

North Carolina Child Passenger Safety Technician Instructor (CPSTI) Candidate Process

Certified Child Passenger Safety (CPS) Technicians who wish to pursue their certification as a Nationally Certified Technician Instructor and teach state-sponsored CPS classes must adhere to the guidelines specified by the State of North Carolina for approval as an Instructor Candidate.

Minimum qualifications for becoming a NC Instructor:

- Be a certified CPS Technician for a minimum of one year.
- Demonstrate active participation as a CPS Technician through clinics and/or Permanent Checking Stations.
- Have experience teaching adults within the last 2 years (can be a topic other than CPS).

Application Process:

- Complete the NC Instructor Candidate Application and submit it to the NC Child Passenger Safety Program.
- Serve as a Technician Course Assistant in a NC-sponsored CPS certification course chosen by the NC Child Passenger Safety Program and receive a satisfactory evaluation.*
- Complete the Safe Kids Instructor Candidate application (including payment) as required by the [Safe Kids CPS Certification program](#).
- Serve as an Instructor Candidate in a NC-sponsored CPS certification course and receive a satisfactory evaluation.

*We recommend that Technicians interested in becoming an Instructor serve as a Course Assistant prior to completing the Safe Kids Instructor Candidate application in order to ensure they want to continue with the process.

Technician Course Assistant Process

After your Application has been received by the NC Child Passenger Safety Program, you will be contacted to determine an appropriate course for which to serve as a Course Assistant. The Course Assistant will be assigned to a class where he/she has no personal or professional ties with any of the Instructors in the class.

The State of NC cannot cover travel or other costs incurred when serving as a Course Assistant. Every effort will be made to select a class that is within commuting distance.

You will be assigned a Mentor Instructor to work with for the class. Your mentor will conduct a thorough and objective evaluation of your CPS knowledge, technical skills, interpersonal skills and readiness to continue with the Instructor Candidacy process.

Upon receiving a satisfactory evaluation as a Course Assistant, you should complete and submit the National Child Passenger Safety Certification Training Program Instructor Candidate Application.

North Carolina CPS Instructor Candidate Process

Once you have submitted your Instructor Candidacy Application, paid the required fees through Safe Kids Worldwide Certification Training Program, and are approved as an Instructor Candidate by the Safe Kids Certification Training Program, you will be contacted by the NC Child Passenger Safety Program to identify a certification course to complete your requirements as an Instructor Candidate.



Instructor Candidates will be assigned to a class where they have no personal or professional ties with any of the Instructors or students.

The NC Child Passenger Safety Program encourages Instructor Candidates to seek reimbursement for travel expenses from their employer. In the event an individual cannot get travel expenses covered by their employer, reimbursement of only travel expenses at state rates may be available. If you will need your travel expenses covered, inform the NC Child Passenger Safety Program contact who contacts you to schedule your Instructor Candidacy.

Instructor Candidates will be assigned a Mentor Instructor who will discuss daily performance during the course and summarize evaluation and recommendation status for Instructor certification. If the Mentor Instructor determines that you are not ready for certification as an Instructor due to deficiencies in demonstrated technical and/or instructional skills, you will be informed of areas that need additional work before attempting the Candidacy process again. Instructor Mentors will submit evaluation paperwork to Safe Kids after the completion of the CPS Technician Course.

Upon successful completion of Instructor Candidacy, you will receive notice and documentation from Safe Kids Certification Program.

Questions or inquiries concerning eligibility or the approval process may be submitted to BuckleUpNC at info@buckleupnc.org.

NC CPS Technician Course Assistant Roles and Responsibilities

The NC Child Passenger Safety Program has established guidelines above and beyond the [requirements and guidance](#) established by the National CPS Certification Program. The role of the Course Assistant is to observe all aspects of the course and assist Instructors with activities and practice. The Course Assistant does not lecture, grade, or sign off skills tests.

Roles and Responsibilities of a Course Assistant

- Before class: Download the National CPS Certification [Instructor Candidate Application](#) and contact mentor instructor for further instruction.
- Participate in all aspects of the class including the pre-class Instructor Meeting.
- Participate in setting up the classroom and outdoor exercises including identifying vehicle components and choosing car seats for demonstration or exercises.
- Observe all aspects of course including various teaching styles of all Instructors.
- Assist students with practice exercises and answer questions.
- At the end of class, have your mentor instructor complete the *Course Assistant Testimonial* required as part of the National CPS Certification [Instructor Candidate Application](#).

