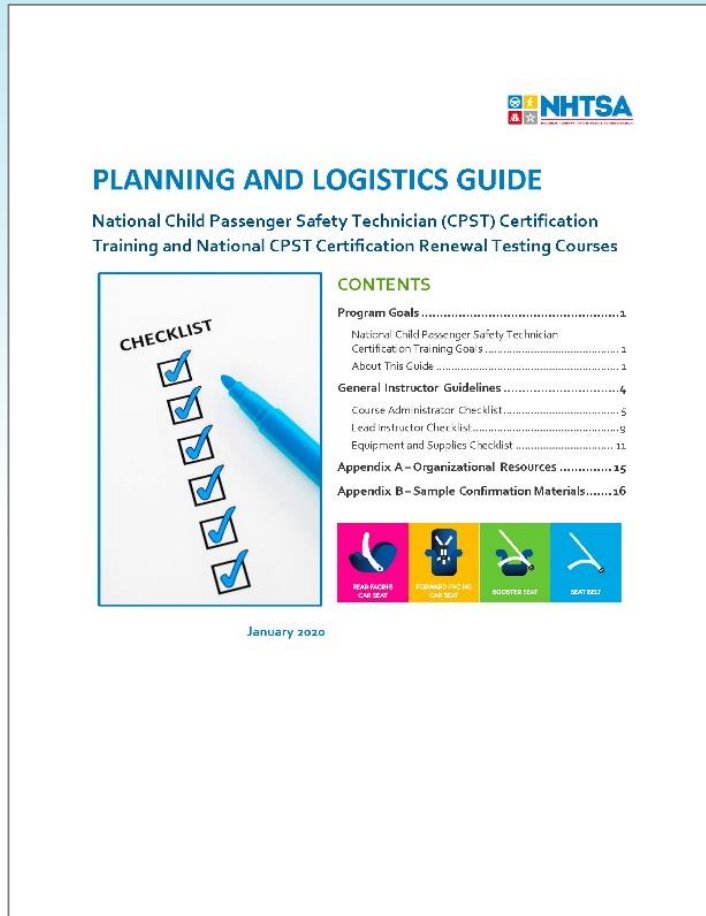
### PowerPoint Presentation Files

- [Module 1: Introduction](#)
- [Module 2: The CPS Technician Role](#)
- [Module 3: Crash Dynamics](#)
- [Module 4: Seat Belt Systems](#)
- [Module 5: Air Bags](#)
- [Module 6: Lower Anchors and Tethers](#)
- [Module 7: Introduction to Car Seats](#)
- [Module 8: Rear-Facing Car Seats](#)
- [Module 9: Forward-Facing Car Seats](#)
- [Module 10: Booster Seats and Seat Belts](#)
- [Module 11: Other Vehicles](#)
- [Module 12: Interacting with Caregivers](#)
- [Module 13: Using and Maintaining Your New Skills](#)

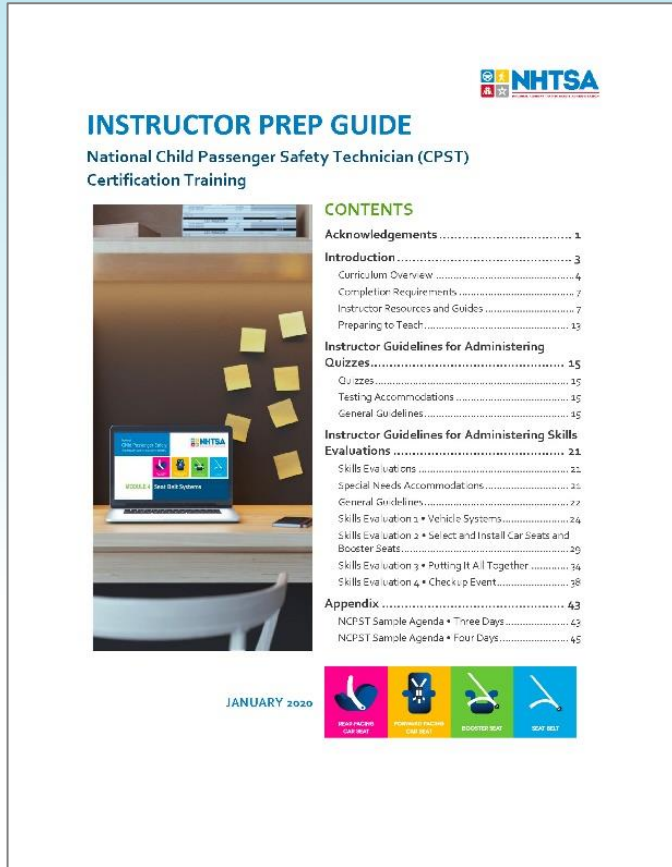


# Planning and Logistics Guide

- Course Administrator Checklist
- Lead Instructor Checklist
- Equipment and Supplies Checklist
- Organizational Resources
- Sample Confirmation Materials



# Instructor Prep Guide



- Curriculum Overview
- Completion Requirements
- Instructor Resources and Guides
- Preparing to Teach
- Instructor Guidelines for Administering Quizzes
- Instructor Guidelines for Administering Skills Evaluations
- Sample 3- and 4-Day Agenda



# Content

The National CPST Certification Training is a nationally standardized curriculum delivered in a cumulative manner with each successive module building on the preceding modules.

