

**NORTH CAROLINA  
CHILD PASSENGER SAFETY TRAINING COMMITTEE  
Policies and Procedures  
Revised: May 27, 2009**

**1. ROLES, RESPONSIBILITIES, AND AUTHORITY**

- A. The North Carolina Child Passenger Safety (CPS) Executive Board
- 1) The NC CPS Executive Board has been established to provide direction to the NC CPS Training Committee
  - 2) Members of the NC CPS Executive Board are representatives of the NC Governor's Highway Safety Program, the NC Department of Insurance Office of the State Fire Marshal, and the UNC Highway Safety Research Center, and the CPS Committee Chair.
- B. The North Carolina Child Passenger Safety (CPS) Training Committee
- 1) The NC CPS Training Committee has been established to develop and implement policies and procedures to be followed by agencies, programs, or individuals conducting CPS training programs sponsored in whole or in part by the State of North Carolina.
  - 2) Members of the NC CPS Training Committee are representatives of agencies or programs involved in State or local CPS educational and/or training efforts, shall represent all regions of the State of North Carolina, and shall include individuals representing:
    - a) Members of the NC CPS Executive Board
    - b) Local law enforcement agencies
    - c) State law enforcement agencies
    - d) Fire and Rescue Departments
    - e) Health Departments
    - f) Hospitals
    - g) Recipients of Governor's Highway Safety Program CPS training grants
    - h) Private/Individual CPS Instructors/consultants
- C. The North Carolina Child Passenger Safety Resource Center
- 1) The University of North Carolina Highway Safety Research Center (HSRC) has been asked by the Governor's Highway Safety Program (GHSP) and the North Carolina Department of Insurance/Office of the State Fire Marshal (OSFM) to schedule and help coordinate all CPS training activities in NC through the North Carolina Child Passenger Safety Resource Center (CPSRC).
  - 2) The CPSRC has been established in part to:
    - a) Develop and update CPS technical information and North Carolina CPS training curriculums.
    - b) Coordinate and monitor NC-sponsored CPS training activities and programs.
    - c) Coordinate scheduling of in-state CPS technical training classes to maximize the use of available resources.
    - d) Coordinate the printing and distribution of training materials for the NC Basic Awareness and NHTSA Standardized CPS Certification training classes. Materials will be provided to classes registered with HSRC and that conform to NC CPS Training Committee developed policies and procedures.
    - e) Develop, host, and maintain [www.buckleupnc.org](http://www.buckleupnc.org) as a means to provide centralized information about CPS related services, programs, materials and training - including a schedule of upcoming classes throughout the state.

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*Revision(s) Adopted by the NC CPS Training Committee: May 23, 2006*

Following are policy decisions developed by the NC CPS Training Committees as related to CPS training, educational, and technical assistance programs within the State of North Carolina.

## **2. CHILD PASSENGER SAFETY TRAINING CLASS REGISTRATION AND REPORTING**

- A. All CPS training courses must be registered through the NC Child Passenger Safety Resource Center (CPSRC). This includes the NHTSA Standardized CPS Technician Certification course, the North Carolina CPS Basic Awareness class, Update/Refresher classes for instructors or technicians, and Renewal Class for previously certified CPS Technicians. This policy is being implemented in order to: deliver materials efficiently, insure quality instructors, aid in scheduling instructors, reserve training equipment, and avoid geographic or calendar conflict.
- 1) Lead Instructors or course administrators must register NHTSA Standardized CPS Certification course at least 90 days in advance.
  - 2) Lead Instructors or course administrators must register North Carolina CPS Basic Awareness class at least 60 days in advance.
  - 3) Lead Instructors or course administrators must register Update/Refresher classes at least 30 days in advance.
  - 4) Lead Instructors or course administrators must register CPS Technician Certification Renewal Class at least 90 days with the NC CPSRC.
- B. Classes may be registered via mail, email or fax. Classes should be registered using the Class Registration for North Carolina Child Passenger Safety Training Classes form available from the NC CPSRC (800-672-4527).
- C. Instructors for these courses will also be required to submit reports for classes taught.
- 1) Lead Instructors for the NHTSA Standardized Technician Certification course are required to send copies of all materials sent to the certifying body to the CPSRC as well.
  - 2) Lead Instructors for the NHTSA Standardized Technician Certification course are required to send originals of the skills evaluations, course/instructor evaluations, instructor team evaluations, course roster, and class report to the CPSRC. Lead Instructors should make and keep copies for themselves.
  - 3) Lead instructors for the NC CPS Basic Awareness Course are required to submit the class roster, class report and course evaluations to CPSRC.)
  - 4) Lead Instructors for the CPS Technician Renewal Class are required to submit originals of the skills evaluations, class roster and class report to the CPSRC.
  - 5) Lead Instructors for Update/Refresher classes are required to submit originals of the class roster, class report and course evaluations to the CPSRC.

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### **3. QUALIFICATIONS FOR SERVING AS LEAD INSTRUCTOR FOR NORTH CAROLINA SPONSORED CPS CERTIFICATION CLASSES**

- A. Must hold current certification
- B. Must have:
  - 1) Served as an instructor for a minimum of three certification classes not including candidacy class, and
  - 2) Must have worked with the Lead Instructor and served a Co-Lead Instructor for one of the three classes after the candidacy class
- C. Must have attended and completed latest update classes and/or instructor meetings
- D. In addition to the requirements listed above, potential Lead Instructors should be aware that Lead Instructor responsibilities and requirements include that they:
  - 1) Must have access to adequate training equipment and supplies as defined in Planning and Logistics Guide.
  - 2) Must agree to:
    - a) Register class
    - b) Be present for entire class
    - c) Not serve as an Instructor Candidate Mentor
    - d) Limit class instructional time
    - e) Be familiar with all class paperwork and reporting requirements.

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#### 4. APPROVAL OF TECHNICIANS AS TECHNICIAN INSTRUCTOR CANDIDATES

Nationally Certified Technicians who wish to pursue their certification as a Nationally Certified Technician Instructor through NC-sponsored training classes shall adhere to the following guidelines. This process is for any currently certified Child Passenger Safety Technician (CPST) who wishes to pursue their certification as a certified Child Passenger Safety Technician Instructor (CPSTI). This process is required if the CPSTI candidate wishes to pursue certification in NC-sponsored certification courses. The NC Training Committee has developed this process to provide a level of quality control within NC-sponsored certification courses.

A. Complete Initial Applications - The CPST seeking CPSTI Candidacy through NC-sponsored courses will:

- 1) Have been certified for a minimum of one year at the time of application to the NC Training Committee. Note that this is longer than the six-month minimum required by the national certification program.
- 2) Complete the *NC CPSTI Candidate Application* and submit it to the NC Training Committee.
- 3) Complete the registration and payment portion of the Instructor Candidacy process as required by the Safe Kids Worldwide (SKW) CPS Certification program ([www.safekids.org/certification](http://www.safekids.org/certification)).

*NOTE: Steps 2 and 3 can be completed simultaneously, but the Safe Kids CPS Certification Program and the NC CPS Training Committee recommend that Technicians interested in becoming an Instructor serve as a Course Assistant in a certification class, and decide if they want to continue with the process, before completing the registration and payment portion of the Safe Kids CPS Instructor Candidacy process.*

B. Serve as a Technician Course Assistant - The CPST seeking CPSTI Candidacy through NC-sponsored courses will:

- 1) Participate as a Course Assistant in a NC sponsored certification course selected by the NC Training Committee. After the *NC CPSTI Candidate Application* has been received by the NC Training Committee, the Committee or a delegated Committee representative will select the certification course for the Candidate to serve as a Course Assistant to ensure that the Technician will receive a thorough and objective evaluation of his/her technical skills and knowledge and his/her readiness to continue with the Instructor Candidacy process.

