

National CPS Certification Program - Check Up Event Guidelines

All events must include a safe environment for the students and families. A clear traffic pattern should be established and no vehicle should move without a “walk around” to be sure there are no kids or adults in harms way.

To successfully pass the certification course, all technician candidates must actively participate in a CPS checkup event. Any student who is not able to attend the event should be marked as having failed that section.

Under emergency circumstances, when an individual is not able to attend the event, the lead instructor may schedule a make up checkup event. This must be arranged prior to the original event and include supervision and feedback from a certified instructor who is on the team. The make up event must take place within 2 weeks of the original event. Again, this is an accommodation for EMERGENCIES only. Failure to successfully complete the make up event will result in a failing grade.

All efforts should be made to conduct the check up at the end of class. However, if you have a weather emergency - severe weather that could produce unsafe conditions for holding a clinic - please reschedule the event as soon as possible. Any technician who does not attend that (or another LI-approved) event will receive a failing grade. Students should, under the supervision of a certified instructor, properly and appropriately educate parents/caregivers. The instructor will provide the LI with the student's grade so it can be entered into the online system.

- The event should be a minimum of 2 hours (excluding set up and break down).
- The checkup event may be open to the public or appointment-based.
 - If by appointment, allow 45 minutes per seat
- A fitting or inspection station may be used as a site.
- A 5:1 technician candidate-instructor ratio is strongly recommended.
- A standardized check list should be used. An instructor must oversee their work and approve the education and installation before the family leaves the event.
- It is strongly recommended that technician candidates work in groups of no more than 4 to allow active participation without stressing the parent/caregiver.
- When a car drives off, the team will carefully fill out/review the paperwork and discuss any themes, ideas or lessons from that check up with the instructor.
- At the end of the event, the lead instructor should log into the CPS online system and enter hands on and written grades for the course.
 - Enter grades for all technician candidates on the course roster.
 - All technician candidates with passing hands-on and written grades will be certified and the course will be finalized.
 - After the grades are processed, the lead instructor and/or course administrator will have the ability to print wallet cards for all newly certified technicians.
 - Students can receive their new technician numbers at the discretion of the instructor- either verbally or by written notification.