***The content must be delivered in its entirety, in modular order, and may not be altered in any way, including addition or deletion of content.***

Instructor Prep Guide – Page 4



# Instructor Guide, Technician Guide and PowerPoint Slides



*The newly revised curriculum is a collaborative project based on input from CPS Technicians, Instructors and community partners nationwide. Your valuable input was used to create these teaching tools.*

# PowerPoint Presentations - Videos

- Videos are embedded.
- Start each video by clicking the play icon.
- Videos are formatted for PowerPoint 2016 or above.



# Instructor Guide (IG)

## Introduction

### Module Objectives

- DESCRIBE the purpose and function of air bags.
- LOCATE air bag information in vehicle owner's manuals and vehicles.
- IDENTIFY features, warnings, and markings related to air bags.
- EXPLAIN best practices for air bags.

2020

National CPST Certification Training 5 2

### DO

Review the module objectives with the group.

THE IMAGE ON THE SLIDE REPRESENTS ONE OF THE FIRST VEHICLES IN THE U.S. TO HAVE AIR BAGS.



Air bags are a passive safety feature.

2020 National CPST Certification Training 5 3

### DISCUSS

- This module focuses on passive safety features.
  - Passive safety features are built into the vehicle and do not require occupants to do anything to be protected.
- Examples of passive safety features include: air bags, laminated windshields, dashboard padding, door trim padding.



### ASK

- What are some other examples of passive safety features?
  - Crumple zones
  - Collapsible steering column
  - Head restraints

INSTRUCTOR GUIDE • MODULE 5 • PAGE 5-4

## 5

### Air Bags

#### MODULE OBJECTIVES



- DESCRIBE the purpose and function of air bags.
- LOCATE air bag information in vehicle owner's manuals and vehicles.
- IDENTIFY features, warnings, and markings related to air bags.
- EXPLAIN best practices for air bags.

There are many safety features built into the vehicle that protect occupants in a crash. For example, vehicles have laminated windshields, dashboard padding, door trim padding, and air bags. Air bags pose particular concerns for the safe travel of children.

#### Purpose and Function of Air Bags

An air bag is a vehicle safety device made up of a flexible fabric envelope designed to rapidly **deploy**/inflate when the vehicle determines there has been a crash. Air bags are for adults. The crash protection provided by air bags is tested on the 5th percentile adult female (107 pounds) and 50th percentile male (167 pounds).

Air bags are a passive safety feature, meaning the occupant doesn't have to do anything to make it work

#### TECH TIP

Air bags do not deploy in every crash. For example, frontal air bags usually do not deploy in rear-end crashes.

TECHNICIAN GUIDE • MODULE 5 • PAGE 5-1

INSTRUCTOR GUIDE • MODULE 5 • PAGE 5-5

# Instructor Guide

## Lefthand Side

### Introduction

PPT Slide



#### Module Objectives

- **DESCRIBE** the purpose and function of air bags.
- **LOCATE** air bag information in vehicle owner's manuals and vehicles.
- **IDENTIFY** features, warnings, and markings related to air bags.
- **EXPLAIN** best practices for air bags.

2020

National CPST Certification Training 5 2

Action Item

**DO**

Review the module objectives with the group.

THE IMAGE ON THE SLIDE REPRESENTS ONE OF THE FIRST VEHICLES IN THE U.S. TO HAVE AIR BAGS.



Air bags are a passive safety feature.

1975 Buick Electra with ACRS ("Air Cushion Restraint System")  
Public Domain, [https://commons.wikimedia.org/wiki/File:1975\\_buick\\_electra.jpg](https://commons.wikimedia.org/wiki/File:1975_buick_electra.jpg)

2020

National CPST Certification Training 5 3

PPT Slide

**DISCUSS**

- This module focuses on passive safety features.
  - Passive safety features are built into the vehicle and do not require occupants to do anything to be protected.
- Examples of passive safety features include: air bags, laminated windshields, dashboard padding, door trim padding.

Action Item

**ASK**

- **What are some other examples of passive safety features?**
  - Crumple zones
  - Collapsible steering column
  - Head restraints



1

### Why are we here?

Motor vehicle crashes are a leading cause of death and injuries for children.<sup>1</sup>



### CRIME/CRASH CLOCK

#### DO

Show the Crime/Crash Clock. Point out the significance of vehicle crash occurrences in relation to crime using the data shown.

#### DISCUSS

- According to the statistics, motor vehicle crashes are a leading cause of death and injuries for children.

#### ASK

- By show of hands, how many of you have been involved in a crash?
- How many of you have been involved in a crash?

