



# 2007 CPS CURRICULUM

*A Work in Progress*  
*PA Instructor Training*  
*July, 2007*

# Question

- I have taught the revised curriculum
  - A. 1 time
  - B. 2 times
  - C. 3 times
  - D. Observed-haven't taught

# Question

- Since I got my new book, I.
  - A. Kept it neat and in the shrink-wrapped book
  - B. Reviewed it quickly
  - C. Planned on a quick review but it was so interesting, I couldn't put it down
  - D. Thoroughly reviewed

# New Philosophy

- Drivers must learn to protect child occupants
- CPS curriculum covers children up to age 13
- Follows NHTSA's 4 Steps
- New Mantra: Learn, Practice, Explain
- Mantra applies to techs, instructors, families

# Chapters

- Learn, Practice, Explain: new mantra
- Basics of Injury Prevention and Crash Dynamics: combines 2 chapters
- Who Makes the Rules?: NHTSA, CR and Vehicle manufacturer role
- Seat Belt Systems: With Pre-Crash Locking Features

# Chapters (cont)

- Seat Belts Without Pre-Crash Locking Features
- Vehicle LATCH
- Other Vehicle OP Systems (airbags, etc)
- Intro to Child Restraints (General)
- Rear-Facing CR
- Forward-Facing CR

# Chapters (cont)

- Children in Booster Seats
- Kids in Seat Belts
- CPS in Other Vehicles
- Installation Class Exercises
- Appendix
- Glossary
- Index

# New Curriculum

- Over 150 Reviewers
- Curriculum specialists
- Language specialists
- Testing specialists
- Student Workbook function
- Need to know information only- in class

# LESSONS LEARNED SO FAR....

**Tips to help plan and prepare  
for teaching the new  
curriculum!!**

# How to approach the new curriculum?

- The CPS training has been “repackaged” and “need to know” information only
- Decide on the ratio of instructors to students
  - Consider a smaller class size for your first time
  - Add class assistants to your teaching team to set up activities
- Have an open mind!!
- Timing – must be flexible!!
- Learn the new terminology
  - LPE (Learn, Practice, Explain)
  - Non regulated products vs. aftermarket
  - Pre Crashing Locking vs. cinching, locking, switchable

# Teamwork is the key!!

- Lead instructor calls a meeting to review the curriculum, teaching assignments, agenda and makes a list of equipment and supplies; at least 3 weeks out.
- Establish a task list to make sure the administrator, lead instructor and instructors all play a active role in preparing for the class.



# Tips for success!!

- Review curriculum from start to finish
- Be prepared for behind the scenes set up of activities; so it doesn't slow down the training
- Timing – class assistants; multiple stations for activities; strong lead instructor that can adapt agenda; breaks and lunch
- Testing



- Choose a training site that has:
  - Convenient parking lot adjacent to the classroom
  - Building accessibility
  - Large parking lot
  - Restaurants close by (order in?)
  - Large classroom
  - Audio visual equipment

- Prior to the class know the cars that you will have on hand so you can make sure you have a variety of seat belt systems, latchplates, airbags and LATCH.
- Make sure you have vehicle manuals
- Student manual should be with the student at all times; get familiar with the appendix
- Variety of new and older CRS's





- Stick to the curriculum and don't add additional information
- Have a time keeper and stay on track (especially with 3 day classes)
- As the lead instructor always think ahead to the next chapter to make sure equipment and supplies are ready to go so there isn't a delay

# Assignments

- Determine 3, 3.5 or 4 day agenda
- Assign the instructors to the chapters
- Assign an instructor to backup the speaker so the material is taught in its entirety
- Assign an instructor or technicians to set up activities so each chapter is seamless

# In summary....

- Invest the time to prepare prior to the course
- Keep it simple
- Teaching team needs to be prepared and all on the same page
- Find the heartbeat of the new curriculum – realize there will be some bumps until you have taught the course a few times
- Always look for the next instructor candidate
- Stay on schedule and be able to adjust agenda accordingly
- Find an ideal location



# CPS Certification Course: Assessments

What you need to know.

# Question

How long have you been an instructor?

- A. 1994-1996
- B. 1997-1999
- C. 2000-2002
- D. 2003-2005
- E. 2006 – yesterday (fresh meat!)

