

# June 2008 (R0608) National Child Passenger Safety Certification Renewal Course

## Instructor CD Contents

The June 2008 (R0608) edition of the National Child Passenger Safety Certification Renewal Course Instructor CD contains materials needed to conduct the Certification Renewal Course. Review the contents of this “READ ME” document for important information about the course. Please note that Certification Renewal Course policies and procedures as well as course planning and process information are included in the CPS Certification Renewal Course Instructor Manual.

Instructors must check for curriculum updates and policy clarifications before conducting a Certification Renewal Course. Updates and corrections to the Instructor Manual and policies and procedures are made available for download from the instructors’ restricted access area on the cpsboard.org website. Instructors can gain access to this site through the “Instructor Downloads (CPS Board)” action item in their online CPS Certification profiles.

This Instructor CD for the CPS Certification Renewal Course contains six main folders:

1. Assessments
2. Forms
3. Manuals
4. Participant Handout
5. Planning and Logistics
6. PowerPoint Slides

1. **Assessments** - This folder contains subfolders with instructions and forms for administering the written exams and hands on skills assessments. You may refer to the Instructor Guides on the CD or contained in the Instructor Manual for specific information on administering and scoring the written tests as well as setting up and administering the skills assessments. There are two assessment subfolders:

Course Grade Sheet - This folder contains course grade sheets to record the pass/fail status of the Renewal Course students. This form is intended to be used by the Lead Instructor as a summary record of the course. This form is not to be submitted to Safe Kids Worldwide certification Program. Instead, a written score and hands on score will be entered using the online system by the Lead Instructor. Three formats have been supplied on the CD:

- RenewalCourseGradeSheet\_R0608.doc
- RenewalCourseGradeSheet\_R0608.pdf
- RenewalCourseGradeSheet\_R0608.xls

Skills Test - The Certification Renewal Course skills test is administered after the lecture/presentation is completed. The recommended time limit for the skills test is 2 hours, but the time can be adjusted as needed to accommodate various factors such as the number of students in the class, the number and types of vehicles available for testing, weather conditions, and possible accommodations for physical disabilities (refer

to “Reasonable Accommodations” in the Instructor Guide). This folder contains the following files:

- SkillsTest\_InstructorGuide\_R0608.pdf: Instructions for administering the skills tests.
- SkillsTest\_StudentForm\_R0608.pdf: Form for the students to use when taking the skills test. To be copied and provided to all students
- SkillsTest\_StudentInstructions\_R0608.pdf: General and specific instruction about taking the skills test. To be copied and provided to all students
- SkillsTest\_CRModelKeyForMisuse\_R0608.pdf: To be used for efficient lookup of CR model-specific information for CRs used by students in Scenarios 1-4.

☐ Written Test - The Certification Renewal Course written test occurs after the classroom overview of the CPS Certification curriculum and after the skills test has been completed. The time limit for the written test is 2 hours. Lead instructors have limited discretion to extend the time limit for completing the written test if needed for accommodations for learning/reading disabilities (refer to “Reasonable Accommodations” in the Instructor Guide). This folder contains the following files:

- Answer-KEY\_INSTRUCTORS\_ONLY\_R0608.pdf: The Instructor answer key to be used for grading tests.
- Answer-Sheet\_STUDENT\_R0608.pdf: A blank answer sheet to make copies of and provide to students for recording answers
- CPSRenewal\_WrittenTest\_InstructorGuide\_R0608.pdf: The instructions for administering the written tests.
- CPSRenewal\_WrittenTest\_R0608.pdf: 50 question written test to make copies of and provide to each student.

2. **Forms** - This folder contains forms needed for planning the Certification Renewal Course skills test.