#### DO

With several hands raised, emphasize the importance of occupant safety.

INSTRUCTOR GUIDE

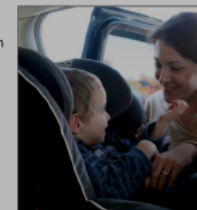
2

## Purpose of the CPST Certification Training

### Why are we here?

Motor vehicle crashes are a leading cause of death and injuries for children.<sup>1</sup>

Education and proper use of car seats, booster seats, seat belts, and vehicle safety systems helps save lives and can prevent injuries and deaths. When used correctly, the risk of hospitalization, injury, and death for children is greatly reduced.



### Disclaimer

Car seat photos in this Technician Guide are examples and do not represent product endorsement.

*"If a disease were killing our children at the rate unintentional injuries are, the public would be outraged and demand that this killer be stopped."*

—Former US Surgeon General, C. Everett Koop

### CRIME/CRASH CLOCK

#### Crime

- 1 murder every 30.5 minutes
- 1 violent crime every 24.6 seconds
- 1 property crime every 4.1 seconds
- 1 burglary every 22.6 seconds



#### Crash

- 1 fatality every 14 minutes
- 1 person injured\* every 13 seconds
- 1 property damage\* crash every 7 seconds
- 1 law-enforcement-reported\* crash every 5 seconds

Data Sources: Crime – Federal Bureau of Investigation's 2017 Crime Clock Statistics, Crime in the United States. Crash – NHTSA Fatality Analysis Reporting System (FARS) 2017.  
\*National Automotive Sampling System (NASS) General Estimates System (GES) 2015.

TECHNICIAN GUIDE • MODULE 1 • PAGE 1-3

INSTRUCTOR GUIDE • MODULE 1 • PAGE 1-17

1. Even-numbered pages on the left feature slide images, and Instructor content and directives.
2. Odd-numbered pages feature the corresponding TG page.
3. Margin notes provide timing information for activities, or other references.
4. **DISCUSS.** Key points to discuss with students.
5. **ASK.** Discussion questions to pose to students.
6. **DO.** Instructor directives provide guidance or actions to perform, such as administering a quiz

# Instructor Guide

## Righthand Side

### (Technician Guide)

- In instances where multiple PowerPoint slides are needed to present content on one page of the TG, the page of the TG will be repeated in the IG.
- The TG information that is not being covered on the corresponding IG page will be shaded out (but is still legible).

NATIONAL CHILD PASSENGER SAFETY TECHNICIAN CERTIFICATION TRAINING  
MODULE 5 • AIR BAGS

NATIONAL CHILD PASSENGER SAFETY TECHNICIAN CERTIFICATION TRAINING

5 AIR BAGS

## 5

### Air Bags

#### MODULE OBJECTIVES

- DESCRIBE the purpose and function of air bags.
- LOCATE air bag information in vehicle owner's manuals and vehicles.
- IDENTIFY features, warnings, and markings related to air bags.
- EXPLAIN best practices for air bags.

*There are many safety features built into the vehicle that protect occupants in a crash. For example, vehicles have laminated windshields, dashboard padding, door trim padding, and air bags. Air bags pose particular concerns for the safe travel of children.*

#### Purpose and Function of Air Bags

An air bag is a vehicle safety device made up of a flexible fabric envelope designed to rapidly **deploy**/inflate when the vehicle determines there has been a crash. Air bags are for adults. The crash protection provided by air bags is tested on the 5th percentile adult female (107 pounds) and 50th percentile male (167 pounds).

Air bags are a passive safety feature, meaning the occupant doesn't have to do anything to make it work

#### TECH TIP

Air bags do not deploy in every crash. For example, frontal air bags usually do not deploy in rear-end crashes.

TECHNICIAN GUIDE • MODULE 5 • PAGE 5-1

INSTRUCTOR GUIDE • MODULE 5 • PAGE 5-5

# Technician Guide

NATIONAL CHILD PASSENGER SAFETY TECHNICIAN CERTIFICATION TRAINING

## Sign Up for Recall Notices

- It is important to sign up for vehicle recall notices at [recalls.gov](http://recalls.gov).
- The largest ever vehicle-related recall was for air bags.

### TECH TIP

Remind caregivers to sign up for vehicle-related recall information at [recalls.gov](http://recalls.gov).



### LEARN • PRACTICE • EXPLAIN—AIR BAG TYPES

Review air bag types and best practice recommendations with a partner. Practice explaining air bag types to one another.



TECHNICIAN GUIDE • MODULE 5 • PAGE 5-10

NATIONAL CHILD PASSENGER SAFETY TECHNICIAN CERTIFICATION TRAINING



## ACTIVITY—LOCATE AIR BAG MARKINGS

1. Work in small groups.
2. Using two vehicle owner's manuals, look up and document the vehicle's air bag information.
3. In addition to information you find in the vehicle owner's manuals, locate and document missing or additional information from inside the vehicle.