# Philosophy: Assumptions

- Instructors will come fully prepared
- Instructors can be trusted to keep tests secure and confidential
- Instructors can enter grades correctly online.
- Students who practice using their workbooks in the course will use them once certified.

# Role of Curriculum Specialist

- Designed with Westover Consulting
- Testing experts on staff to review and provide feedback
- Assured course combines skills and knowledge
- Assured students could use workbook to look up/research answers (like we want them to do in the field!)

# Question

- What are the basic parts for the assessment?
  - A. One test and 3 Hands-on skills tests
  - B. One test, 3 Hands-on skills tests and checkup event
  - C. Two tests and 4 Hands-on skills tests
  - D. Three tests, 3 Hands-on skills tests and checkup attendance
  - E. Three tests, 3 Hands-on skills tests and active participation at checkup event

# Question

- What are the basic parts for the assessment?
  - A. One test and 3 Hands-on skills tests
  - B. One test, 3 Hands-on skills tests and checkup event
  - C. Two tests and 4 Hands-on skills tests
  - D. Three tests, 3 Hands-on skills tests and checkup attendance
  - E. Three tests, 3 Hands-on skills tests and active participation at checkup event

# 2 Basic Testing Parts

- Hands-on
  - Skills tests (3)
  - Checkup event
- Written
  - Tests (3)
  - Go in order—all tests are sequential.

# Question

- Where can you go for assessment guidelines?
  - A. [www.safekids.com/certification](http://www.safekids.com/certification)
  - B. [www.usa.safekids.com/certification](http://www.usa.safekids.com/certification)
  - C. [www.safekids.org/certification](http://www.safekids.org/certification)
  - D. [www.usa.safekids.org/certification](http://www.usa.safekids.org/certification)
  - E. [www.cpscercertification.org](http://www.cpscercertification.org)

# Question

- Where can you go for assessment guidelines?
  - A. [www.safekids.com/certification](http://www.safekids.com/certification)
  - B. [www.usa.safekids.com/certification](http://www.usa.safekids.com/certification)
  - C. [www.safekids.org/certification](http://www.safekids.org/certification)
  - D. [www.usa.safekids.org/certification](http://www.usa.safekids.org/certification)
  - E. [www.cpscercertification.org](http://www.cpscercertification.org)

# Assessment Instructions

Online Resources for Instructors

[www.safekids.org/certification](http://www.safekids.org/certification):

- Written Assessment Instructions
- Hands-on Assessment Instructions
- Check up event guidelines

...and on your Instructor CD!

Updates via CPS Board Web site.

# Hands-on Assessments

- Hands-on
  - 3 hands-on skills tests
  - 3 attempts per test
  - Must pass all tests
- Instructors will make copies of the test answer sheets and provide when appropriate.

# Instructor Roles: hands-on

- Maintain a quiet test area.
- Keep students away from test vehicle when it is not their turn.
- Encourage students to use their workbook.

# What happens on attempt #3?

- If a student needs a third attempt, they should work with a **different identified instructor reviewer** to help them stop and use their resources.
- Then they can return to the testing environment to take their third and final attempt

# IC Roles: hands-on

- Maintain a quiet test area
- Keep students away from test vehicle when it is not their turn.
- Encourage students to use their workbook.
- They may sign off students under the supervision of their mentor using their T#.
- Mentor will sign behind the IC.

# Question

- How many questions do you need to get right to pass the written test (min. #)?
  - A. 37
  - B. 40
  - C. 42
  - D. 43
  - E. 45

# Question

- How many questions do you need to get right to pass the written test (min. #)?
  - A. 37
  - B. 40
  - C. 42
  - D. 43
  - E. 45

# Question

- Students are allowed to use their workbook DURING the hands on and written tests.
  - A. TRUE
  - B. FALSE
  - C. Who cares—I love a challenge!

# Question

- Students are allowed to use their workbook DURING the hands on and written tests.
  - A. TRUE
  - B. FALSE
  - C. Who cares—I love a challenge!

# Written Test

- Written
  - 50 questions total broken into 3 shorter tests
  - Instructors will provide copies of the tests to students just before testing begins.
  - Students must be encourage to use their workbook (open book)
  - Must have 84% (42/50) to pass
  - Students should always know their score status.

