



Reminder: Required forms are on your Instructor DVD.

rear-facing • forward-facing • booster seat • safety belts

Curriculum Add-Ons: Do's and Don'ts

As you get ready for your standardized course, you may want to use materials not included on your Instructor DVD. These tips will help you make those choices. Confirm that the added materials are technically accurate and are consistent with the curriculum. Be selective so you don't overwhelm the students.

DOs – You can provide additional student handouts (optional)

- Anything referenced in the Technician Guide
- General handouts that reinforce curriculum content, such as fact sheets, LATCH Manual, etc.
- State laws description
- Local contact lists/Class roster
- Handouts for students to practice curriculum content.
 - Example: Assigning seating positions, such as the in-class activity (seating positions, OP systems, family information); could be a homework assignment.
- Future events/Next steps

DOs – Course management

- YOU CAN add a small symbol (PPT) to remind instructor about questions, video, etc.
- YOU CAN show images of the skills tests to facilitate introduction of the forms.
- YOU CAN add practice time to activities, testing, exams, etc.

DOs - Instructor Tools for course management. (Instructors Only)

- Tools that are used to make running a class easier –Instructor tracking/recording forms (e.g. instructor hours calculator)
- Tools for setting up practice activities and assessments
- Child age/weight cards, vehicle identification cards, vehicle position cards and anything else referenced in your instructor guide.

DON'T

- DO NOT add or change PowerPoint Slides content (other than adding icons, as stated above)
- DO NOT add new content to the program (e.g. CPS in Recreational Vehicles, additional aviation content)
 - DO: Make it into an update session where the new techs can earn a CEU.
 - DO: Provide information on upcoming CEU opportunities (such as webinars) at the end of class. (Locate upcoming webinar information in monthly CPS Express newsletters)
- DO NOT make your own skills test forms. You must use the ones provided.
- DO NOT add videos or topics to the curriculum. You could confuse students with funny or additional videos.
 - DO: Offer extra videos after the course is over (all testing). These should be voluntary (e.g. at lunch or after class).