

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 [National CPS Program Instructor Candidate Application](#) before class
 - Ask Mentor to complete “Testimonial for CPS Skill and Course Assistant Completion by Current CPST Instructor” within the National CPS Program application prior to the end of class.
 - Send a copy of Course Assistant Evaluation to cps@hsrc.unc.edu
- Complete National CPS Program Instructor Candidate Application and submit to Safe Kids as instructed.
 - Safe Kids NC offers a [scholarship](#) to cover the Instructor Candidate Application Fee if needed.
 - When approved, you will be contacted by the NC program 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 once a year.
 - Register here: <https://evp.nc.gov/>
 - Once a year Instructors must complete the BID process. You will receive instructions by email prior to the next cycle.

Copies of all materials should be emailed to cps@hsrc.unc.edu with the subject NC Instructor Candidate Application.