

# CPS Re-certification Personal Log

Rev: 03/12/07

**For your records only. Do not submit to Safe Kids.**

## New and improved re-certification requirements for 2007!

**Basic re-certification requirements**

- 1) **Five (5) seat checks** approved by a certified instructor (may use technician proxy option). These may be done at any time during your certification cycle.
- 2) **Community Education – pick one**
  - a) **Participate in at least 1 two-hour check up event** with at least one other CPS Technician where you serve families using any standardized checklist to provide documentation, if needed.
  - b) **Provide at least 4 hours of community education.** Provide at least four hours of community education. Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement) or other stakeholders who are not technicians.
- 3) **A minimum of 6 hours of CPS technical continuing education (CEUs)** must be earned and reported during a current certification cycle (two years). There is no carry-over from one period to the next, even when more than the required CEUs have been accumulated. CEUs may be entered at any time during your certification cycle and must fit into one of the five approved categories and meet content requirements.
- 4) **Register and pay fee** by the end of the certification expiration date.
- 5) In addition to the above requirements, instructors must also log 20 teaching hours of CPS course instruction. This has not changed.

Details will be available in the policies and procedures manual and on the certification Web site ([www.safekids.org/certification](http://www.safekids.org/certification)). Audits will be done regularly.

Name: \_\_\_\_\_ Certification #: \_\_\_\_\_  
 Agency: \_\_\_\_\_ Certification End Date: \_\_\_\_\_  
 Phone: (     ) \_\_\_\_\_

Four Re-certification Requirements	Date(s) completed	Verification (in case you are selected for random audit)
<b>1) Five verified (5) seat checks</b> <ul style="list-style-type: none"> <li>▪ Rear-facing infant ..... _____/_____/_____</li> <li>▪ Rear-facing convertible ..... _____/_____/_____</li> <li>▪ Front-facing with harness ..... _____/_____/_____</li> <li>▪ Belt positioning booster ..... _____/_____/_____</li> <li>▪ Installation with LATCH ..... _____/_____/_____</li> </ul>		Approved online by instructor? <input type="checkbox"/> Yes: Date ____/____/____ <input type="checkbox"/> Yes: Date ____/____/____ <input type="checkbox"/> Yes: Date ____/____/____ <input type="checkbox"/> Yes: Date ____/____/____ <input type="checkbox"/> Yes: Date ____/____/____
<b>2) Community Education: pick one</b> a. Check up event <b>OR</b> b. Community education	Date/Times of event, # of attendees/CPSTs, etc.:	Keep information on check or education event on file
<b>3) Continuing education (6 hours)</b>	List date, times, types, etc. on following page:	Audit materials filed and available upon request?
<b>4) Register and pay fee</b> by the end of the certification expiration date.		

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Please carefully review the specific CEU requirements for audit.  
You must keep CEU records and be able to provide information if selected for audit.

6 CEUS ARE REQUIRED FOR RE-CERTIFICATION			
Type of CEU	Date/time	Topic	Audit materials available?
<b>Category 1: In-person Session/Workshop</b> (Maximum of <u>six</u> CEUs)			
	<b>TOTAL CATEGORY 1 hours:</b>		
<b>Category 2: Auditing a CPS Certification or Renewal Course</b> (Maximum of <u>three</u> CEUs)			
	<b>TOTAL CATEGORY 2 hours:</b>		
<b>Category 3: Teleconferences</b> (Maximum of <u>five</u> CEUs)			
	<b>TOTAL CATEGORY 3 hours:</b>		
<b>Category 4: Online/Web sessions</b> (Maximum of <u>five</u> CEUs)			
	<b>TOTAL CATEGORY 4 hours:</b>		
<b>Category 5: Newsletters/ Manuals/Journals</b> (Maximum of <u>three</u> CEUs)			
	<b>TOTAL CATEGORY 5 hours:</b>		

NOTES: