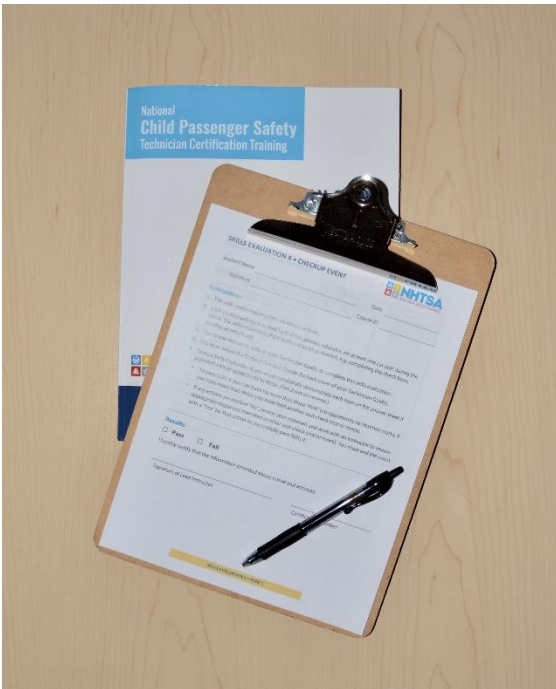


# INSTRUCTOR PREP GUIDE

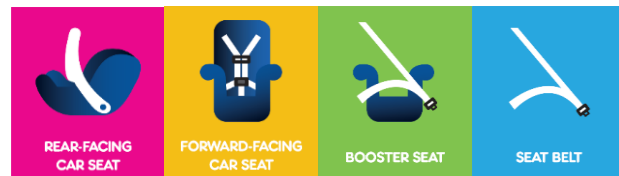
## National Child Passenger Safety Technician (CPST) Certification Renewal Testing Course



### CONTENTS

- Introduction ..... 2
- Curriculum Overview ..... 3
  - Recommended Prerequisites ..... 3
  - Length ..... 3
- Course Administration ..... 4
  - Written Quiz ..... 4
  - Skills Evaluations ..... 4
  - Special Accommodations ..... 4
  - Completion Requirements ..... 5
  - Instructor Resources and Guides ..... 6
  - Preparing to Teach ..... 8
- Appendix ..... 9
  - Pre-Course Evaluation Questions ..... 9

JANUARY 2020



## Introduction

Motor vehicle crashes are a leading cause of death and injuries for children.

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

## PARTNERSHIPS

The National Child Passenger Safety Technician (CPST) Certification Training is a partnership between three organizations:

- The National Highway Traffic Safety Administration (NHTSA) developed the original curriculum and remains committed to providing regular updates to the curriculum.
- The National Child Passenger Safety Board (NCPST) maintains the quality and integrity of the National CPST Certification Training curriculum. The National Safety Council manages the activities of the NCPST.
- Safe Kids Worldwide is the certifying body responsible for administering all aspects of the CPST Certification Program.

## PURPOSE

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.

- Former CPST's who are expired for more than a year are encouraged to retake the National CPST Certification Training in order to refresh their knowledge and skills.

The National CPST Certification Renewal Testing Course does not provide the opportunity to update or refresh the child passenger safety knowledge or skills of the student during the course. It is expected that the student has strong knowledge and skills in child passenger safety gained through active participation in car seat checkup events and continuing education opportunities prior to expiration of their CPST certification.

Successful completion of the National CPST Certification Renewal Testing Course will recertify the student as a CPST, starting a new two-year certification cycle.

## FOCUS

The primary focus of the National CPST Certification Renewal Testing Course is the proper use of conventional car seats, booster seat and seat belts in passenger vehicles.

# Curriculum Overview

## Recommended Prerequisites

The following prerequisites for prospective students are recommended, but not required, prior to registering for the National CPST Certification Renewal Testing Course:

- The prospective student’s CPST certification is expired less than one year.
- The prospective student participates as a scribe at a car seat checkup event within the three months preceding the National CPST Certification Renewal Testing Course.

## PRE-COURSE EVALUATION

It is **strongly recommended** that each prospective student completes a verbal interview with a course instructor prior to registering for the National CPST Certification Renewal Testing Course using the provided pre-course evaluation questions.

- The prospective student must be able to answer 18 of the 20 questions (90%) correctly.
- If the prospective student does not answer at least 18 of the 20 questions (90%) correctly, they must be **strongly encouraged** to scribe at additional events and attend updates to prepare for the National CPST Certification Renewal Testing Course or the National CPST Certification Training.

*Refer to the "Pre-Course Evaluation Questions" on page 9 for more information.*

## Length

The course is designed to be delivered in one day and must be scheduled for at least eight hours.

Instructors have the discretion to adjust time frames on the agenda based on factors such as the number of students, classroom logistics, and weather conditions.

## SAMPLE AGENDA

- 8:00 Welcome and Overview
- 8:10 Written Quiz
- 9:30 Break
- 9:45 Skills Evaluation 1
- 10:45 Break
- 11:00 Skills Evaluation 2
- 12:45 Lunch
- 1:45 Skills Evaluation 3
- 2:30 Travel to Checkup Event Location
- 3:00 Skills Evaluation 4
- 5:00 Course Completion and Recap

# Course Administration

## Written Quiz

There is one 50-question written quiz and the student must answer 42 of the 50 questions (84%) correctly in order to successfully complete the written quiz.

- The maximum time limit for the written quiz is 120 minutes (two hours).

There are no written quiz retakes.

***Follow the "Instructor Guidelines for Administering Quizzes" outlined in the Instructor Prep Guide: National CPST Certification Training.***

## Skills Evaluations

There are four skills evaluations. The student must successfully complete each skills evaluation in order to proceed to the next skills evaluation.

- Skills Evaluation 1: Vehicle Systems
  - The *recommended* time limit is 60 minutes (1 hour) or a pre-determined time limit, greater than 60 minutes, defined prior to the start of the skills evaluation.
- Skills Evaluation 2: Select and Install Car Seats and Booster Seats
  - The *recommended* time limit is 105 minutes (1 hour 45 minutes) or a pre-determined time limit, greater than 105 minutes, defined prior to the start of the skills evaluation.
- Skills Evaluation 3: Putting It All Together
  - The *recommended* time limit is 45 minutes or a pre-determined time limit, greater than 45 minutes, defined prior to the start of the skills evaluation.
- Skills Evaluation 4: Checkup Event
  - The *required* time limit is at least 120 minutes (two hours), excluding event set up and break down.

There are no skills evaluations retakes.

***Follow the "Instructor Guidelines for Administering Skills Evaluations" in the Instructor Prep Guide: National CPST Certification Training.***

## Special Accommodations

The permissible special accommodations guidelines as specified in the "Instructor Guidelines for Administering Quizzes" and the "Instructors Guideline for Administering Skills Evaluations" in the *Instructor Prep Guide: National CPST Certification Training* must be followed for the National CPST Certification Renewal Testing Course.

Lead instructors are strongly encouraged to check with students concerning special accommodation needs prior to the start of the course.

## Completion Requirements

Certification as a Child Passenger Safety Technician is dependent upon satisfactory completion of all training components. In order to successfully complete the course, students must:

1. Attend the entire course.
2. Pass the written quiz with a total of 42 of 50 questions (84%) answered correctly.
3. Pass all four skills evaluations.
  - When taking the quizzes and skills evaluations, students are encouraged to use all available resources including their *Technician Guide* (TG).
  - If students need special testing accommodations, they must talk to an Instructor as soon as possible to discuss options.
  - If students do not successfully complete the quizzes or skills evaluations, retakes are not allowed.

### REMINDERS

- All students must be on the course roster.
- Any student who attends the course, even for one part, is graded.
- NO SHOW/ABSENT is reserved for a student who does not attend the course at all.
- There are no refunds for students who do not successfully complete the course.

## Instructor Resources and Guides

### PLANNING AND LOGISTICS GUIDE

The *Planning and Logistics Guide*, available at [cpsboard.org](https://cpsboard.org), provides an overview of the resources and activities needed to support the National CPST Certification Renewal Testing Course.

Topics covered include:

- Course position descriptions
- General Instructor guidelines
- Course Administrator checklist
- Lead Instructor checklist
- Equipment and supplies checklist
- Organizational resources
- Sample confirmation materials

### POLICIES & PROCEDURES MANUAL

The *Policies & Procedures Manual* contains important information regarding Safe Kids Worldwide policies and procedures for the National Child Passenger Safety Certification Program.

Topics covered include:

- Certification
- Technician Proxy
- Recertification
- Course Administration
- Instructor Candidacy
- Organizational Management

Check [cert.safekids.org](https://cert.safekids.org) for the most current version of the *Policies & Procedures Manual*.

## FORMS

All forms used to support the National CPST Certification Renewal Testing Course are available for download at [cpsboard.org](https://cpsboard.org). Following is an inventory of the forms used.

- **Student Vehicle Occupant Restraint Systems Details Form:** This form is used by Instructors to collect detailed information about the vehicles available for practice activities and skills evaluations.
- **Renewal Testing Course Quiz Answer Sheet:** This document is a blank answer sheet for students to record answers for all three quizzes.
- **Renewal Testing Course Quiz Answer Key:** Instructors use this document to grade the quiz.
- **Hands-On Skills Evaluation Instructor Log:** This document is part of the permanent National CPST Certification Training record for Instructors to record sign-off on Skills Evaluations 1, 2 and 4.
  - If the Instructor Team varies for Skills Evaluation 1, 2 and 4, a separate Skills Evaluation Instructor Log must be completed for each skills evaluation.
- **Skills Evaluation 1 Answer Sheet:** This document is a blank answer sheet for students to record Skills Evaluation 1 answers.
- **Skills Evaluation 2 Answer Sheet:** This document is a blank answer sheet for students to record Skills Evaluation 2 answers.
- **Skills Evaluation 3 Answer Sheet:** This document is a blank answer sheet for students to record Skills Evaluation 3 answers.
- **Skills Evaluation 3 Answer Key:** Instructors use this document to grade Skills Evaluation 3.
- **Skills Evaluation 4 Answer Sheet:** This document is a form for Instructors to sign off on specific student skills during Skills Evaluation 4.
- **Score Sheet:** This document is a form to track student progress on the quizzes and skills evaluations throughout the training.
- **Car Seat Check Form:** This form can be used for all car seat checks during the final checkup event and also for car seat checks following the course.
- **Course Evaluation:** The Course Evaluation can be distributed to students at the end of the course for an evaluation of the course and Instructors.
  - While strongly recommended, there is no requirement that courses be evaluated.
  - There is no requirement that this form be used. Lead Instructors and/or Course Administrators may use any evaluation form they believe is most appropriate.

## TECHNICIAN GUIDE

The *Technician Guide* (TG) is the student workbook for the National CPST Certification Renewal Testing Course. It also serves as a reference for the students' use after completing the course. Information in the TG includes:

- Key content points and supportive graphics
- Tips for discussing technical information with caregivers
- Tech Tips
- Sections for notes
- Practice activities
- Progress checks

All students receive a copy of the TG at the start of the course and are permitted to use it as a resource during the written quiz and skills evaluations.

A PDF version of the TG is available to download at [cpsboard.org](https://cpsboard.org). The images for Skills Evaluation 3, "Putting It All Together", (found in the Appendix) have been removed from this version.

## Preparing to Teach

In order to prepare to teach each course, Instructors should:

- Review the *Policies & Procedures Manual* at [cert.safekids.org](https://cert.safekids.org).
- Check for curriculum updates at [cpsboard.org](https://cpsboard.org).
- Review the *Instructor Prep Guide: National CPST Certification Renewal Testing Course* at [cpsboard.org](https://cpsboard.org).
- Review the *Instructor Prep Guide: National CPST Certification Training* at [cpsboard.org](https://cpsboard.org).
  - Review the "Instructor Guidelines for Administering Quizzes" section.
  - Review the "Instructor Guidelines for Administering Skills Evaluations" section.
- Review the forms at [cpsboard.org](https://cpsboard.org).
- Review all quizzes and skills evaluations at [cpsboard.org](https://cpsboard.org).
- Review the *Technician Guide* at [cpsboard.org](https://cpsboard.org).



# Appendix

## Pre-Course Evaluation Questions

These following questions are suggested to be used to interview prospective students prior to registering for a National CPST Renewal Testing Course.

- All answers are found in the *Technician Guide*.
- The prospective student must be able to answer 18 of the 20 questions (90%) correctly.
- If the prospective student does not answer at least 18 of the 20 questions (90%) correctly, they must be **strongly encouraged** to scribe at additional events and attend updates to prepare for the National CPST Certification Renewal Testing Course or the National CPST Certification Training.

### QUESTIONS

1. How should the harness fit when using a rear-facing car seat (harness height, harness snugness, retainer clip location)?
2. How should the harness fit when using a forward-facing car seat (harness height, harness snugness, retainer clip location)?
3. What is a tether and when do you use it?
4. What is the difference between a convertible and a combination car seat?
5. Why are weight limits on car seats important when choosing whether to use lower anchors or a seat belt to install the car seat?
6. Why aren't convertible car seats generally tethered in the rear-facing mode?
7. Where do you find the weight limits to discontinue use of lower anchor connectors?
8. When can you use a forward-facing only car seat or forward-facing convertible car seat reclined?
9. On an all-in-one car seat, do you use the lower anchor connectors in the booster mode?
10. When should a child be transitioned into a booster seat and then into a seat belt?
11. Can a rear-facing car seat touch the front vehicle seat?
12. Are pool noodles acceptable to be used in addition to the recline adjustment?
13. What is a lock-off and how it is used?
14. When using lower anchor connectors, can you install a car seat in the center, borrowing anchors from the outboard positions?
15. How much of the car seat must be in contact with the vehicle seat?

## APPENDIX

16. When do you need to use a locking clip and on what side of the car seat relative to the seat belt would you place a regular locking clip?
17. What is the purpose of an anti-rebound bar or a load leg?
18. How is a dynamic latch plate different than a sliding or locking latch plate?
19. What are the current NHTSA recommendations on car seat and booster seat use for children?
20. Explain what we mean by “good, better, best” when caregivers make choices about how their children ride.
  - \*Example: FF at 14 months and 25 pounds, provided there is no minimum FF weight or age on CR is good (acceptable).