Step –By-Step:
How to Recertify

March 2016
Recertification Overview
Details Online

http://cert.safekids.org → I’m A Tech/Recertification

**I’m A Tech**

- Recertification
- Seat Checks
- CEUs
- Community Education
- Recertification Fees
- CEU Audits
- Technician Proxy
- Become an Instructor
- What Instructors Do
- Renewal Course

**RECERTIFICATION**

Recertification Requirements

CPS certification expires after two years. Technicians and Instructors are required to undergo the recertification process before current certification expires.

Here is what you need to do to recertify:

- Meet these requirements and record the activities in your online profile:
  - Conduct all five different types of seat checks
  - Participate in at least one community education (checkups, community events, etc.)
  - Participate in at least six continuing education units (CEUs). As part of your recertification process, you might be randomly selected for a CEU audit. Keep proof of content and completion of the audits for several months after you recertify. You can monitor your audit status in your online profile.
  - If you are an instructor, complete 20 Certification/Certification Renewal CEUs.
Recertification Requirements

Basic re-certification requirements and deadlines

1. Five seat checks approved by a certified instructor (may use technician proxy option)
2. Community Education
3. A minimum of six hours of CPS technical continuing education (CEUs)
4. Register and pay fee by the end of the certification expiration date.

INSTRUCTORS: In addition to the above requirements, you must also log 20 teaching hours of CPS course instruction.

Personal log available under Resources-FAQS, Forms, Recertification
Flow Chart available under Resources-FAQS, Forms, Recertification
5 Seat Checks

• These may be done at any time during your certification cycle.
• Seat checks are entered online AND approved by an instructor or tech proxy.
  • RF only child safety seat
  • RF convertible seat
  • FF child safety seat with harness
  • Belt-positioning booster
  • Installation with LATCH
Community Education

**PICK ONE**

- Participate in at least one two-hour check up event
  - With at least one other CPS Technician
  - Using any standardized checklist
- **Provide at least four hours of community education.**
  - Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement).
  - These are presentations to non-CPSTs.
- **Attend a one hour (minimum) educational session.**
  - Examples include how to better reach community members or underserved communities, improve communication skills, instructor development and learning about other cultures and their beliefs to better serve them as educators.
  - These can be in-person or online.
Continuing Education Units (CEU)

- A minimum of six hours of CPS technical continuing education (CEUs) must be obtained and reported during the current certification cycle.
- They may be entered at any time during your certification cycle.
- CEUs must fit into one of the approved categories and meet content requirements.
What is a CEU?

• CEU = Continuing Education Units
• These updates improve your technical knowledge.
• Mix and match to get your 6 CEUs (ex: in-person workshops, online, newsletters/manuals)
• CEUs are not verified online, and may be subject to a CEU audit. Technicians must keep written proof of the earned CEUs.
Continuing Education: Categories

1. In-person Session/Workshop (max. 6 CEUs)
2. Observing a Cert Course (*not available*)
3. Teleconferences (max. 5 CEUs)
4. Online/Web sessions (max. 6 CEUs)
5. Newsletters/Manuals/Journals (max. 3 CEUs)
Content Requirements

• All categories of CEUs must meet the **content requirements** of improving CPS technical knowledge.
  
  • Examples include LATCH updates, and attending CR manufacturer workshops/product updates, CPS panel at conferences or vehicle manufacturer workshops specific to occupant protection.
Examples of content that would qualify for CEUs

- CR manufacturer product updates
- CPS Q&A panel
- Vehicle manufacturer workshops specific to occupant protection
- The latest LATCH technology
- Case studies of child occupants in crashes
- Car seats and school bus safety
Examples of content that would NOT qualify for CEUs

✖ State or Local CPS laws
✖ How to run an inspection station ✔
✖ Cultivation and retention of CPS Technicians ✔
✖ Using data to dissect the CPS problem
✖ Impaired driving victim impact panel
✖ Older drivers
✖ Children around cars/Spot the Tot
✖ Tips on how to better teach a CPS Class ✔
✖ Operation Kids *subsets of certification course*

✔ These would count for your Community Education requirement.
Getting 6 CEUs

- **Mix and match** to get the 6 hours at any time during your certification cycle.
- **No need to rely on an instructor!**
  - LATCH or CRMI quizzes
  - Organize a trip to retailer to learn about new seats
  - Organize a webinar watch party
  - Subscribe to Safe Ride News or SafetyBeltSafe USA’s newsletters
Getting CEUs online

- Links online and in the *CPS Express*
- [http://training.safekids.org/](http://training.safekids.org/)
  - OPC and School Buses
  - Using Rear Facing Child Restraints Longer
  - Transportation of Children in Vehicles Other Than Cars
- [www.CPSBoard.org](http://www.CPSBoard.org) (Certification+Recertification tab)
  - Fact or Fiction
  - LATCH Updates
  - New Child Restraints
  - Manufacturer Product Updates
Example: Mix-n-Match

- Take online training and pass quiz → 1 CEU
- Complete LATCH Quiz → 1 CEU
- Attend 2 hour technical update → 2 CEUs
- Attend new CR update at local retailer for 2 hours → 2 CEUs

Lots of options!
When CEUs are completed

• CEUs must be obtained during that certification cycle.

• You can not carry forward extra CEUs.

• EX: Cert cycle is 5/15/2016-5/14/2018
  • Finish and register on 3/2/2016.
  • You are still in the current cert cycle until 5/15/2016. If you complete more CEUs before then, they may not be applied to the next cert cycle.
Last Step: Paying the Fee

- Register and pay fee by the end of your certification expiration date.
  - Do not miss this date!
  - Certification lasts for 2 years
    - Techs and instructor candidates: $50
    - Instructors: $60
How do I enter the requirements?
Go to http://cert.safekids.org
Click on LOG IN
Click on **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

CPS Tech Log-In

Safe Kids Online Services - Login

Login
Username
Password
Submit

New Signup
Please click here if you have never made an online profile with Safe Kids before.

First Time Here?
Please use your SK ID as username and your Last Name as password. If you do not know your SK ID, please contact customer service for assistance.

If you have already been assigned a username and password with the old system, please use them instead.

Forgot Your Password?
Please click here to have your password emailed to you.

Try this first

Need help?
Customer Service: 877-366-8154
Review Your Action Items

If you are having problems with the page, such as tables that are cut off, it is due to your internet browser. Microsoft no longer supports Internet Explorer 8 or older. Microsoft encourages upgrading to a newer browser. If you can't upgrade, Mozilla Firefox and Chrome are both free and work well. If you are not able to do so, contact Customer Service at 877-366-8154 for assistance.

Your Certification Status

<table>
<thead>
<tr>
<th>Official Mailing Address</th>
<th>Status: Certified Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Planet</td>
<td></td>
</tr>
<tr>
<td>1100 Lois Lane</td>
<td></td>
</tr>
<tr>
<td>Metropolis, DC 20010</td>
<td></td>
</tr>
<tr>
<td>Work Phone: 800-111-2222</td>
<td></td>
</tr>
<tr>
<td>Primary E-mail: <a href="mailto:Super1@email.com">Super1@email.com</a></td>
<td></td>
</tr>
<tr>
<td>Cert ID: T001234</td>
<td></td>
</tr>
<tr>
<td>Current Certification Cycle</td>
<td>10/20/2014 - 10/19/2016</td>
</tr>
<tr>
<td>SK ID: 708526</td>
<td></td>
</tr>
</tbody>
</table>

Posted Address

| Posted Phone: 800-111-2222 |                             |
| Posted E-mail: Super1@email.com |                         |

Audit: NOT SELECTED

Action Items

1. Recertification 2014-2016 cycle (enter information)
   - Online CEUs
**Reviewing Recert Requirements**

---

**Your Certification Status**

- **Official Mailing Address**: Daily Planet
  - **Address**: 1100 Lois Lane
  - **City**: Metropolis, DC 20010
- **Work Phone**: 800-111-2222
- **Primary E-mail**: Super1@email.com
- **Status**: Certified Technician
- **Cert ID**: T001234
- **Current Certification Cycle**: 10/20/2014 - 10/19/2016
- **SK ID**: 708526
- **Audit**: NOT SELECTED
- **Posted Address**: 1100 Lois Lane
  - **City**: Metropolis, DC 20010
- **Posted Phone**: 800-111-2222
- **Posted E-mail**: Super1@email.com

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1. **Recertification 2014-2016 cycle (enter information)**

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*Click on Recert...*
## Recertification Requirements and Status Summary

**Certification Cycle:** 10/20/14-10/19/16

<table>
<thead>
<tr>
<th>Certified Technician</th>
<th>Required</th>
<th>Due</th>
<th>Complete?</th>
</tr>
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<tbody>
<tr>
<td>Seat Checks</td>
<td>5</td>
<td>5</td>
<td>NO</td>
</tr>
<tr>
<td>CEUs</td>
<td>6</td>
<td>6</td>
<td>NO</td>
</tr>
<tr>
<td>Community Education</td>
<td>See bottom of the page</td>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>
How do I enter the required seat checks?
Find an Instructor or Tech Proxy

Search for an Instructor or Tech Proxy

CPS Technician Search: Find a CPS Technician

Fill in the form below with whatever information you know. You don't have to fill in the entire form. For more results, use fewer fields. The more fields you use, the more the search will be restricted. Submit at the bottom of the page for a list of CPS Technicians.

If you include the city and state, results will also be shown on a map after the results list.

What should you as a caregiver, expect from a Child Passenger Safety Technician (CPST)? Click Here
Search #1: Instructor

CPS Technician Search: Find a CPS Technician

Fill in the form below with whatever information you know. You don’t have to fill in the entire form. For more results, use fewer fields. The more fields you use, the more the search will be restricted. Click submit at the bottom of the page for a list of CPS Technicians.

If you include the city and state, results will also be shown on a map after the results list.

What should you, as a caregiver, expect from a Child Passenger Safety Technician (CPST)? Click Here

Select State

Select Instructor
Search #2: Tech Proxy

Select State

Check Tech Proxy box
Why Verified Seat Checks?

- The primary purpose is to observe your interaction with parents and children.
- Direct observation helps ensure that communication with parents is accurate and consistent with the information and methodologies in the standardized curriculum.
- The verifying instructor or tech proxy must feel confident in your ability to communicate accurate information to a parent or caregiver and will double-check that the installation and paperwork are correct.
Entering Seat Checks

Click on either option

<table>
<thead>
<tr>
<th>Category</th>
<th>Passed</th>
<th>Under Review</th>
<th>Min. Required</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Rear-Facing Infant CSS</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>Add/Review</td>
</tr>
<tr>
<td>2: Rear-Facing Convertible CSS</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>Add/Review</td>
</tr>
<tr>
<td>3: Forward-Facing CSS w/Harnesses</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>Add/Review</td>
</tr>
<tr>
<td>4: Belt-Positioning Booster</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>Add/Review</td>
</tr>
<tr>
<td>5: Installation using LATCH</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>Add/Review</td>
</tr>
</tbody>
</table>
## Entering Seat Checks: Add date(s)

<table>
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<tr>
<th>Activity</th>
<th>Date of Activity</th>
<th>Verifying Instructor/Technician Proxy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rear-Facing Infant CSS</td>
<td>02/25/2016</td>
<td>Lookup Instructor/Tech Proxy</td>
</tr>
<tr>
<td>Rear-Facing Convertible CSS</td>
<td>02/25/2016</td>
<td>Lookup Instructor/Tech Proxy</td>
</tr>
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<td></td>
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<tr>
<td>Installation using LATCH</td>
<td></td>
<td>Lookup Instructor/Tech Proxy</td>
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</tbody>
</table>

**NOTE:** The instructor will be sent a notification email for each seat check. This email is a courtesy and not required for them to review your seat check. If you are close to your expiration date, please contact the instructor/tech proxy directly.
Enter Seat Checks: Instructor or Tech Proxy

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Date of Activity</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Rear-Facing Infant CSS</td>
<td>02/25/2016</td>
<td>[Lookup Instructor/Tech Proxy]</td>
</tr>
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<td>Rear-Facing Convertible CSS</td>
<td>02/25/2016</td>
<td>[Lookup Instructor/Tech Proxy]</td>
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<tbody>
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NOTE: The instructor will be sent a notification email for each seat check. This email is a courtesy and not required for them to review your seat check. If you are close to your expiration date, please contact the instructor/tech proxy directly.

[Submit button]
Email goes out but it isn’t required.

If you are short on time, contact them directly.

Recertification Requirements and Status Summary

<table>
<thead>
<tr>
<th>Certified Technician</th>
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</tr>
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<tbody>
<tr>
<td>Seat Checks</td>
<td>5</td>
<td>5</td>
<td>NO</td>
</tr>
<tr>
<td>CEUs</td>
<td>6</td>
<td>6</td>
<td>NO</td>
</tr>
<tr>
<td>Community Education</td>
<td>See bottom of the page</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

Your seat check has been added.

Please Note: You have the option to Add or Delete this seat check.

