

CPS Re-certification Personal Log

Rev: 02/22/2010

For your records only. Do not submit to Safe Kids.

☑ Basic re-certification requirements

- 1) **Five (5) seat checks** approved by a certified instructor (may use technician proxy option). These may be done at any time during your certification cycle.
- 2) **Community Education – pick one**
 - a) **Participate in at least 1 two-hour check up event** with at least one other CPS Technician where you serve families using any standardized checklist to provide documentation, if needed.
 - b) **Provide at least 4 hours of community education.** Provide at least four hours of community education. Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement) or other stakeholders who are not technicians.
- 3) **A minimum of 6 hours of CPS technical continuing education (CEUs)** must be earned and reported during a current certification cycle (two years). There is no carry-over from one period to the next, even when more than the required CEUs have been accumulated. CEUs may be entered at any time during your certification cycle and must fit into one of the five approved categories and meet content requirements.
- 4) **Register and pay fee** by the end of the certification expiration date.
- 5) In addition to the above requirements, instructors must also log 20 teaching hours of CPS course instruction. This has not changed.

Details will be available in the policies and procedures manual and on the certification Web site (<http://cert.safekids.org>). Audits will be done regularly.

Name: _____ Certification #: _____
 Agency: _____ Certification End Date: _____
 Phone: () _____

Four Re-certification Requirements	Date(s) completed	Verification (in case you are selected for random audit)
1) Five verified (5) seat checks <ul style="list-style-type: none"> ▪ Rear-facing infant _____/_____/_____ ▪ Rear-facing convertible _____/_____/_____ ▪ Front-facing with harness..... _____/_____/_____ ▪ Belt positioning booster _____/_____/_____ ▪ Installation with LATCH _____/_____/_____ 		Approved online by instructor? <input type="checkbox"/> Yes: Date _____/_____/_____ <input type="checkbox"/> Yes: Date _____/_____/_____ <input type="checkbox"/> Yes: Date _____/_____/_____ <input type="checkbox"/> Yes: Date _____/_____/_____ <input type="checkbox"/> Yes: Date _____/_____/_____
2) Community Education: pick one a. Check up event OR b. Community education	Date/Times of event, # of attendees/CPSTs, etc.:	Keep information on check or education event on file
3) Continuing education (6 hours)	List date, times, types, etc. on following page:	Audit materials filed and available upon request?
4) Register and pay fee by the end of the certification expiration date.		

CPS Re-certification Personal Log

Rev: 02/22/2010

Please carefully review the specific CEU requirements for audit requirements.
You must keep CEU records and be able to provide information if selected for audit.

6 CEUS ARE REQUIRED FOR RE-CERTIFICATION			
Type of CEU	Date/time	Topic	Audit materials available?
Category 1: In-person Session/Workshop (Maximum of <u>six</u> CEUs) ** Keep proof of attendance and content (Event ID or agenda) in case you are audited.			
	TOTAL CATEGORY 1 hours:		
Category 2: Auditing a CPS Certification Course	No longer an option. Please select another CEU option.		
Category 3: Teleconferences (Maximum of <u>five</u> CEUs) ** Keep proof of attendance and content (Event ID or agenda) in case you are audited.			
	TOTAL CATEGORY 3 hours:		
Category 4: Online/Web sessions (Maximum of <u>five</u> CEUs) ** Some have a certificate or a quiz to be printed and filed.			
	TOTAL CATEGORY 4 hours:		
Category 5: Newsletters/Manuals/Journals (Maximum of <u>three</u> CEUs) ** Varies by type			
	TOTAL CATEGORY 5 hours:		

** Specific auditing requirements detailed online at <http://cert.safekids.org> under Recertification.

NOTES: