

# CPS Re-certification Personal Log

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.

Four Re-certification Requirements	Date(s) completed	Verification (in case you are selected for random audit)
1) <b>Five verified (5) seat checks</b>	RF infant: _____ RF convertible: _____ FF harness: _____ BPB: _____ LATCH: _____	Approved online by instructor?
2) <b>Community Education: pick one</b> a. check up event <b>OR</b> b. community education	Date of event: Time: # attendees/CPSTs:	Keep information on check or education event on file
3) <b>Continuing education (6 hours)</b>		Audit materials filed and available upon request?
4) <b>Register and pay fee</b> by the end of the certification expiration date.		

# CEU Personal Log

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> (max six CEUs)			
	<b>TOTAL CATEGORY 1 hours:</b>		
<b>Category 2: Auditing a CPS Certification or Renewal Course</b> (max three CEUs)			
	<b>TOTAL CATEGORY 2 hours:</b>		
<b>Category 3: Teleconferences</b> (max five CEUs)			
	<b>TOTAL CATEGORY 3 hours:</b>		
<b>Category 4: Online/Web sessions</b> (max five CEUs)			
	<b>TOTAL CATEGORY 4 hours:</b>		
<b>Category 5: Newsletters/Manuals/Journals</b> (max three CEUs)			
	<b>TOTAL CATEGORY 5 hours:</b>		

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