- Review or Add New Activity in Category 5:
- Display Seat Check Summary
- Return to Main Menu
- Log Out
Email Notifications

- Instructor or Tech Proxy email notifications
  - Sent when submitted
  - Reminder emailed 2 weeks later

- When approved or denied, tech gets email notification.
## Seat Check Status Always in Profile

<table>
<thead>
<tr>
<th>Category</th>
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<td>0</td>
<td>1</td>
<td>Add/Review</td>
</tr>
</tbody>
</table>
How do I enter CEUs?
## Entering CEUs

**Continuing Education Summary for this Period**

**Click Here to enter Continuing Education units**

### What is a CEU?

Generally, one hour of technical contact time counts for one continuing education unit (CEU), with a few specific exceptions. All categories of CEUs must meet the content requirements of improving CPS technical knowledge such as LATCH, a child restraint manufacturer workshop or CPS technical update. Non-technical CPS sessions, such as how to get funding or run an inspection station do not qualify.

You need 6 CEUs (feel free to mix and match) to recertify. You cannot carry over CEUs from one certification cycle to the next, even if you have accumulated more CEUs than are required. Because your certification cycle stays the same, any CEUs obtained after you recertify but before the first day of your new certification cycle may not be applied to the new cycle.

### CEU Hours

<table>
<thead>
<tr>
<th>Category</th>
<th>CEU Hours</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8a: In-person Session/Workshop</strong> (Category 1)</td>
<td>0.00 / 6</td>
<td>Add/Review</td>
</tr>
<tr>
<td><strong>8b: Observing CPS Cert Course</strong> (Category 2) NO LONGER AN OPTION</td>
<td>0.00 / 0</td>
<td>Add/Review</td>
</tr>
<tr>
<td><strong>8c: Teleconferences</strong> (Category 3)</td>
<td>0.00 / 5</td>
<td>Add/Review</td>
</tr>
<tr>
<td><strong>8d: Online/Web sessions</strong> (Category 4)</td>
<td>0.00 / 6</td>
<td>Add/Review</td>
</tr>
<tr>
<td><strong>8e: Newsletters-Manuals/Journals</strong> (Category 5)</td>
<td>0.00 / 3</td>
<td>Add/Review</td>
</tr>
</tbody>
</table>

**Total Submitted:** 0.00

**Eligible Based On Category Maximums:** No
Entering CEU Detail

Add New Activity

1. Activity Start Date
   
   02/19/2016

   (mm/dd/yyyy)

   Activity Type
   
   In-person Sessions

   Location of course and instructor name
   
   All day update with W. Woman, Aquaman and F. Gordon at Hall of
   Justice in Metropolis

   Event ID (if pre-approved)
   
   This is NOT the instructor ID
   
   798

   CEU Hours
   
   6

   * Required

   Submit
**CEU confirmation screen**

<table>
<thead>
<tr>
<th>Recertification Requirements and Status Summary</th>
<th>Certification Cycle: 10/20/14-10/19/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark Kent</td>
<td></td>
</tr>
<tr>
<td><strong>Certified Technician</strong></td>
<td></td>
</tr>
<tr>
<td>[Table]</td>
<td></td>
</tr>
<tr>
<td><strong>Required</strong></td>
<td><strong>Due</strong></td>
</tr>
<tr>
<td>Seat Checks</td>
<td>5</td>
</tr>
<tr>
<td>CEUs</td>
<td>6</td>
</tr>
<tr>
<td>Community Education</td>
<td>See bottom of the page</td>
</tr>
</tbody>
</table>

CEU hours have been added.

**Please Note:** You have the option to delete this activity.

- Review or Add New Activity in Category 8d: Online/Web sessions
- Display CEU Summary
- Return to Main Menu
- Log Out
How do I enter Community Education?
Community Education is After CEUs

"Click Here to Continue" button will appear here when you are eligible to apply for recertification.

Community Education

You must enter your Community Education before you can continue.

CLICK HERE to enter Community Education Information.
## Enter Your Community Education

### Community Education - Pick One

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Participated in at least one two-hour check up event with at least one other CPS technician at which you serve families using any standardized checklist to provide documentation, if needed.</td>
</tr>
<tr>
<td>☐</td>
<td>Provided at least four hours of community education. Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement). These presentations are not for CPSTs.</td>
</tr>
<tr>
<td>☐</td>
<td>Attended a one hour (minimum) educational session on how to better reach community members, improve communication skills or instructor development.</td>
</tr>
</tbody>
</table>

### Dates and Details

- Attended 2 hour session on how to reach at risk communities and promote CPS. Speakers: Batman and wonder Woman
How do I pay the fee?
Paying the Fee

1 Community Education

5 seat checks

6 CEUs

within 4 months of your expiration date

= You may pay for your recertification
## Recertification Requirements and Status Summary

Certification Cycle: 10/20/14-10/19/16

### Certified Technician

<table>
<thead>
<tr>
<th></th>
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<td></td>
<td>YES</td>
</tr>
</tbody>
</table>
Questions about CEUs? Go to cert.safekids.org and click on Recertification or contact CPS Customer Service at cps.certification@safekids.org.

