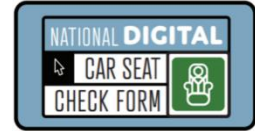




## National Digital Car Seat Check Form Use Guidance Document: National CPST Certification Training & Beyond



### Overview

The National Digital Car Seat Check Form (NDCF) is an electronic car seat check form and data collection platform. This free, optional resource is offered for use to all currently certified Child Passenger Safety Technicians (CPSTs), program managers and State CPS Coordinators as well as vehicle and car seat manufacturers.

Use of the NDCF provides the opportunity to streamline data collection and reduce reporting burdens. Immediate access to data collected provides the opportunity to monitor trends, track car seat distribution and accurately report car seat check activity throughout a given service area.

Personally identifiable information is not collected in the NDCF and all data is saved on a secure HIPAA-compliant server in order to respect the privacy rights of caregivers.

Generic liability statements are available in English and Spanish. Agencies have the option of customizing the NDCF with their own liability statement. Agency logos can be added to the paper version.

The NDCF includes a tiered-access system:

- Currently certified CPSTs, who have created user accounts, have access to their own car seat check data that has been entered.
- Program managers, who request agency access, can track program data in real time.
- State CPS Coordinators have access to data that is collected in their state.

### Ways to Use the NDCF in the Field

Once a CPS Technician creates a free user account, the NDCF can be used three different ways in the field:

- Web-based platform on a computer, tablet or smartphone  
*(This method requires internet access at all times during use.)*
- Mobile app on a tablet or smartphone  
*(This method works in environments where internet access is limited or unavailable. Data collected is stored on the app until internet access is available. The mobile app is free and available from iTunes, Google Play and Amazon. Internet access is needed to download and setup the app on the electronic device. In order to use the mobile app, a new user account must be created on the web-based platform first.)*
- Paper version  
*(This method requires the manual entry of the data collected on the paper version of the NDCF at a later point in time either through the web-based platform or mobile app.)*

## Use of the NDCF during the National CPST Certification Training

The type of car seat check form, either paper or digital, used during a National CPST Certification Training is up to the discretion of the Instructor Team, program manager and/or State CPS Coordinator supporting the training.

Use of the NDCF in the National CPST Certification Training is optional but permissible. If the NDCF is selected as the car seat check form to be used in the training, students will use the paper version of the NDCF. A NDCF user account cannot be created until the student has successfully completed the National CPST Certification Training.

Opportunities to incorporate the use of the NDCF during the training are as follows:

- Module 12: Learn – Practice – Explain: Conduct a Seat Check
- Skills Evaluation 4: Checkup Event

### Hands-On Training: NDCF Paper Version

Again, use of the paper version of the NDCF is optional but permissible. To facilitate use of the NDCF in the training:

- A paper version (v.4.7) of the NDCF is provided in the Appendix of the *Technician Guide*.
- The most current paper version of the NDCF is available for download in the Instructor Resources: Module 13 Resources section of [cpsboard.org](http://cpsboard.org).

Regardless of the type of car seat check form being used in the National CPST Certification Training, the Instructor Team must allow time to review how to complete the check form with the students. The best time to do this is in Module 12 during the introduction to Learn – Practice – Explain: Conduct a Seat Check.

### Hands-on Training: NDCF Web-Based Platform and/or Mobile App

If the Instructor Team opts to use the NDCF during the National CPST Certification Training, it is allowable to include time to review how to enter the data digitally, either via the web-based platform or on the mobile app, using the data from a paper version of the NDCF.

Hands-on training may be done in the following ways:

- In the classroom
  - Computers and/or tablets are made available for student use.
    - *Students must not be required to download the mobile app on their personal devices if they do not wish to do so, nor should there be any pressure from the Instructor Team or other students to do so.*
  - Students are provided a sample pre-filled paper version of the NDCF.
  - A member of the Instructor Team logs into their NDCF user account and works with the students to enter the data using the training mode. (To access the training mode, select “Training” in the dropdown boxes for “State” and “What state is the event taking place in?”.)
- During Skills Evaluation 4: Checkup Event
  - The student completes the car seat check using the paper version of the NDCF.

- A member of the Instructor Team or a Technician assisting at the checkup event logs into their NDCF user account on a device that can be shared.
- The student assists the Technician with entering the data from the paper version of the NDCF into the web-based platform or on the mobile app.
- The student's name and the names of any other students participating in the car seat check are entered in the "Agency Documentation Box."

## Beyond the National CPST Certification Training

CPSTs are encouraged to create a free NDCF user account once they have successfully completed the National CPST Certification Training allowing three to five business days for their account to be approved.

It is allowable for Instructor Teams to add time after Skills Evaluation 4: Checkup Event to facilitate this task.

Options include:

- Showing the NDCF instructional video [Create a New User Account](https://cpsboard.org/NDCF) available on [cpsboard.org/NDCF](https://cpsboard.org/NDCF).
- Assisting students with creating NDCF user accounts and agency profiles, if applicable.
  - To do so, the Lead Instructor must finalize the course immediately following Skills Evaluation 4: Checkup Event.
  - The new CPSTs are shown how to access their Safe Kids Certification wallet card either through print or digital copy.
  - The new CPSTs upload their Safe Kids Certification wallet card to complete the process for creating a new NDCF user account.

## Resources

**National Child Passenger Safety Board website:** [cpsboard.org/NDCF](https://cpsboard.org/NDCF)

- NDCF How to Guides
- Paper Version of NDCF

**National Digital Car Seat Check Form website:** [carseatcheckform.org](https://carseatcheckform.org)

- NDCF [FAQs](#)

**NDCF Instructional Videos:** [carseatcheckform.org/videos](https://carseatcheckform.org/videos)

- [Orientation](#)
- [Benefits of Using the National Digital Check Form](#)
- [Create a New User Account](#)
- [Create a Training \(Practice\) Check Form](#)
- [Create a New Check Form](#)
- [View Saved Check Forms and Run Reports](#)

## Additional Assistance

- Technical Support: [info@CarSeatCheckForm.org](mailto:info@CarSeatCheckForm.org)
- Training and Field Support: [training@CarSeatCheckForm.org](mailto:training@CarSeatCheckForm.org)