

North Carolina Instructor Candidate Checklist

- Complete Instructor Candidate Application and submit to NC Child Passenger Safety Program.
 - You will be contacted when application is approved and to schedule a class in which to serve as a Course Assistant

- Serve as a Course Assistant.
 - Download Safe Kids Instructor Candidate Application before class (available at: <http://cert.safekids.org/resources-faqs/forms/becoming-an-instructor-or-technician-proxy>)
 - Ask Mentor to complete “Testimonial for CPS Skill and Course Assistant Completion by Current CPST Instructor” within the Safe Kids application prior to the end of class.
 - Send a copy of Course Assistant Evaluation to address below.

- Complete Safe Kids Instructor Candidate Application and submit to Safe Kids as instructed.
 - Send a copy to address below.
 - You will be contacted to schedule a class in which to complete your Instructor Candidacy

- Submit completed paperwork to Safe Kids using instructions included in evaluation.
 - Upon receipt, you will be approved as a Certified Instructor

- In order to be paid for teaching North Carolina sponsored classes, all Instructors need to register as a vendor with Office of State Fire Marshal and complete a BID process twice a year.
 - Register here: <https://vendor.ncgov.com/vendor/login>
 - Twice a year Instructors must complete the BID process. You will receive instructions by email prior to the next cycle.

Copies of all materials can be submitted by Mail or Email to the following addresses:

Mail		Email
NC Child Passenger Safety Program UNC Highway Safety Research Center 730 ML King Jr. Boulevard, Suite 300 CB# 3430 Chapel Hill, NC 27599 Attn: NC Instructor Candidate Application	OR	cps@hsrc.unc.edu Subject: NC Instructor Candidate Application