For purposes of this evaluation, the Course Assistant will be assigned to a class where he/she has no personal or professional ties with any of the instructor/mentoring team in the class.

Only one (1) Course Assistant being evaluated for readiness to continue with the Instructor Candidacy process or one (1) Instructor Candidate will be assigned to any given Certification class.

There will be no financial reimbursement by the State of NC to the NC CPSTI Candidate for expenses incurred to participate as a Course Assistant. The NC CPS Training Committee encourages persons seeking to serve as Course Assistants to seek reimbursement for travel expenses from their employer/sponsoring agency. In the event an individual can not get travel expenses covered by his/her employer/sponsoring agency, the NC Training Committee will make every effort to select a class that is as close to the NC CPSTI Candidate's residence as possible.

*Roles and Responsibilities of a Course Assistant (as specified by the Safe Kids CPS Certification Program):*

- Be present for the entire class - this includes participation in planning meetings for the certification class
- Participate in setting up the classroom
- Participate in classroom and outdoor exercises
- Observe all aspects of course including various teaching styles of all instructors.
- The Course Assistant does not lecture, grade or sign off skills tests.

- 2) Upon successful completion as a Course Assistant, complete and submit the Instructor Candidate Required Documentation to SKW Certification as required by SKW Certification. ([www.safekids.org/certification](http://www.safekids.org/certification)) [Note that SKW Certification requires that all documentation must be submitted within six months of registration as an Instructor Candidate.]

C. Serve as an Instructor Candidate for a Selected Certification Course - The CPST seeking CPSTI Candidacy through NC-sponsored courses will:

- 1) When approval is received, forward a copy of the Instructor Candidate Required Documentation sent to the SKW Certification program as well as the CPSTI candidacy approval letter from SKW certification to the NC Training Committee. When received, a Training Committee representative will coordinate with you to identify a certification course to participate in and complete your requirements as a CPSTI Candidate. A CPSTI Candidate will be assigned to a class where he/she has no personal or professional ties with any of the instructor/mentoring team or the students in the class.

A Mentoring Instructor, who has the capabilities and resources in the specific class to appropriately mentor and evaluate the CPSTI candidate, will be assigned for the remainder of the mentoring and Candidacy process.

Only one (1) Instructor Candidate or one (1) Course Assistant being evaluated for readiness to continue with the Instructor Candidacy process will be assigned to any given Certification class.

The NC CPS Training Committee encourages CPSTI Candidates to seek reimbursement for travel expenses from their employer/sponsoring agency. In the event an individual can not get travel expenses covered by his/her employer/sponsoring agency, reimbursement of travel expenses, and travel expenses only, can be reimbursed to the NC CPSTI Candidate for participation of a certification course as an Instructor Candidate.

- 2) The Mentor Instructor will discuss performance during the course daily and summarize evaluation and recommendation status for Instructor certification.
- 3) If the Mentor Instructor determines that you are not ready for certification as an Instructor due to deficiencies in demonstrated technical and/or instructional skills, you will be informed of areas that need additional work before attempting the Candidacy process again.
- 4) Upon successful completion of instructor candidacy, you will receive notice and documentation from Safe Kids Worldwide.

D. Questions or inquiries concerning eligibility or the approval process may be submitted to the NC CPS Resource Center.

E. Instructor Candidates will also complete all steps in order to be placed in the state's list of vendors to receive reimbursement. This process should take place after you have been approved to sit as an instructor-candidate, and prior to being scheduled for your instructor-candidate class. Information on completing this process can be obtained from the NC DOI Office of the State Fire Marshal.

- F. An instructor whose certification has expired, must recertify as a technician according to Safe Kids certification policy. To recertify as an instructor, the entire instructor candidacy process, including NC-specific policies, must be followed and completed. However, the one year waiting period for eligibility to teach the NC CPS Basic Course may be waived.