	Vehicle 1	Vehicle 2
1. What is the vehicle make, model, and year?		
2. Where are the labels for frontal air bags? What do they say?		
3. What pages in the vehicle owner's manual discuss the frontal air bags?		
4. Which type of passenger air bag system does the vehicle have?	<input type="checkbox"/> Always on <input type="checkbox"/> Manually switched on/off <input type="checkbox"/> Automatically switched on/off	<input type="checkbox"/> Always on <input type="checkbox"/> Manually switched on/off <input type="checkbox"/> Automatically switched on/off
5. Where are the labels for side air bags? What do they say?		
6. What pages in the vehicle owner's manual discuss the side air bag system?		

TECHNICIAN GUIDE • MODULE 5 • PAGE 5-11

5 AIR BAGS



# TECH TIP

Did you know?

## **Tech Tips**

in the newly revised  
Technician Guide  
have important information for  
students to review.



# Technician Guide Child Occupant Glossary

- The first occurrence of glossary terms in this guide appear in **blue bolded text**.
- The glossary of terms is in the Appendix.

## Child Occupant Protection Glossary



### #

**3-in-1 Car Seat:** Refer to *All-in-One Car Seat*.

**4-in-1 Car Seat:** Refer to *All-in-One Car Seat*.

**5-in-1 Car Seat:** Refer to *All-in-One Car Seat*.

### A

**AAP:** American Academy of Pediatrics ([aap.org](http://aap.org))

**Adjustable Foot:** Refer to *Recline Adjustment*.

**Advanced Air Bag:** Air bag that uses a complex system of sensors and other technology to automatically adjust deployment in a crash, based on the front seat occupant; also referred to as smart air bag system

**After-Market Product:** Refer to *Non-Approved Product*.

**Air Bag:** Vehicle safety device made up of a flexible fabric envelope designed to rapidly deploy (inflate) when the vehicle determines that there has been a crash; designed to be used with a vehicle seat belt; vehicle manufacturers use many terms to refer to air bags including SRS—supplemental restraint system, SIR—supplemental inflatable restraint, SIPS—side impact protection system, SAB—side air bag, SABIC—side air bag inflatable curtain, and IC—inflatable curtain

**All-in-One Car Seat:** Car seat that can be used rear-facing, forward-facing and as a booster; may be referred to as 3-in-1, 4-in-1 or 5-in-1 car seat

**ALR:** Refer to *Automatic Locking Retractor*.

**Anchor, Seat Belt:** Metal component that attaches the seat belt to the vehicle structure

**Angle Adjustment:** Refer to *Recline Adjustment*.

**Anti-Rebound Bar:** Rigid bar found on some rear-facing car seats used to reduce the movement of the car seat towards the rear of the vehicle (rebound) in the event of a crash

**Automatic Locking Retractor:** Retractor on a seat belt that locks maintaining a fixed length of seat belt webbing; often referred to as ALR

### B

**Backless Booster Seat:** Booster seat that uses the vehicle's seat back or head restraint for head, neck and back support for the child; may be referred to as low-back booster seat or no-back booster seat

**Belt Path:** Manufacturer-designated area on a car seat or booster seat where the seat belt or lower anchor connector webbing is routed to secure in the vehicle

**Belt-Positioning Booster Seat:** Refer to *Booster Seat*.

**Belt Tensioner:** Device found on car seats that aids installation by removing slack in the seat belt; also referred to as belt tensioning plate and tension doors

**Best Practice:** Safest way to transport a child based on the child's age, weight, height and developmental level; gold standard of protection, while following manufacturer instructions

**Booster Seat:** Seat that raises and positions the child so vehicle seat belts fits properly over the stronger points of a child's body, the hips and across the chest; must be used with lap-and-shoulder belt; may be high back or backless; also referred to as belt-positioning booster seat, BPB, no-back booster seat and low-back booster seat

**BPB:** Refer to *Booster Seat*.



# Curriculum Revisions: Introduction

1

- New Bubble Wrap Video
- Statistics from Modules 1 and 3
  - Condensed and simplified into Module 1
- Resources for statistics moved from Module 3 into Module 1



# Curriculum Revisions: The CPS Technician Role

## 2

- Module 2 Activity – Install a Car Seat (TG 2-1)
  - Goal: Engage Students
  - Work in teams of two.
  - Team records themselves installing a car seat.
  - LPE – Review Video – How Far You’ve Come (TG 13-6)
- Good-Better-Best introduction
- Learn-Practice-Explain Model
- Reference to CPST Code of Conduct

LEARN

PRACTICE

EXPLAIN



# Curriculum Revisions: Crash Dynamics



- Ride Down explained
  - Understanding Ride Down Video
    - Have students focus on general concepts.
- **LPE** Catching an egg
- Statistics moved to Module 1
- Resources for statistics moved to Module 1



# Curriculum Revisions: Seat Belt Systems

## 4

- Retractors introduced before latch plates
- ELR/ALR videos removed
- Locking latch plate video added
- Terminology updated to dynamic latch plate
- Inflatable seat belts moved from Module 5
- Belt shortening clip instruction removed
- Flowchart for lockability check added



# Curriculum Revisions: Seat Belt Systems



## Putting it All Together—What Locks the Seat Belt

*To properly install a car seat, the lap portion of the seat belt must be locked at a fixed length at all times.*

*To test a seat belt in a vehicle and find what locks it, follow the steps in this chart.*

*In the rare case when you cannot lock the belt, another seating position must be used.*



# Curriculum Revisions: Air Bags

5

- Added
  - Knee air bags
  - Seat cushion air bags
  - Reminder to sign up for vehicle recall notices
- Inflatable seat belts moved to Module 4





# Curriculum Revisions: Lower Anchors & Tethers



- Reorganized
  - LATCH System – Vehicles
  - LATCH System – Car Seats
- Added
  - Tether Routing and Head Restraints
  - Lower Anchors for Center Seating Position
  - Lower Anchor Weight Limits
  - Tether Anchor Weight Limits
  - Tether Anchors and Pickup Trucks



# Module 6 Clarification (IG 6-2)

# 6

## Note

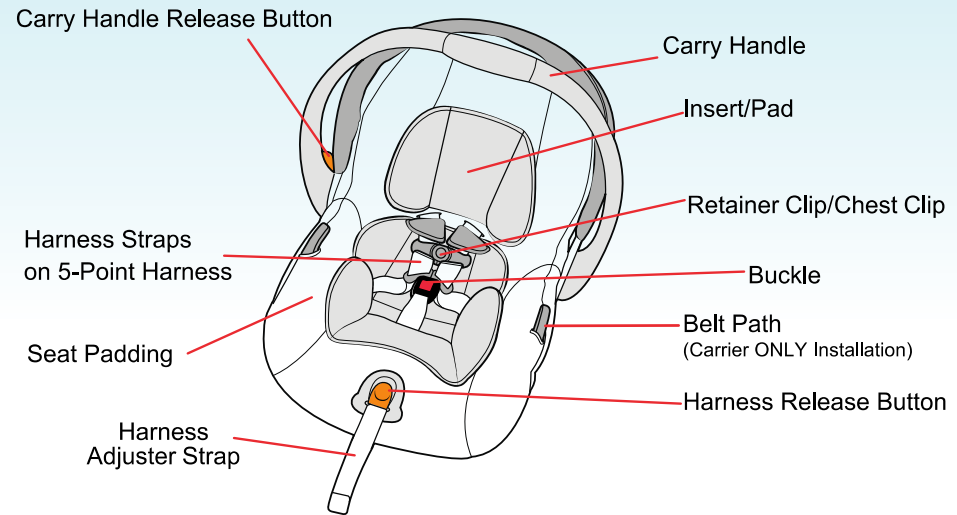
- There are commercially available supplemental resources that summarize LATCH information about specific car seats and vehicles. This curriculum focuses on free resources available to all CPS Technicians and does not include instruction on the commercially available supplemental resources.



# Curriculum Revisions: Introduction to Car Seats & Booster Seats



- Updated reference guide, parts and functions
- All-in-one car seats added
- Terminology update: **secondhand car seats**
- Terminology update: **non-approved products**
- Special transportation needs information condensed



# 5 Steps of Car Seat/Booster Seat Use

- Selection
- Direction
- Location
- Harnessing/Adjust
- Installation/Secure



# Curriculum Revisions: Children in Rear-Facing Car Seats

## 8

- All-in-one car seat added as type of rear-facing seat
- Added: Other Considerations: Carry Handles
- Reference to rear-facing being 5X safer removed
- Video with Dr. Bull updated to remove reference to 5X safer
- Special transportation needs information condensed in Module 7



# Curriculum Revisions: Children in Forward-Facing Car Seats

9

- All-in-one car seat added as type of forward-facing seat
- Reference to large medical seats removed
- Vests and harnesses included



# Module 9 Clarification (IG 9-3)

# 9

## Misuse Scenario Setup

### SCENARIO 1

- Rear-facing-only car seat
- Child is 3 lbs. 10 oz; 17"; one week old
- Non-approved insert
- Harness loose



# Curriculum Revisions: Children in Booster Seats and Seat Belts

10



- Expanded time allotment
- All-in-one car seat added as type of booster
- Integrated (built-in) boosters included
- Steps for booster seat use aligned with Modules 8 & 9
- “Seat Belt Positioner” included





# Module 10 Clarification (IG 10-36)

ALLOW 10 MINUTES  
FOR THIS ACTIVITY.

## DO

### LEARN • PRACTICE • EXPLAIN—BOOSTER SEAT CONVERSIONS

**Direct the group to divide into pairs. If there's an odd number of students, have one group of three.**

**Place a variety of combination car seats and high back booster seats near the students.**

**Direct the pairs to take turns converting the combination car seat to a booster mode and back. Then have the students convert a high back booster to a backless booster.**

**Have the Instructor Team walk around and be available to assist the students or guide them as needed.**



# Curriculum Revisions: Other Vehicles

11

- Pickup truck information removed and incorporated in other modules
- Emergency Transportation reorganized
  - Ambulances
  - Law Enforcement Vehicles
- CPS enrichment trainings promoted
  - Ambulances
  - School Buses



# Curriculum Revisions: Interacting with Caregivers

12

- Effective Communication Techniques added:
  - Keep it Simple
  - Keep it Short
  - Keep it Positive
  - Keep it Real
- Added: An Example of Opportunity for Positive Education:  
Social Media
- Caution about using fear-based messaging added



# Module 12 Clarification (IG 12-27)

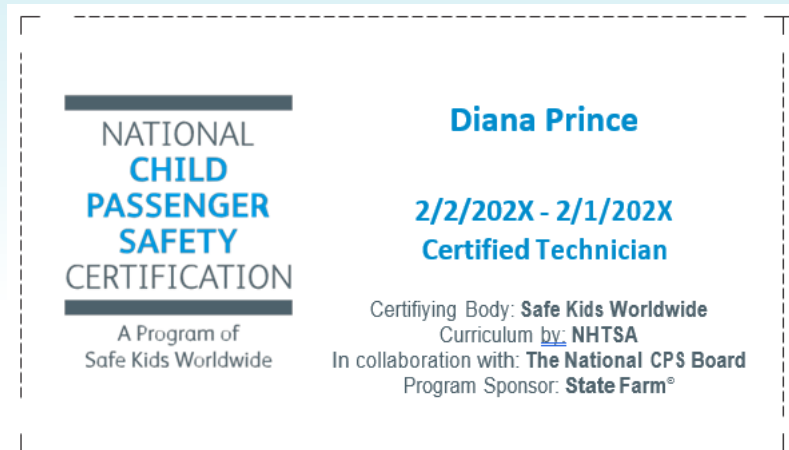
# 12

- Activity: Conduct a Seat Check (TG 12-9)
  - Mock seat check
  - In vehicle with CPS Technician, Scribe and Caregiver
  - Have student posing as caregiver set up the scenario
  - Use a car seat check form



# Curriculum Revisions: Using and Maintaining Your New Skills

13



- Focus of module updated to engage new Technicians in CPS activities post-training
- Emphasis on building skills added
- How to conduct a checkup event information minimized
- Activity: LPE – Review Installation Video from Module 2

# Action Plan



## ACTIVITY—ACTION PLAN

### REVIEW and FOLLOW UP

- Review** Safe Kids Certification website. [cert.safekids.org](http://cert.safekids.org)
- Review** National Child Passenger Safety Board website. [cpsboard.org](http://cpsboard.org)
- Review** Technician Guide. [cpsboard.org/tech-instructor-curriculum/](http://cpsboard.org/tech-instructor-curriculum/)
- Update** my Safe Kids Certification online profile. [cert.safekids.org](http://cert.safekids.org)
- Print** my National CPST Certification wallet card. [cert.safekids.org](http://cert.safekids.org)
- Register** as a user of the National Digital Car Seat Check Form. [carseatcheckform.org](http://carseatcheckform.org)

### CONNECT

- Obtain** contact information from my Instructors/classmates.
- Write in** my State CPS Coordinator info:
- Contact** State CPS Coordinator for help connecting with resources in my community. [nhtsa.gov/car-seats-and-booster-seats/training-contacts-state-child-passenger-safety](http://nhtsa.gov/car-seats-and-booster-seats/training-contacts-state-child-passenger-safety)
- Identify** and contact organizer of local inspection stations or checkup events to notify of interest in helping. [nhtsa.gov/equipment/car-seats#inspection](http://nhtsa.gov/equipment/car-seats#inspection)
- Contact** local Safe Kids Coalition Coordinator for help connecting with resources in my community. [safekids.org/coalitions](http://safekids.org/coalitions)

### CONTINUE EDUCATION

- Participate in a CPS CEU workshop or webinar.
- Participate in a community education workshop or webinar.

### APPLY MY SKILLS

- Attend a checkup event.
  - Bring a copy of my National CPST Certification wallet card; ask to see the checklist in advance so I can familiarize myself with it.
- Bookmark local website to find future car seat checkup events.



# National Digital Car Seat Check Form “NDCF”

- Module 13
- Action Plan
- Sample Check Form

SAMPLE CAR SEAT CHECK FORM

### Sample Car Seat Check Form

**Car Seat Check Form v.4.7** Options Form ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ County: \_\_\_\_\_  
 Vehicle Model (e.g. Chevy, Buick): \_\_\_\_\_ Vehicle Model (e.g. Prius, Explorer): \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

I understand and agree that the sole purpose of this program is to help reduce the incidence of improper installation and use of car seats, booster seats and seat belts, and that this inspection and assessment is being provided for an educational service to you. I realize that the program is voluntary and certified child passenger safety technicians inspecting the seat of a car seat will evaluate the quality, safety, or condition of the car seat, however, only the vehicle seat, vehicle body, or any component of the vehicle seat or its frame. Furthermore, I understand that the vehicle safety inspection program will not guarantee the child's safety in a motor vehicle crash. I understand that it is important to read and follow the instruction manual for both the vehicle and the car seat. I understand that it is important to read and follow the instruction manual for both the vehicle and the car seat. I understand that it is important to read and follow the instruction manual for both the vehicle and the car seat. I understand that it is important to read and follow the instruction manual for both the vehicle and the car seat.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Parent: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

Car Seat Signature: \_\_\_\_\_  
 What CPS Agency is hosting this event? \_\_\_\_\_ Technician Participating (TA and last name, include ID number): \_\_\_\_\_  
 What state is this event taking place in? \_\_\_\_\_  
 \_\_\_\_\_ Event

**CHILD**

Least present:  Yes  No  Unknown  Child's age:  0-2  3-3  4-4  5-5  6-6  7-7  8-8  9-9  
 Height/Weight/Weight/Gender: \_\_\_\_\_

**ON ARRIVAL** CS = Car Seat | BF = Rear-Facing | FF = Forward-Facing | NCS = No Child Seat on Board

<p>1. CS Location in Vehicle</p> <input type="checkbox"/> Front row <input type="checkbox"/> Other seat location Explain: _____ <input type="checkbox"/> Back <input type="checkbox"/> 3rd row <input type="checkbox"/> Other: _____ <p>2. CS Installed Using _____</p> <input type="checkbox"/> Uninstalled <input type="checkbox"/> Integrated Seat <input type="checkbox"/> Unrestrained <input type="checkbox"/> Seat Belt <input type="checkbox"/> Tether <input type="checkbox"/> Lower Anchor <input type="checkbox"/> Other: _____	<p>3. Restraint Type:</p> <input type="checkbox"/> FF Only without Base <input type="checkbox"/> BF Only with Base <input type="checkbox"/> Base Only <input type="checkbox"/> BF Convertible <input type="checkbox"/> FF with Harness <input type="checkbox"/> Belt Positioning Booster <input type="checkbox"/> Adjustable seat (Belt/Fix) <input type="checkbox"/> Lap Only Seat Belt (up to 4'10") <input type="checkbox"/> Specialized Restraint <input type="checkbox"/> Large Medical Seat <input type="checkbox"/> Adaptive Booster <input type="checkbox"/> vest <input type="checkbox"/> Other: _____ <p>4. CS Labels Missing?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>5. CS MFD:</p> <p>6. Model Name: _____</p> <p>7. Model Number: _____</p> <p>8. MFD Date (MM/YY/YYYY): _____</p> <p>9. Expiration Date (MM/YYYY): _____</p> <p>10. CS Recalled?  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NCS <input type="checkbox"/> Unknown</p> <p>11. CS Recalled  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> NCS</p>
--	--	--

TECHNICIAN GUIDE • APPENDIX • PAGE A-11

# Quizzes and Skills Evaluations



The NCPSTB has worked to provide a quality curriculum which is technically accurate and free from error. While we put forth a concentrated effort, we have been open to receiving suggestions from the field during the curriculum launch. As deemed appropriate, we have provided essential revisions to materials.

Prior to teaching a course,  
please be sure to check for the most recent uploads.





# Written Quizzes



- All questions have been reviewed and updated as needed.
- Open book
- 50 questions (42/50 to pass)
- Updated Guidelines for Administering Written Quizzes in Instructor Prep Guide



# Skills Evaluations



- Terminology updated to Skills Evaluations
- Added: Skills Evaluation 4
- Updated Guideline for Administering Skills Evaluations in Instructor Prep Guide



# Skills Evaluations



- Skills Evaluation 1
  - No major changes
- Skills Evaluation 2
  - Use of dolls, dummies, or stuffed animals to represent children is **required** for “Inside: Selection and Harnessing” portion.



# Skills Evaluation

3

- Classroom-based
- Full color photos
  - Perforated pages in Technician Guide
  - Standardized format
- Questions provided separately
- 34 questions (30/34 to pass)
- Estimated Time: 30-45 minutes



# 3

## Skills Evaluation

### SAMPLE QUESTIONS

*(not actual testing scenario)*

Lap belt positioned correctly on child?

YES

NO

Shoulder belt positioned correctly on child?

YES

NO



# 3

## Skills Evaluation

FYI

Our model Charlotte was MUCH happier with the belt used correctly!

**SAMPLE**  
*(not actual testing scenario)*



# NEW

## SKILLS EVALUATION 3 • PUTTING IT ALL TOGETHER IMAGES (INSTRUCTOR REFERENCE ONLY)



NOTE: The images are being provided as instructor reference material only. Use the images provided in the Technician Guide when administering Skills Evaluation #3.