- Renewal Course Instructor Team Summary & Evaluation (CPSCourse\_Evaluation\_Renewal\_R0608.pdf and .doc): This form can be made available for use by students to provide basic evaluations of the course and instructors. There is no requirement that CPS Certification Renewal courses be evaluated, but it is strongly recommended. There is also no requirement that this form be used for class evaluations. Class Administrators and/or Lead Instructors may use any evaluation forms they feel are most appropriate. The Course Administrator or the Lead Instructor will need to make sure enough copies are made for all students.
- VehicleIDform\_ForStudents\_R0108.pdf: This form is to be distributed to students at the beginning of class and collected as quickly as possible to allow the Instructors to check to see which systems are available for use in the skills test. The Course Administrator or the Lead Instructor will need to make sure copies are made for all students and Instructors.
- StudentVehicle\_OccupantRestraintDetails\_ForInstructors\_R0108.pdf: This form is to be used by instructors to record detailed information about the vehicles that might be available for the skills test. Instructors should refer to this information when planning for the skills test. The Course Administrator or the Lead Instructor will need to make

sure enough copies are made for all students' and Instructors' vehicles and to have extra copies on hand in case any are needed.

3. **Manuals** - This folder contains two subfolders:

☐ Certification Manual - Student

- References to the April 2007 (R0108) Student Manual are included as a part of the presentation/lecture in the Renewal Instructor Manual.
- A PDF copy of the student manual is included on the Instructor CD so all Instructors will be able to see exactly what the students have in their manuals. The version that is provided is the "Student Manual Web Quality" optimized for quick viewing on a computer monitor.

☐ Renewal Manual - Instructor

- The only file in this folder contains a PDF version of the June 2008 CPS Certification Renewal Course Instructor Manual.
- All Instructors should receive their own Instructor Manual, but this document can be printed for any Instructor who might not have received theirs through the CPS certification and training program.

4. **Participant Handout** - This folder contains one file:

- Instructors/Administrators should print or make copies of the "Child Passenger Safety Training Program Certification Renewal Course – Participant Handout" for each participant. This handout is a summary of the information covered in the Certification Renewal Course presentation/lecture.
- There is no "student manual" for the Certification Renewal Course. Instead, students all receive a copy of the April 2007 (R01/08) Certification Course Student Manual. This manual is theirs to keep even if they do not pass the Certification Renewal Course.

5. **Planning and Logistics** - This folder contains two subfolders:

☐ Sample Agendas

- There is no rigid agenda for the Certification Renewal Course. Several sample agendas - each with a student and instructor version - have been provided on the Instructor CD. Instructors continue to have limited discretion to adjust time frames on the agenda for the lecture, breaks, lunches, and tests as these are Instructor decisions based on the number of students, classroom logistics, weather conditions, learning/reading/physical disabilities (refer to "Reasonable Accommodations" in the Instructor Guide), etc. However:
  - During the lecture/presentation, Instructors should cover everything in the lesson plan, but not add to the content unless necessary for further explanation. Remember that this is NOT an update/refresher class.
  - Barring the need for providing reasonable accommodations for learning/reading disabilities (refer to "Reasonable Accommodations" in the Instructor Guide), the time limit for the written test is 2 hours.
- Lead Instructors are welcome to adjust the sample agendas to fit their needs within these constraints.

☐ Sample Letters and Class Info

- Sample\_RenewalCourse\_ConfirmationLetter\_R0608.doc - Provides a sample letter that can be used by Certification Renewal Course instructors or administrators that confirms a student's registration in a course (in addition to the email confirmation generated by the Safe Kids CPS Certification online registration system) and provides important details about the course.
  
- Sample\_RenewalCourse\_InformationSheet\_R0608.doc - Provides a sample flyer that can be used to advertise and provide details about an upcoming Certification Renewal Course.

6. **PowerPoint Slides** - PowerPoint slides have been furnished as presentation aides for the June 2008 edition of the National Child Passenger Safety Certification Renewal Course.

- Instructors must study and present the information found in the Lecture/Presentation section of the Certification Renewal Course Instructor Manual in order to provide the students with the information they need to receive through this course.
  
- Teaching only from the slides, rather than from the instructor notes as well as the slides, will not provide the students with the information intended to be delivered through this course and will put an instructor at risk of certification sanctions.
  
- There are two PowerPoint presentations provided for this course:
  - CertificationRenewal\_R0608\_Dark.ppt - contains presentations with the slides formatted with a dark background and light text
  - CertificationRenewal\_R0608\_Light.ppt - contains presentations with the slides formatted with a light background and dark text.
  
- The two background formats, light and dark, are provided since one version may work better than the other due to lighting conditions in the classroom being used. It is advisable to have both versions available for any given class so you can see which version shows up better in the classroom.
  
- There are no videos associated with the Certification Renewal Course slides.