# Printing Wallet Cards

- Once the course is finalized you will have a new action item.

<b>Address:</b> DOT 1200 New Jersey Avenue, SE. Washington, DC 20002	
<b>Shipping Address</b>	
<b>Address:</b> Safe Kids Worldwide 1301 Pennsylvania Ave NW #1000 Washington, DC The zip co	<b>Attention:</b> K <b>Contact:</b> 20: kch
<b>→ ACTION ITEMS</b>	
<ul style="list-style-type: none"><li>• <a href="#">Print Course Roster</a></li><li>• <a href="#">View the Finalization of this Course</a></li><li>• <a href="#">Print Wallet Cards</a></li></ul>	

# Why no retake exam?

- Open book
- User friendly
- Just like school, they know where they are grade-wise the entire time.
- No retakes for any reason.

# Written Testing

- Instructors must maintain a quiet, comfortable testing environment
- A “reading room” may be provided
- Answer sheets and tests are to be collected and graded before the test is reviewed.
- Address any testing discrepancies immediately with the lead instructor and teaching team.

# Question

- Which of the following students pass the course?
  - A. Pass all hands-on; 84% written, skip checkup event
  - B. Pass all hands-on; 86% written, pass checkup event
  - C. Pass all hands-on but one; 98% written, pass checkup event
  - D. Pass all hands-on; 76% written, 89% retake, pass checkup event

# Question

- Which of the following students pass the course?
  - A. Pass all hands-on; 84% written, skip checkup event
  - B. Pass all hands-on; 86% written, pass checkup event
  - C. Pass all hands-on but one; 98% written, pass checkup event
  - D. Pass all hands-on; 76% written, 89% retake, pass checkup event

# Entering Grades

- Lead Instructor
  - Enter PASS/FAIL for skills tests (fail one, marked fail)
  - Enter PASS/FAIL for checkup event
  - Enter score for combined written quizzes
    - 42 correct to pass (84%)
    - No retakes for any reason
    - Keep a record in case your course is audited
  - System accepts scores and processes certifications immediately.

# After course: Grading (cont.)

- Any students who fail a skills test, does not participate in the checkup or makes less than 42 on the tests will have to **retake the entire course.**

# Responsibilities Beyond Grading

- Do not provide answers in any form or allow a student to change their answers once it is submitted.
- Do not share the exams in any form with non-students.
- Keep the student answer sheets and skills tests on file in case they are audited by the CPS Board.

# Personalized Content

- Some local information requested in manual (laws)
- Do not add new technical content
- Do not add video clips
- Remember– a trained professional worked on the organization and content!



# After the Class:

Instructor Role in Supporting  
New Technicians

# How to Keep Techs Active

- Have a list of upcoming events at the last day of class- have students sign up to help
- Schedule a technical update at least once a year, preferably twice and invite everyone who has attended your classes
- Do your homework: use an outline and then fill in the gaps- go to stores, see new products, become an ongoing resource

# What to Do With Everything Else

- Know you can't teach everything in the class
- Incorporate all the great videos, stories, information into technical updates **AFTER** the class
- Remember, students can only absorb so much at one time
- Spread out the information

# Re-cert Opportunities

- Compile/update an email list of local techs
- Invite to all events
- Use generic press releases (by Safe Kids, PennDOT, PA TIPP, etc) to educate the public AND technicians
- Provide frequent opportunities for techs to re-certify
- Know the SK re-cert requirements
- Use the CPS Board website regularly

# Question

- In 2007, I have
  - A. Taught at least one technical update for CEUs
  - B. Considered offering a CEU class
  - C. Helped out another person but haven't taken the lead
  - D. Helped out another person but haven't taken the lead...YET!

# Preventing Burnout

- Avoid working every weekend
- Expand the worker bees in your hive
- Work as a team for every class and update
- Find and cultivate the new instructors that are just waiting to be discovered in every class
- Keep learning and growing in the field

# Questions?

- Roster issues?
  - CPS Customer Service
    - 877-366-8154
    - [cps.certification@safekids.org](mailto:cps.certification@safekids.org)
- How to run a course?
  - Ask a neighbor?
  - Use local recourses to share best practices.
  - Work with your State CPS Training Contact, Angela Osterhuber