

Iowa Child Passenger Safety Program Instructor Application

Technicians seeking to become an Instructor for the Iowa Child Passenger Safety Program must register their intent to do so through this application form.

Please read this form in its entirety.

What is the role of a Child Passenger Safety Technician Instructor?

A certified instructor will help others who hope to become or to recertify as technicians. In order to keep your status as an instructor, you will need to teach CPS Certification Courses and review other technicians' seat checks. *This includes traveling to other areas of the state to teach courses and/or attend checkup events.* Instructors must provide a minimum of 20 hours of lecturing and hands-on in Certification Courses during the current two-year certification cycle. At least 10 of the 20 hours must be earned through lecturing or hands-on teaching of the full Certification Course.

What are the steps to becoming an Instructor?

Becoming a Certified Child Passenger Safety Technician Instructor is a *significant time commitment* on the part of the technician, technician agency, and instructor mentor. Safe Kids Worldwide maintains minimum standards for the Instructor Candidacy process, and the state of Iowa goes beyond those minimums to maintain a high-quality program.

Please see page 2 for a step-by-step guide to Instructor Candidacy.

Please complete and return pages 3 and 4 to:

Janna Day
Iowa State Child Passenger Safety Coordinator
Blank Children's Hospital | UnityPoint Health – Des Moines
Center for Advocacy and Outreach
1200 Pleasant Street
Des Moines, IA 50309
[\(515\) 241-3262](tel:5152413262) office
[\(515\) 241-6732](tel:5152416732) fax

Step	Task	Completion Date
1	Successfully complete a CPS Certification Course.	
2	Gain significant experience in the CPS field (attend classes, updates, checkup events, etc.) Work alongside seasoned technicians to strengthen your skills and participate in as many events as you can. Hold CPS Technician Certification for a minimum of 1 year.	
3	Submit Iowa Child Passenger Safety Program Instructor Application to State Child Passenger Safety Coordinator.	
4	Schedule face-to-face meeting or phone call with State Coordinator to discuss next steps, roles and responsibilities, and identify a mentor.	
5	Participate as a Course Assistant for a Certification Course, including participating in all planning meetings, setting up the classroom, participating in classroom and outdoor exercises, and observing all aspects of the course.	
6	Complete Instructor Candidate application at cert.safekids.org and submit to Safe Kids Worldwide for review. Documentation must be received by Safe Kids Worldwide at least 6 weeks prior to the registered CPS course you wish to participate in as in Instructor Candidate.	
7	If approved by Safe Kids Worldwide, Technician status will change to Instructor Candidate. Work with identified mentor and course lead instructor to study the curriculum and prepare to teach.	
8	<p>Participate as an Instructor Candidate in a CPS Course. Instructor Candidates must attend the entire course, including any pre- or post-course instructor meetings. During the course, ICs must:</p> <ul style="list-style-type: none"> * Lecture for at least five hours, divided among at least three modules * Set up at least one hands-on exercise (classroom and/or vehicle) * Lead at least one hands-on exercise * Participate fully in the course 	
9	Upon successfully teaching a course, IC Status changes to Certified Instructor and 2-year certification cycle begins. Continue learning and working to improve your technical skills. Teach CPS Certification Courses and review other technicians' seat checks. <i>This includes traveling to other areas of the state to teach courses and/or attend checkup events.</i> Instructors must provide a minimum of 20 hours of lecturing and hands-on in Certification Courses during the current two-year certification cycle. At least 10 of the 20 hours must be earned through lecturing or hands-on teaching of the full Certification Course.	

Name	
Organization	
Mailing Address	
Email	
Phone	
Certification Date	
Certification #	
Expiration Date	

Please indicate why you would like to become a CPS Instructor:

Please share any experience in providing adult education in the classroom setting:

Please initial next to each:

_____ I have read this document in its entirety.

_____ I agree to complete all steps as listed above.

_____ I agree to adhere to CPS Course Content and policies/procedures set forth from the Iowa CPS Program and Safe Kids Worldwide.

Print Name: _____

Signature: _____ Date: _____

Employer Support Agreement - Must be signed by applicant Manager/Director/Chief/CEO, etc.

Applicants who plan to pursue Instructor Candidacy, teach CPS Courses and attend Checkup Events while working, or who will be allowed time off by their employer, must have **full employer support** prior to proceeding.

I have read, understand and agree to support and allow this applicant to fulfill the requirements to pursue Instructor Candidacy, teach CPS Courses and attend Checkup Events in the state of Iowa as listed in his application.

Printed Name: _____

Signature: _____ Date: _____

Check here if not applicable (retired, self-employed, etc.)