



**2016-2017 REQUIREMENTS FOR COURSES
FUNDED BY
WASHINGTON'S CHILD PASSENGER SAFETY PROGRAM**

Each recipient certifies that the Child Passenger Safety grant will not be used to replace existing state or local funds, defined as supplanting. Compensation is not allowed for services covered by the Staff persons' employer.

- Pre-approval through the grant process **prior** to start is required for all classes/services.
- Lodging, mileage, meals for Course Staff may be covered at [state per diem rates](#) **IF** prior approval is provided in grant.
- When billing for these services, include the "scope of services" on invoice.

CPST CERTIFICATION COURSE

SCOPE OF SERVICES

Provide training to child passenger safety technician candidates utilizing NHTSA's National Standardized Child Passenger Safety Technician (CPST) Certification Course. This course is typically a four day course which combines classroom instruction, hands-on work with child restraints and in vehicles, and a community car seat checkup event.

TO RECEIVE STATE FUNDING

The CPST course must:

- Have a minimum of 5 participants
- Obtain a 1:5 ratio of instructor/participants (all other roles are optional)
- Show successful completion of scope of services
- Class and instructor evaluations turned into State's Project Manager

COMPENSATION CRITERIA

The amount of funds provided for the CPST Certification Course Staff:

\$3,700.00 maximum for a class of 5-10 participants

\$4,700.00 maximum for a class requiring three or more instructors

In both instances, an individual Instructor's compensation can NOT exceed **\$2,000.00**.

It is the CPST Lead Instructor's responsibility to reach consensus with payment amounts to all Course Staff.

		<i>(Example for class of 8)</i>
CPST Lead Instructor	\$ _____	\$2,000.00
Assistant/Mentor Instructor	\$ _____	\$1,200.00
*Assistant/Guest Instructor	\$ _____	\$
*Instructor Candidate	\$ _____	\$
*Technician Assistant	\$ _____	\$500.00

*Optional roles for a CPST course with a minimum of 5 participants.

CONTINUING EDUCATION UNITS (CEU'S)

SCOPE OF SERVICES

Provide nationally certified car seat technicians the opportunity to earn continuing education units required for the bi-annual national recertification process. The responsibilities of the CEU presenter include the generation and/or preparation of the curriculum; obtaining pre-approval by SafeKids Worldwide with event number; helping to coordinate promotion, registration, size and location; generation of agenda, sign-in sheet; and providing authorized signature for recert process.

TO RECEIVE STATE FUNDING

- Show successful completion of scope of services
- Class and instructor evaluations turned into State's Project Manager

COMPENSATION CRITERIA

1 CEU class for \$200	3 CEU class for \$400	5 CEU class for \$600
2 CEU class for \$300	4 CEU class for \$500	6 CEU class for \$700

CAR SEAT SIGN-OFFS

SCOPE OF SERVICES

Provide nationally certified car seat technicians the opportunity to acquire the five identified seat inspections required for the bi-annual national recertification process. Seat sign-off's must be observed by a CPST Instructor or Technician Proxy. Instructor/Tech Proxy provides oversight and observes car seat technician as they assist family with car seat inspection; listens to education provided to caregiver; observes knowledge of technician; evaluates interaction between technician and caregiver; provides online approval for recertification process if technician is successful; and provides feedback and discusses other resources for obtaining sign-offs if technician fails.

TO RECEIVE STATE FUNDING

- Show successful completion of scope of services
- Class and instructor evaluations turned into State's Project Manager

COMPENSATION CRITERIA

2 hour car seat event \$200	3 hour car seat event \$300	4 hour car seat event \$400
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CAR SEAT AWARENESS CLASS

SCOPE OF SERVICES

The curriculum provides a comprehensive look at car seat safety. Attendees receive basic instruction and awareness about car seats, information about Washington State law, best practice and answers to frequently asked questions. The class is geared towards Public Health, DSHS transporters, foster parents, WIC, parents, caregivers, grandparents, social work, Child Protective Services, daycare, preschool, medical professionals, teachers, EMS, fire, police, nurses, pediatricians & other child transporters. This class is also used as an effective pre-screening tool for those expressing interest in obtaining car seat technician certification. Providing hands-on opportunities for attendees is strongly encouraged.

TO RECEIVE STATE FUNDING

- Presenter (a certified car seat technician) utilizes one of the following state approved curriculum:
 - Washington State Car Seat Awareness Class <http://wachildpassengersafety.com/>
 - SafeKids WorldWide, email Kchausmer@safekids.org for request form; then she will provide link to download materials.
 - Operation Kids: Next Generation
Material found at <http://cpsboard.org/tech-instructor-curriculum/operation-kids/>
- Class information is sent to [local transportation broker](#).
- Show successful completion of scope of services
- Class and instructor evaluations turned into State's Project Manager

COMPENSATION CRITERIA

2 hour class for \$200	4 hour class for \$400	6 hour class for \$600
3 hour class for \$300	5 hour class for \$500	

CPST RENEWAL COURSE

SCOPE OF SERVICES

This class is designed to renew the certification for expired technicians who have stayed involved in CPS programs and activities and have monitored changes in the field by reading technical updates, attending other CPS classes, and working with non-expired technicians. It is an 8 hour class using the Certification Renewal Testing Course curriculum. CPST Instructor verifies technical skills through hands-on testing, and assesses CPS knowledge through an on-site written test.

TO RECEIVE STATE FUNDING

- Show successful completion of scope of services
- Class and instructor evaluations turned into State's Project Manager
- Have a minimum of three participants

COMPENSATION CRITERIA

Lead Instructor up to \$800
Assistant Instructor up to \$500 (more than five participants in the class)