Roles and Responsibilities of a Mentoring Instructor

- Provide opportunities for the Course Assistant to assist in all aspects of the course. This could include: choosing demonstration car seats, assisting with skills set-up, and assisting with in-class activities.
- Observe how the Course Assistant interacts with students and provide suggestions as needed.
- Observe Course Assistant's technical skills and ability to communicate complicated information to students and provide suggestions as needed.
- Fill out the Daily Feedback form and discuss with the Course Assistant at the end of each day.
- Complete the Technician Course Assistant Evaluation, discuss with the Course Assistant at the end of the class, and return it to the NC Child Passenger Safety Program (cps@hsrc.unc.edu).
- Complete the *Testimonial for CPS Skill and Course Assistant Completion* within the National CPS Certification [Instructor Candidate Application](#) and return to Course Assistant.

NC CPS Instructor Candidate and Mentor Roles and Responsibilities

The National CPS Certification Program has a [guide](#) for Instructor Candidates and Mentoring Instructors. The role of the Instructor Candidate is to participate in all aspects of the class including teaching modules, setting up skills evaluations, and evaluating student performance.

Instructor Candidate

- Before class: Review the entire curriculum, not just the modules you have been assigned.
- Review the activities in your modules with the rest of the Instructor team and discuss how the activity will be set up.
- Participate in all aspects of the class including the pre-class Instructor Meeting.
- Serve as an Instructor by teaching modules, setting up skills evaluations, and evaluating student performance.

Mentoring Instructor

- Contact Instructor Candidate before class
- Provide constructive feedback, encouragement, support, and candid guidance on ways to improve.
- Fill out the Daily Feedback and discuss with the Candidate at the end of each day.
- Complete the [Instructor Candidacy Evaluation](#), discuss with the Instructor Candidate at the end of the class, and return to Safe Kids.

North Carolina Instructor Candidate Application

Name _____ Email _____
Position _____ Certification # _____
Agency _____ Certification Expiration Date: _____
Preferred Phone _____ How long have you been certified?
Street Address _____ (if your certification has ever expired, do not
count time prior to expiration)
City / State / Zip _____

NC Instructor Candidates are expected to maintain and expand their knowledge through conferences, webinars, or other trainings. List the date, course type, and location for recent trainings.

<u>Date(s)</u>	<u>Course Type (e.g. Conference, Webinar)</u>	<u>Location</u>
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NC Instructor Candidates must demonstrate active participation as a CPS Technician through volunteering at four or more recent car seat clinics OR through regular work at a Permanent Checking Station.

Permanent Checking Station Participation:

Dates: _____ From _____ to _____

Location: _____

Can be verified by: Name: _____

Phone / Email: _____

CPS Clinic Participation:

Clinic #1: _____ Date: _____ Location: _____

Can be verified by: Name: _____

Phone / Email: _____

Clinic #2: Date: Location:

Can be verified by: Name:

Phone / Email:

Clinic #3: Date: Location:

Can be verified by: Name:

Phone / Email:

Clinic #4: Date: Location:

Can be verified by: Name:

Phone / Email:

List your teaching experience from the last 2 years below. This experience can be in subject areas other than child passenger safety, but you must have taught adults. Alternatively, the North Carolina Instructor Development Class can serve in place of other adult education.

Date	Topic (e.g. CPR, car seats, fire safety)	Session Length	# Adult Students
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Why do you want to become a CPS Instructor? *(use additional pages if necessary):*

Signatures

Applicant: I agree to adhere to CPS course content and policies/procedures set forth by the NC CPS Program when performing duties as a CPS Instructor for the State of North Carolina. Failure to comply with policies and procedures may result in my authorization to teach NC CPS classes being suspended or revoked.

Print Name:

Signature:

Date:

Supervisor: Applicants who expect to pursue Instructor Candidacy or teach classes while “on-duty” or who will have to be allowed to take time off by their employer must have the approval of their supervisor.

I have read, understand, and agree to support and allow this applicant to fulfill the requirements to pursue Instructor Candidacy in North Carolina as listed in this Application.

Print Name:

Signature:

Date:

Not applicable; retired, self-employed, or unemployed

Send your completed application to

cps@hsrc.unc.edu

Subject: NC Instructor Candidate Application