**For your records only. Do not submit to Safe Kids.**

**🗹 Basic re-certification requirements**

1. **Five (5) seat checks** approved by a certified instructor or technician proxy option. These may be done at any time during your certification cycle.
2. **Community Education – pick one**
   1. **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.
   2. **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. **Attend a one hour (minimum) educational session(s)**, live or online. Examples include how to better reach community members or underserved communities, improve communication skills or instructor development and learning about other cultures and their beliefs in your community.
3. **Six (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 national CPS Certification or Certification Renewal Course instruction.

**Random audits of CEUs are done regularly.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | Certification #: | |  |
| Agency: |  | | Certification End Date: | |  |
| Phone: | ( ) |  | Email: |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Four Re-certification Requirements** | **Date(s) completed, Instructor name & Certification #** | | **Verification** |
| **1) Five (5) verified seat**  **checks** | Date(s): | Instructor Name and # | Approved online by instructor or tech proxy? |
| * Rear-facing Only * Rear-facing convertible * Front-facing with harness * Belt positioning booster * Installation with LATCH | \_\_\_\_/\_\_\_\_/\_\_\_\_  \_\_\_\_/\_\_\_\_/\_\_\_\_  \_\_\_\_/\_\_\_\_/\_\_\_\_  \_\_\_\_/\_\_\_\_/\_\_\_\_  \_\_\_\_/\_\_\_\_/\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ I#\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_ I#\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_ I#\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_ I#\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_ I#\_\_\_\_\_\_\_ | Yes: Date \_\_\_ /\_\_\_ /\_\_\_  Yes: Date \_\_\_ /\_\_\_ /\_\_\_  Yes: Date \_\_\_ /\_\_\_ /\_\_\_  Yes: Date \_\_\_ /\_\_\_ /\_\_\_  Yes: Date \_\_\_ /\_\_\_ /\_\_\_ |
| **2) Community Education:**  *pick one*   1. Check up event  **OR** 2. Community education | Date/Times of event, # of attendees/CPSTs, etc.: | | Keep information on check or education event on file |
| **3) Continuing education**  (6 hours) – May be audited. | List date, times, types, etc. on following page. | | Audit materials filed and available upon request? |
| **4) Register and pay fee** by the end of the certification expiration date. | | | |

Please carefully review the specific CEU requirements and audit requirements for each category.

You must keep CEU records and be able to provide information if selected for audit.

**Random audits of CEUs are done regularly.**

|  |  |  |  |
| --- | --- | --- | --- |
| **6 CEUS ARE REQUIRED FOR RECERTIFICATION** | | | |
| **Type of CEU** | **Date/time** | **Topic** | **Audit materials available?** |
| **Category 1: In-person Session/Workshop**  (Maximum of six CEUs)  \*\* Keep proof of attendance and content (Event ID or agenda) in case you are audited. |  |  |  |
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|  |  |  |
|  |  |  |
| **TOTAL CATEGORY 1 hours:** | |  |
| **Category 2: Auditing a CPS Certification Course** |  | |  |
| No longer an option. Please select another CEU option. | | |
| **Category 3: Teleconferences**  (Maximum of five CEUs)  \*\* Keep proof of attendance and content (Event ID or agenda) in case you are audited. |  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL CATEGORY 3 hours:** | |  |
| **Category 4: Online/Web sessions**  (Maximum of six CEUs)  \*\* Some have a certificate or a quiz to be printed and filed. |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL CATEGORY 4 hours:** | |  |
| **Category 5: Newsletters/ Manuals/Journals**  (Maximum of three CEUs)  \*\* Varies by type |  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL CATEGORY 5 hours:** | |  |

\*\* Specific auditing requirements detailed online at http://cert.safekids.org under I’m a Tech: Recertification/Audit for CEUs

NOTES: