Step-By-Step:
How to Register for a Public Course
(paying by credit card)

April 2016
Go to http://cert.safekids.org

Click on LOG IN
Click on Tech/Tech to Be

Log In

CPS Tech/Tech to Be

Log In - CPS Tech/Tech to Be

In general, we’ve found that using Google’s Chrome instead of Microsoft’s Internet Explorer for web browsing is noticeably faster.

There are two available log-in options. Please review your choices and click on the one that best meets your needs.

This online system is for Certified Technicians, Instructors, course administrators and people who are interested in becoming a CPS-certified. Here are some of the things you can do in the Certification Management system:

- Make a CPS online profile (if you’ve never been CPS-certified)
- Register for a course (Certification or Renewal)
Log In

Need help?
Need Your Log-in Info?

Click on **Forgot Your Password** link or call 1-877-366-8154.
Click on Find/Register For A Course

1. Find/Register For A Course
2. View Course Registration History
3. Update Organization Affiliation
4. Update Profile and Contact Information
5. Update Posted Address
6. Change Your Username
7. Change Your Password
8. Logout
Search for the Course

Find/Register for a Course

**Note:** All courses are taught in English. Courses for bilingual students have Technician Guides (student manuals) and quizzes available in that language. Currently available: Arabic (in Qatar) and Spanish. English materials also available.

The national course fee is $85. Review the course information page carefully as there may be an additional local fee.

People interested in the Certification Renewal Testing Course must have an expired certification and stayed current in the field. Any candidates who have not kept up with the latest in CPS, should retake the full Certification Course.

A student workbook (Technician Guide) is provided to all students. For a preview, you may find it at [www.cpsboard.org](http://www.cpsboard.org) under Tech + Instructor Curriculum.

This is using Florida as a Example
Choose the Course

15 record(s) found.

Controlled courses require instructor approval – this is done online using our system.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Type</th>
<th>Class Type</th>
<th>Manual Language</th>
<th>Date</th>
<th>Seats</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL2016010943</td>
<td>Certification</td>
<td>Controlled</td>
<td>English</td>
<td>3/8/2016</td>
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<tr>
<td>FL2016011474</td>
<td>Certification</td>
<td>Public</td>
<td>English</td>
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<td>7</td>
<td>Jax Bch, FL</td>
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<tr>
<td>FL20160203159</td>
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<td>Public</td>
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<td>Edgewater, FL</td>
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<tr>
<td>FL20160219220</td>
<td>Certification</td>
<td>Controlled</td>
<td>English</td>
<td>4/4/2016</td>
<td>9</td>
<td>Panama City, FL</td>
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</table>

Public Courses are available on a first come-first served basis. (Paying the fee gets you in.)
Register and make payment.

Note any locally paid additional fees.
**Find/Register for a Course**

Please confirm your registration

<table>
<thead>
<tr>
<th>Course ID</th>
<th>FL20150428467</th>
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<tbody>
<tr>
<td>Location</td>
<td>Lakeland, FL</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Course Start Date</td>
<td>6/18/2015</td>
</tr>
<tr>
<td>Address</td>
<td>4295 S Buffalo St, Orchard Park, NY 14127</td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:torrej@orchardparkny.org">torrej@orchardparkny.org</a></td>
</tr>
<tr>
<td>Course Start Date</td>
<td>6/18/2015</td>
</tr>
<tr>
<td>Additional Local Fee</td>
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</table>

- Complete the Registration Process
- Search for Another Course
Select Payment Method

Find/Register for a Course

The registration fee for this course is: $85

- Pay by Credit Card
- Pay by E-Purchase Order
- Pay by E-Voucher
- Pay by Check (Paper Application)
- Search for Another Course

These 2 options show up if you are Affiliated with an Organization.

This example is credit card.
Follow Prompts/Enter Information

Date       Due Description                           Amount
05/20/15   Registration Fee for course FL20150428467   85.00

Total   85.00

Payment Method
Card Type*

Click here to pay your fee online

American Express
Visa
MasterCard
Discover
Enter Information

<table>
<thead>
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<th>Value</th>
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<tbody>
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<tr>
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<td>Total Amount</td>
<td>$85.00</td>
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<tr>
<td>Card Number</td>
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<tr>
<td>Exp Date</td>
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<tr>
<td>Name</td>
<td>Clark Kent</td>
</tr>
<tr>
<td>Address</td>
<td>123 Hero Way</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>GA</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>30728</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Super1@mail.com">Super1@mail.com</a></td>
</tr>
</tbody>
</table>

Please click the process payment button once to avoid multiple charges on your credit card. In an effort to prevent fraudulent use of credit cards, you will need to enter the name on the card, and the billing address of the credit card holder. If you receive a decline message, please ensure that these items match the card. If you continue to experience an issue, please contact the issuing bank of the credit card.

* = Required Fields
You are registered!

**Your Certification Status**

Official Mailing Address
Heroes United
456 Xray Vision Blvd
Camp Lejeune, NC 28542

Work Phone: 910-451-1941
Primary E-mail: Super1@mail.com

Status: Technician Candidate
Posted: No
Cert ID: SK ID: 706022

Posted Address
456 Xray Vision Blvd
Camp Lejeune, NC 28542

Audit:

**Action Items**

1. Find/Register For a Course
2. View Course Registration History

To review course info, click on View Course Registration History

Status changes from Contact to Technician Candidate
Contacting CPS Customer Service

(877) 366-8154
cps.certification@safekids.org

Certification-related information is available at http://cert.safekids.org.