You are now eligible to apply for recertification.

Community Education
Community Education: CommEd-1hr
Attended 2 hour session on how to reach at risk communities and promote CPS. Speakers: Batman and wonder Woman

CLICK HERE TO EDIT COMMUNITY EDUCATION INFORMATION.
Confirmation

I have read and do hereby agree to adhere to the content of the National Standardized Child Passenger Safety Training Program, including the curriculum published by the National Highway Traffic Safety Administration and procedures set forth by the certifying body when performing child passenger safety educational functions. Failure to comply with these procedures and guidelines may result in my certification being suspended or revoked.

I have read the following statement: To recertify, technicians must participate in a community education with families and children. If there is any reason you are unable to meet this requirement, legal or otherwise, do not continue with the recertification process. If you become ineligible to remain a certified passenger safety technician, no refunds will be provided.

Your re-certification fee includes two years of certification and the monthly e-newsletter, the CPS Express!

[Continue]
Register/Payment Options

Recertification Requirements and Status Summary
Clark Kent (#ORG547226)  Certification Cycle: 06/20/14-06/19/16

Certified Technician

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required</th>
<th>Due</th>
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<tr>
<td>Seat Checks</td>
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<td>Community Education</td>
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<td></td>
<td>YES</td>
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</tbody>
</table>

Your information has been saved. Pay for recertification by choosing an option below,

- Apply and pay by Credit Card
- Apply and pay with a E-Purchase order
- Apply and pay with an E-Voucher
- Apply and pay by check (paper application)

Options if affiliated with an Organization
Payment – ex. Credit Card

Recertification Fee
Payment Type: Credit Card Visa
Total Amount: $50.00

Card Number: 12341234124123456
Exp Date: 05/2019
Name: Clark Kent
Address: 1100 Lois Lane
City: Metropolis
State: DC
ZIP Code: 20010 (for US Addresses only)
Phone: 
Email: Super1@email.com

Process Payment

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
Clark Kent
Thank you for paying your recertification fee on 2/26/2016.
Your recertification application has been received for processing. You will receive an email notification within 48 hours.

- **Return to Main Menu**

Please print this page for your records.

Payment confirmation: Receipt

Name: Clark Kent Payment Type: Technician Recertification Fee
Amount: $50
Date Paid: 2/26/2016

Credit card charges will appear under “SAFE KIDS WORLDWIDE” in Washington, DC.
Check Back in

• Don’t miss out on notices. Be sure your information is current!
• You will receive an email notification within 48 hours that your registration has been processed.
• You will not be mailed a notification.
• Log in and print your new wallet card!
1. Recertification 2016-2018 cycle (enter information)
   a. Online CEUs
8. Update Organization Affiliation
9. Update Profile and Contact Information
10. Update Posted Address
11. Click here for Your Wallet Card/Certificate (pdf)
12. Technician Downloads (CPS Board)
Certification Confirmation

Clark Kent

T001234: Certified Technician
Valid from 6/20/2016 through 6/19/2018

Bring this card to all of your CPS events for proof of your certification.

Seat Check Notes

<table>
<thead>
<tr>
<th>Seat Type</th>
<th>Date</th>
<th>Instructor Name</th>
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<tbody>
<tr>
<td>RF Only</td>
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<tr>
<td>LATCH</td>
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</tbody>
</table>
This e-newsletter has all the latest details and program updates.

Emailed to all certified technicians
CPS Express!

The CPS Express is an e-newsletter that is sent to all certified technicians at the beginning of each month. No need to sign up! It is sent to your official mailing address in your CPS online profile.

Each edition includes tips for recertification and updates from the field.

Learn more about CPS Express advertising.
Recertification FAQs

I'M A TECH FAQS

FAQs for Current Techs

1. Who is responsible for making sure I recertify?
2. When is the earliest I can recertify?
3. What is the Community Education requirement?
4. What is a CEU?
5. What is the Renewal Testing Course and who is it for?
6. I passed a “Safe Travel for All Children: Transporting Children it show up in my profile?
Renewal Testing Course
Certification Renewal Testing Course

- Any tech with an **expired** certification is eligible.
- Must be current and **ready to test**
- Hands on skills test
  - Only 2 chances per station
- Written test
  - 42/50 required correct to pass
  - Scored by instructor team
Online Profile = Expired
Certification Renewal Course

Select state, course type and follow prompts to register.
Contacting CPS Customer Service

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

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