

# WASHINGTON STATE USER GUIDE

National Digital Check Form



## WASHINGTON STATE USER GUIDE

Washington is transitioning to 100% use of the National Digital Check Form.

Utilization of the NDCF will improve the Child Passenger Safety Program Car Seat check form data.

This application and free data platform will streamline data collection and reduce reporting burdens. Immediate access to collected data provides the opportunity to monitor trends, track car seat distribution, and accurately report car seat check activity throughout a given service area.



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## Tablet Use Agreement

Washington's Child Passenger Safety Program agrees to provide you with the use of a tablet. This device is being provided to assist in your role as a nationally certified car seat technician and only be used when providing services as a technician.

### Washington's Child Passenger Safety Program

The following terms and conditions are general in nature as not every possible scenario can be thoroughly described or known. **Initial each item and sign at the bottom.**

[Click here to initial.](#) 1. I agree to accept the full responsibility for the tablet and other accessories loaned to me. I understand that I may be liable for any and all costs associated with replacing or recovering the tablet or accessories which arise from irresponsible use of the tablet. I will report any damage, loss, theft, or malfunction immediately to the Program Manager and/or the local child passenger safety (CPS) lead.

[Click here to initial.](#) 2. I understand and acknowledge that I will use the equipment for work-related purposes only and the tablet and/or accessories are strictly prohibited from tampering with the hardware or software.

[Click here to initial.](#) 3. I agree to not add any additional programs to the tablet that are not directly used to conduct car seat checks using the National Digital Check Form (NDCF) and/or supporting child passenger safety activities.

[Click here to initial.](#) 4. I acknowledge that it is my responsibility to immediately deliver the tablet and accessories for updates and/or checks upon random request by the Program Manager or the local CPS lead.

[Click here to initial.](#) 5. In the event that my technician recertification expires and/or I no longer support child passenger safety activities, I understand I must return the tablet and all accessories in working condition to the Program Manager or local CPS lead promptly before my departure.

[Click here to initial.](#) 6. I agree to read and follow all of the manufacturer's instructions, keep the tablet in a safe environment, and will follow all procedures of utilizing wifi to download NDCF data either at the time of inspection or **as soon as possible after completion.**

**My signature demonstrates my understanding and agreement to the above referenced terms and conditions. I acknowledge a violation of the terms of this agreement may result in forfeiture of the tablet.**

Name [Click here to enter text.](#)

Date [Click here to enter a date.](#)

*Be sure you have completed and returned this User Agreement to Cesi Velez at [velezc@cobl.us](mailto:velezc@cobl.us)*

## ONLINE TRAINING VIDEOS



NDCF intro and account creation



NDCF: What is it?



NDCF tutorial



NDCF practice

## ONLINE RESOURCES



National cps board help page

## SETTING UP YOUR IPAD MINI

-  1 Unbox your iPad mini and turn it on by pressing and holding the button on top right of device until the apple icon appears on the screen.
-  2 The HOME key is in the center of the bottom of the screen; swipe up and select United States and English.
-  3 If you already have an Apple device, you can use quick start option and follow the on-screen instructions. If you don't have an existing Apple device, select Set Up Manually and continue to step 4.
-  4 Connect to a WI-FI network; select continue on Data & Privacy; then create a 6-digit passcode.
-  5 Select your preferred options on the next several screens. The quickest and easiest set up is to select "continue". Your iPad mini is now set up.
-  6 Select your preferred options on the next several screens. The quickest and easiest set up is to select "continue". Your iPad mini is now set up.
-  7  Open the "App Store" and search for "Car Seat Check Form". Select "Get" to download and install the app. You may need to select "Agree to Terms and Conditions" then choose "None" on payment information. Fill in your contact information.
-  8  You are now ready to sign into the application and begin using the iPad mini and the National Digital Check Form (NDCF).
-  9  Use Safari web-browser to find and download frequently used applications or documents during a car seat check. (Example: most current recall list found at [www.saferidenews.com](http://www.saferidenews.com)).

REMINDER: To begin using the NDCF, you must have an approved account to access the form. Account approval may take 3-5 business days. Visit [www.carseatcheckform.org](http://www.carseatcheckform.org) to begin the process.

## Introduction



## User Guide: National Digital Car Seat Check Form

Child car seat installation and use checks help caregivers understand the correct use of their seats. The best way to ensure this is to document the checks in person or virtually. The *National Digital Car Seat Check Form (NDCF)* is a helpful tool in guiding and documenting these checks.

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You can use the NDCF digital platform in two ways:

- Web-based check form (requiring internet access) on a computer, tablet, or smart phone.
- Mobile App available in iTunes, Google Play, or Amazon.

## Account Information

An approved account is required to begin tracking seat check data. Nationally Certified Child Passenger Safety Technicians (CPSTs) and instructors can create a free account.

- Visit [www.carseatcheckform.org](http://www.carseatcheckform.org) to begin the process.
- Allow 3 to 5 business days to activate a new account. Technicians will receive an email to confirm account activation.
- CPSTs must plan to ensure the account has been approved before a car seat check event. We strongly encourage technicians to practice using the Check Form before the first event.
- Program managers can request access to agency data by emailing [info@carseatcheckform.org](mailto:info@carseatcheckform.org).

## User Name and Password

New NDCF account holders will be sent an email containing a User Name and Password once the account has been approved. These must be changed on initial login.

- If a new certification card has not been uploaded with the new certification information, the technician's account will be suspended until current proof of certification has been submitted. Upload a copy of the updated wallet card found in individual Safe Kids online [certification profiles](#).
- **Note: Other forms of certification verification will not be accepted.**



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## Which Browsers to Use

### Browser

We have tested The *Digital Car Seat Check Form* extensively using Google Chrome, our preferred browser when working with the web application. It also works on other browsers.

- Apps are available on iOS- Apple, Android, and Amazon Kindle.
- Devices must have an operating system of 8.0 or newer to run smoothly.
- Apps cannot be used until an account has been approved on the web-based platform.

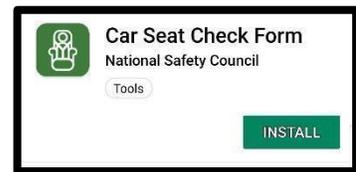


### Downloading the App

#### Android Devices (Samsung, Google, HTC, etc.)

- Go to the Play Store.
- Search “Car Seat Check Form”.
- Download the “Car Seat Check Form” app; it will have a green icon from the developer “[National Safety Council](#)”.
- Use the following link from a mobile device:

[https://play.google.com/store/apps/details?id=org.nsc.checkform&hl=en\\_US](https://play.google.com/store/apps/details?id=org.nsc.checkform&hl=en_US)



#### iOS Devices (Apple)

- Go to the App Store.
- Search “Car Seat Check Form.”
- Download the “Car Seat Check Form” app; it will have a green icon under the category “Utilities”.
- Use the following link from a mobile device:

<https://itunes.apple.com/us/app/car-seat-check-form/id1460697145?mt=8>



### App Login

Once the app has been downloaded onto a device, sign into the app using your National Digital Car Seat Check Form user login information.

- If the app will be used in areas without Wi-Fi, the initial login **must** be completed while connected to Wi-Fi.
- Once the initial login is complete, the device should be placed in airplane mode to eliminate the potential for any app failures because it will continually search for Wi-Fi.
- Car seat check forms completed offline can be uploaded when the device is reconnected to Wi-Fi.
  - Sign into the app and begin downloading stored car seat checks once connected to Wi-Fi.
  - Reconnect to Wi-Fi before each use of the app to verify agency liability statement and technician information. Once information has been verified, the app may be used without Wi-Fi.
  - If technicians are sharing the same device, log out or close the app before the next car seat check if a different technician is using the device.



