

## Technician Course Assistant Evaluation

Course Assistant Name: \_\_\_\_\_ Certification #: \_\_\_\_\_  
Course ID: \_\_\_\_\_  
Lead Instructor Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

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### Overall Technician Course Assistant Evaluation

\*Use worksheet on page 4 to determine appropriate rating.

The Technician Course Assistant named above:

- Has** satisfactorily completed the minimum North Carolina Technician Course Assistant evaluation requirements.
- Has not** satisfactorily completed the minimum North Carolina Technician Course Assistant evaluation requirements.

#### Mentoring Instructor(s):

Print Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Course Assistant Evaluation Requirements:

- Mentor and Course Assistant should review expectation before the start of the course.
- The Course Assistant must participate in the entire course. At the end of each day the Mentor and Course Assistant should review the day's activities and discuss strengths and weaknesses.
- On the final day, the Mentor should use the Evaluation Worksheet to complete a final review. Any items marked "Disagree" will result in a failure.
- At the completion of the class, submit a copy of this evaluation to [cps@hsrc.unc.edu](mailto:cps@hsrc.unc.edu), Subject: Course Assistant Evaluation



## Daily Review and Feedback

Daily review and feedback is essential to the instructor candidacy process. In the table below, list the duties assigned to the Course Assistant and comments or recommendations for improvement.

<b>Day 2:</b>	
Course Assistant Duties:	
Comments/Recommendations:	
<b>** I have read and discussed the above comments and concerns.</b>	
CA:	Mentor:





## Course Assistant Evaluation Worksheet

Course Assistant Name \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Using the grids below, evaluate the candidate’s skills for the following categories. If candidate receives a “Disagree” in any category they will not satisfactorily meet the course assistant requirements.

Overall Review – to be completed on final day	Agree	Disagree *Will not pass	N/A
Knowledgeable about a variety of child restraints and aftermarket products - both older and newer models			
Demonstrated knowledge of vehicle occupant protection systems (retractors, latchplates, airbags)			
Able to recognize child safety seat/vehicle incompatibilities and effectively communicate correct action			
Kept within the curriculum guidelines while assisting students (teaching/assistance was consistent with standardized curriculum)			
Capable of answering questions outside of the curriculum while maintaining the original “spirit” of the standardized curriculum			
Able to clearly explain and demonstrate correct installation techniques			
Knowledgeable about and demonstrated use of resources such as manufacturer instructions, LATCH manual, and recall lists.			
Able to say “I don’t know” if necessary			
Responded well to constructive criticism from members of the Instructor team			
Showed positive attitude when interacting with members of the Instructor team and students			
Took the initiative to take on tasks, without being asked			
Used “layperson” terms and anecdotes when explaining complicated issues or concepts			
Provided constructive feedback when responding to students’ errors or misunderstandings			
<b>Mentor(s) Initials</b>	<b>Course Assistant Initials</b>		

**All parties should keep a copy of this evaluation for their own records.**

## North Carolina Instructor Candidate Checklist

- Complete Instructor Candidate Application and submit to NC Child Passenger Safety Program.
  - You will be contacted when application is approved and to schedule a class in which to serve as a Course Assistant
- Serve as a Course Assistant.
  - Download [National CPS Program Instructor Candidate Application](#) before class
  - Ask Mentor to complete “Testimonial for CPS Skill and Course Assistant Completion by Current CPST Instructor” within the National CPS Program application prior to the end of class.
  - Send a copy of Course Assistant Evaluation to [cps@hsrc.unc.edu](mailto:cps@hsrc.unc.edu)
- Complete National CPS Program Instructor Candidate Application and submit to Safe Kids as instructed.
  - Safe Kids NC offers a [scholarship](#) to cover the Instructor Candidate Application Fee if needed.
  - When approved, you will be contacted by the NC program to schedule a class in which to complete your Instructor Candidacy
- Submit completed paperwork to Safe Kids using instructions included in evaluation.
  - Upon receipt, you will be approved as a Certified Instructor
- In order to be paid for teaching North Carolina sponsored classes, all Instructors need to register as a vendor with Office of State Fire Marshal and complete a BID process once a year.
  - Register here: <https://evp.nc.gov/>
  - Once a year Instructors must complete the BID process. You will receive instructions by email prior to the next cycle.

Copies of all materials should be emailed to [cps@hsrc.unc.edu](mailto:cps@hsrc.unc.edu) with the subject NC Instructor Candidate Application.