



NATIONAL
**CHILD PASSENGER
SAFETY BOARD**

A program managed by the National Safety Council

rear facing • forward facing • booster seat • seat belts

March 2015 Instructor Update:

This was sent to all Instructors and Instructor Candidates on March 15, 2015. If you did not receive please check your spam folders and make sure your email address is current in your online Safe Kids certification profile. Thank you!

Please teach a Certification course in May to celebrate CPST Month. All instructors who teach a course starting in May will get a limited edition lapel pin (sent to the Lead for the course). We have a lofty goal of 100 courses and we know, with your help, we can do it.

In an effort to help you use materials and time effectively, we have included fillable forms on the updated Instructor DVD! What does this mean?

Using the fillable forms, you can complete forms electronically creating clear, legible material to share with your students – and easily reuse from class to class. Creating electronic versions will allow you to email items to your students prior to class and storage of class documentation for future reference eliminating stacks of paper.

We have included both the standard PDF format AND a fillable form of: Community Resources Tool, Course Evaluation, CPS Check Form, Participant Vehicle Information, Participant Vehicle System Details, and Score Sheet.

While we are talking about the electronic age....if you have access to a scanner that can email you a PDF of scanned documents – scan all of your student quiz answer sheets and assessment forms after the conclusion of class for easier access and storage.

As a reminder, a Lead Instructor should be retaining all class documentation including answer sheets, assessment forms, score sheets, etc. for a 2 year cycle – until that class goes through their first recertification.

We value your input. Please continue to provide feedback via the Materials Feedback form at: <http://ow.ly/Hf4se>

Did you not get a new DVD? Double check that the official mailing address in your online profile is correct and then email Kerry (kchausmer@safekids.org) to request another DVD be mailed.

Sincerely,

National CPS Board

www.cpsboard.org