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## 5. NORTH CAROLINA CPS BASIC AWARENESS CURRICULUM GUIDELINES

- A. Instructor and participant manuals for the NC CPS Basic Awareness curriculum will be available from the NC CPS Resource Center.
- B. The maximum class size is 20 students.
- C. The NC CPS Basic Awareness curriculum will be taught only by Nationally Certified Technician Instructors or approved Mentored Technicians who:
  - 1) Are current by certification standards,
  - 2) Have attended the latest Update/ Refresher course, and
  - 3) Have access to adequate teaching aids and equipment as specified in the NC Basic Awareness Instructor Manual
- D. An approved Mentored Technician is a Nationally Certified Technician who:
  - 1) Holds National certification for at least 6 months
  - 2) Demonstrates active participation as a CPS Technician through participation as a checker in at least 4 clinics (provide location, dates and senior checker signatures) or by serving as a checker for a permanent checking station (provide location, dates and supervisor signatures).
  - 3) Has been mentored as an instructor for the Basic Awareness curriculum by at least three different Nationally Certified Instructors for at least three classes total,
  - 4) Teaches the final qualifying class in a location and under a mentor as determined by the NC CPS Training Committee, and
  - 5) Has received satisfactory evaluations from each Nationally Certified Instructor for each class.
- E. Instructor Team
  - 1) The Student to Instructor ratio must be no more than 5 to 1.
  - 2) Only 1 Mentored Technician candidate will be allowed per class.
  - 3) The Lead Instructor
    - a) Must be present for the entire class
    - b) Must be a Nationally Certified Technician Instructor or Approved Mentored Technician
  - 4) Without a Nationally Certified Technician Instructor, all instructors must be Approved Mentored Technicians. A Mentored Technician is not allowed to mentor and approve another Technician.

Note: Technicians wishing to teach the Basic Awareness Curriculum should apply to do so using the Mentored Technician Candidate Application form (available from the NC CPSRC [800-672-4527] or by download from [buckleupnc.org](http://buckleupnc.org)) to provide the required documentation to the NC CPS Training Committee.

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**6. PERMANENT CHILD PASSENGER SAFETY CHECKING STATION CRITERIA**

Permanent Checking Stations (PCS) are locations for parents/caregivers to go in order to be educated about child passenger safety (CPS) and have their child restraints and seat belts checked to insure they are installed and used correctly. Following are the criteria for recognition as a PCS by the NC CPS Training Committee:

- A. The sponsoring agency must provide a station(s) or site(s) as a permanent location(s) for parents/caregivers to receive education on child restraints.
- B. The primary contact for the PCS must be a current Nationally Certified Child Passenger Safety Technician or Technician Instructor (CPST). Secondary program contacts and persons designated as the contact for the general public are not required to be CPSTs.
- C. A current Nationally Certified CPST must be available, on site, during checking station hours of operation. Checking station hours of operation should be determined based on the number and availability of CPSTs. Sponsoring agencies should not feel obligated to provide "24/7" PCS services or to persons who show up at the PCS at times outside of posted hours of operation.
- D. All persons, inspecting and/or installing child restraints and/or educating parents/caregivers on their proper use must be current Nationally Certified CPS Technicians.
- E. It is recommended, but not required, to have at least two CPSTs involved in providing checking and educational services to have a "second pair of eyes" available for reviewing the installation and use of the child restraints before the parent/caregiver leaves the PCS and assure that the CPS checklist form is correctly completed.
- F. Individuals who are not current Nationally Certified CPS Technicians may assist Certified Technicians by
  - 1) Filling out inspection checklists and otherwise assisting the Technicians with the checks
  - 2) Fulfilling administrative functions including, but not necessarily limited to, scheduling appointments, filing paperwork, and ordering equipment and supplies
  - 3) Providing general safety information to the parents/caregivers in the form of handouts and referrals to websites and other resources
- G. The sponsoring agency must develop and implement protocols to make sure that:
  - 1) All aspects of correct restraint use, including type of restraint selected, harness/shield adjustment, and installation are evaluated
  - 2) The assessment is based on information contained in the CRD and vehicle manufacturers' instructions
  - 3) The results of the assessment are communicated to the parents/caregiver and that the parents/caregiver is taught how to use and [as is applicable] how to install the CRD in the vehicle
  - 4) The parents/caregiver made the final decision on how to use and install the CRD.
- H. If the sponsoring agency personnel are subject to emergency response calls, the sponsoring agency must develop and implement protocols to make sure that
  - 1) Certified CPST's involved in the checks are designated as the last to be called
  - 2) A back up plan is in place to complete the check in the event all involved personnel are called to respond to an emergency, and
  - 3) Prior to beginning the check, the parents/caregiver is made aware of the possibility of having the checkers called out and what the back up plan is.
- I. Appropriate documentation must be made for each seat checked, distributed and/or installed. Documentation must be kept on file for at least three (3) years and must be made available to appropriate State agencies upon request.

- J. The sponsoring agency must partner with their NC Safe Kids Buckle Up county contact, local Safe Kids North Carolina Chapter/Coalition, and Safe Communities Programs where applicable.
- K. The sponsoring agency must post a fixed "NC Permanent Checking Station" sign on site. [Note: Standardized signs are available through the Office of the State Fire Marshal.]
- L. The sponsoring agency must register contact and hours of operation information with the North Carolina Child Passenger Safety Resource Center and agree to make this information publicly available through the buckleupnc.org web site and any other relevant print or on line publications.

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## **7. CRITERIA FOR PURCHASE OF CHILD RESTRAINT SYSTEMS FOR THE STATE OF NORTH CAROLINA**

The NC CPS Training Committee has developed specifications that must be met for child restraint systems (CRS) purchased with funding by the State of North Carolina. The rationale used for establishing these criteria is to prohibit the purchase of child restraints with features that increase the chance of misuse by the parents or other care givers who will be using them.

It is the responsibility of the CR Manufacturer and/or Distributor and of the individuals or agencies purchasing child restraints with funds provided by or through the State of North Carolina to verify that specific models are in compliance with the following specifications at the time of purchase:

### **A. All Models**

- 1) With the exception of comfort and convenience items, CRS must be ready to use out of the box with no assembly required. Allowable comfort and convenience items are as follows:
  - a) Detachable bases for installation of rear-facing only restraints. Bases that can be removed for use as a front-facing restraint are not included in this exclusion.
  - b) Sunshade canopies
  - c) Cup holders
  - d) Head positioning accessories provided with the restraint

### **B. All models with harnesses (boosters excluded)**

- 1) Harness adjustment must be visible and accessible when installed, not out of sight or inside a compartment. When the CRS is used front facing, adjustment cannot be behind the CRS.
- 2) Harness adjustment cannot require back-threading (re-looping) in order to lock the harness length.

### **C. Rear Facing Only (Infant Seats) Models**

- 1) Harness may be either 3-point or 5-point. No shields or harness shield combinations allowed.

### **D. Convertible Models**

- 1) Upper weight limit for the rear-facing position must be at least 30 pounds.
- 2) Harness may be either 5-point or T-shield.
- 3) Must be equipped with an attached tether with a tilt-lock adjustment for the tether. Single or double O-ring tether adjustments are prohibited.

### **E. Combination Models**

- 1) Harness may be either 5-point or T-shield.
- 2) Must be equipped with an attached tether with a tilt-lock adjustment for the tether. Single or double O-ring tether adjustments are prohibited.
- 3) Shoulder belt guide must be open loop or other design that does not restrict the movement of the shoulder belt through the guide.

### **F. High Back Belt Positioning Booster**

- 1) Must be equipped with a shoulder belt guide.
- 2) Shoulder belt guide must be open loop or other design that does not restrict the movement of the shoulder belt through the guide.

### **G. Backless Belt Positioning Booster**

- 1) A shoulder belt guide that does not restrict the movement of the shoulder belt through the guide and/or introduce slack in the shoulder belt as the child moves is a preferred but optional feature.

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