

National CPS Certification Program Technician Certification

Skills Assessments Administration Instructions

Skills Test Schedule

- Skills Assessment #1 “Vehicle Occupant Protection System Identification” occurs after Chapter 7 “Other Vehicle Occupant Protection Systems” is completed. Recommended time limit: 1 hour and 20 minutes
- Skills Assessment #2 “Selection and Installation of Child Restraints” occurs after Chapter 10 “Children in Forward-Facing Child Restraints” is completed. Recommended time limit: 1 hour and 45 minutes
- Skills Assessment #3 “Identification of Misuse of Child Restraints” occurs after Chapter 13 “Other Vehicles/Modes of Transportation” is completed. Recommended time limit: 1 hour and 30 minutes

Test Setup

- Refer to the “Student Vehicle Occupant Restraint Systems Details” forms that are filled out by the Instructor team on Day 1 in order to review the different OP systems available for skills assessments and use this information to select appropriate vehicles for use in skills evaluations
- Mark vehicles with visible numbers and questions (e.g. colored paper or cards) that indicate which specific occupant restraint system or scenario the students are being asked to identify or use for installation.
- For instructor reference, make a master list of questions, answers, scenarios, and specific vehicles used during the different skills evaluations. Instructors should refer to these masters to be sure the students’ answer sheets are being graded consistently and correctly.

Pre-Test

- Hand out student skills evaluation forms immediately prior to administering them.
- Have students complete all information lines on the forms before testing begins. Instructors should not sign a form without a specific name filled in at the top.
- Read the instructions for students from the individual instructor notes for each skills test.
- Encourage students to use their workbooks during the exams.

Test

- **At least one instructor must be in the area where tests are being administered at all times.**

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- Emphasize that all testing is done independent of instructor input or collaboration with other students. Students must work separately. **No talking among students is allowed during the testing process.**
- **Students must stand at least 10 feet away from a station while waiting** so they cannot overhear student/instructor interaction.
- There are three hands-on skills tests.
 - Students must pass all three skills tests.
 - Students have 3 attempts to pass each scenario on each skills test.
 - Should a student not pass a hands-on skills test, the student will have to retake the course.
- Students must answer all sections of any given scenario or assignment correctly to pass the scenario or assignment.
- Should a candidate need a 3rd attempt for any scenario, direct him/her to stop and review their workbook. The third attempt should be graded by an instructor who has not graded that candidate on that scenario.
- Instructors may help define non-CPS terms or clarify procedures, but no CPS-related questions may be answered. If needed, refer the students to the English-Spanish glossary in the student manual appendix.
- The skills tests have recommended time limits. Additional time is allowed, at the discretion of the lead instructor.
- Any instructor who initials a skills evaluation form, must provide a signature and instructor number on the Hands On Skills Test Instructor Log form for that exercise.

Post-Test

- The Lead Instructor must keep the completed skills assessment forms as records of the students' grades.
- Any instructor who initials a skills evaluation form, must provide a signature and instructor number on the Hands On Skills Test Instructor Log form for that exercise.
- The lead instructor is responsible for submitting skills test pass/fail scores to the online Safe Kids Certification Program system.