### IMAGE 1



### IMAGE 2



SKILLS EVALUATION 3 IMAGES (2020) – CPSTI REFERENCE ONLY  
PAGE 1

# Skills Evaluation 4

## Check Up Event

4

- Newly renamed
- This skills evaluation requires working as a team.
- Each student will serve as lead Technician, primary educator, on at least one car seat during the event.





# Skills Evaluation 4 Checkup Event



## Skills Evaluation 4, Answer Sheet

Action	Car Seat 1			Car Seat 2		
	Yes	No	N/A	Yes	No	N/A
Engaged the caregiver in the education process, utilizing Learn, Practice, Explain principles.						
Demonstrated active listening skills.						
Responded well to specific caregiver questions.						
Used a positive tone of voice.						
Encouraged best practice but accepted "good" or "better".						
Provided the caregiver praise on what the caregiver had done correctly.						
Demonstrated knowledge of state laws and how it relates to good, better, best.						
Presented relevant information to caregiver.						
Referred to car seat labels, manuals, and TG as needed.						
Corrected misuse errors.						
	Instructor Initials: _____			Instructor Initials: _____		
	Cert ID#: _____			Cert ID#: _____		

### Comments

---



---



---



---



---

SKILLS EVALUATION 4 • PAGE 2



## Action

Engaged the caregiver in the education process, utilizing Learn, Practice, Explain principles.

Demonstrated active listening skills.

Responded well to specific caregiver questions.

Used a positive tone of voice.

Encouraged best practice but accepted "good" or "better".

Provided the caregiver praise on what the caregiver had done correctly.

Demonstrated knowledge of state laws and how it relates to good, better, best.

Presented relevant information to caregiver.

Referred to car seat labels, manuals, and TG as needed.

Corrected misuse errors.

- To pass, the student must successfully demonstrate each item on the answer sheet if provided with an opportunity to do so.
- The student can have no more than three "N/A" (no opportunity to observe) marks.
- If any actions are marked "No", have student review materials and work with an Instructor to review appropriate responses; then lead another seat check (real or mock). The student must end the event with a "Yes" for that action to successfully pass Skills 4.



# Curriculum Feedback Form

Your feedback is essential to the success of the CPS curriculum. Your suggestions are welcome and carefully considered. Please use the Curriculum Feedback Form for suggestions and technical corrections.

National  
Child Passenger Safety  
TECHNICIAN CERTIFICATION TRAINING

 **NHTSA**  
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION

 REAR-FACING  
CAR SEAT

 FORWARD-FACING  
CAR SEAT

 BOOSTER SEAT

 SEAT BELT

**Curriculum Feedback Form**



# Renewal Testing Course Update

- The purpose of the National CPST Certification Renewal Testing Course is to allow former CPST's, who are expired less than one year (recommended), the opportunity to renew their CPST certification by demonstrating proficiency of knowledge and skills.
- *Optional: [CPST Self Test](#) – This is a great discussion starter before working with any Technician on their seat checks for recertification or the Renewal Testing Course.*

# Thank you to the Field Reviewers!

Karen Beard

Louisa Boehlert Vaughan

Jessica Butterfield

Lori Cawley

Lina Chico

Kristi Davis

Heidi Dolan

Denise Donaldson

Scott Downing

Don Dupray

Suzanne Emery

Susan Ernst

Kayla Frank

Dan Furgang

Bridget Gardner

Suzanne Grace

Sarah Haverstick

Susan Helms

Amanda Horner

Kathryn Hulings

Mike James

Carrisa Johns

Genevieve Johnson

Woody Johnston

Ashley Kenner

Ryan King

Kathy Kruger

Nancy Kyrouac

Alina Lagoviyer

Meg Langston

Kendra Lathim

Elizabeth Laubach

Chengyeng Ly

Timothy McCool

Carol Meidinger

Kathy Murphy

Cher Philio

Carrie Rhodes

Kevin Rigsby

Meghan Romano

Dawne Schmid

Amy Schultz

Judy Slattery

Emily Smith

Heather Smith

Terry Smith

Elizabeth St. John

Jackie Stackhouse Leach

John Stubbs

Andrea Swanson

Holly Terry

Jenny Thomas

Jennifer Toney

Dex Tuttle

Bill Vasicek

Amanda Walpole

Beth Warren

Heather Watson

Melanie Wingo

Renee Witmer

Justin Young



# Thank you to the Pilot Courses!

## Griffin, GA

- Amanda Jackson, Lead
- Victoria Broussard
- Jaleiah Harmon
- Traci Reece
- Debbie Straight

## Portland, OR

- Scott Downing, Lead
- Ben Hoffman
- Kyndra Lathim
- Michelle Nichols
- Brenda Tevis



*Thank you!*

**The National Child Passenger Safety Board  
(a program managed by the National Safety Council),  
NHTSA and Safe Kids Worldwide  
have collaboratively and exhaustively worked to ensure the  
curriculum revision is thoughtful and meets the needs of  
future CPS Technicians.**

**Your input, patience and support is a  
valued part of the process.**