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## Home Page – Completing the Form

### Create the Check Form

Select to create a new check form. **Fields containing an asterisk (\*) are required.**

- Multiple children connected to the caregiver may be added to one check form.

### Download Check Form Data

Select to download a user report of all seat checks associated with your account.

### NDCF Dashboard

This dashboard uses cleaned data and statistical analysis to produce visualizations of misuse, car seat information, and vehicle information. Technicians and program managers can download a cleaned data file.

### Searching Check Form

Each check form created receives a unique Form ID number.

- Once a seat check has been submitted, the seat checks are saved by the assigned Form ID number. Seat checks are listed on the Home Page.
- Additional seat checks may be added to a saved check form connected to the caregiver by selecting the Form ID number.
- Form ID numbers are listed in order of date completed.
- Search for completed check forms by entering the event date or Form ID number.

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## Create Check Form Page

### Caregiver Information

Interview the caregiver to complete the information. Local level data not captured on the paper version of the *Digital Car Seat Check Form* may be collected separately or documented in the Documentation Box at the end of the form.

- **City** - enter the caregiver's city.
- **State** - select the **caregiver's** state from the dropdown menu.
  - Always select "Training" for any practice checks or mock seat check sign offs for recertification.
- **County** - select the caregiver's county from the dropdown menu.
- **Zip** - enter the caregiver's postal zip code.

### Vehicle Information

All information in this section must be completed before beginning the car seat check.

- Complete the vehicle information even if the caregiver arrives to the car seat check in another vehicle (e.g., friend, relative, support program, etc.).  
If the caregiver did not arrive in a passenger vehicle (e.g., public transportation, on foot, etc.), this information may be left blank. Document the reason in the Documentation Box.

### What model year is this vehicle? Is it older than 2011?

Select Yes or No.

If Yes, enter make, model, and year. See **Vehicle Make/Model/Model Year/Trim** below.

- If No, select the Make, Model, and Model Year from the dropdown menu.
  - Model year: Ask the caregiver for the vehicle model year.
    - Verify the vehicle year by checking for the vehicle manufacture date on the driver side door frame, front of the A-pillar.
      - **Note:** The model year code is also located in the vehicle identification number (VIN), normally in the lower corner through the windshield on the driver's side. It may be in other locations on the vehicle.
    - The most foolproof method (for vehicles 1980 and later) is to use the VIN. The 10<sup>th</sup> digit code specifies the model year. The following websites provide VIN decoding information:
      - Carfax provides [VIN Decoding information](#).
      - AutoZone: <https://www.autozone.com/vin-decoder>.
- Additionally, the vehicle year can be confirmed while checking for open recalls on the vehicle. Technicians can scan the license plate or enter it or the VIN manually. To check for safety issues and recalls, visit: <https://www.nhtsa.gov/recalls>. Internet connection required.

### Vehicle Make/Model/Model Year/Trim

- Select the vehicle make, model, and year from the dropdown menus or enter it into the appropriate text boxes. Then enter the trim level of the vehicle model. The car trim level is also sometimes referred to as the trim package. The trim level specifies a vehicle model's level of performance, features, options, and extras.
- **Note:** If the vehicle make or model cannot be found, verify all the vehicle information has been entered correctly.



### What CPS agency is hosting this seat check?

Document the agency providing the car seat check. Begin typing the agency name in the box until it appears in the list and select it.

- Agency affiliation is not required to use the *Digital Car Seat Check Form*. Any currently certified technician can use the Form to track seat check data. Independent technicians should select "No Agency Affiliation".
- If your agency does not appear as an option, a new agency may be added by clicking the "New Agency" button to the right of the dropdown menu.
- If the car seat check is not affiliated with an agency, this field may be left blank.
- **Note:** To avoid duplication of agencies, *always* confirm and select the correct agency name listed in the *Digital Car Seat Check Form*. Once an agency has been added, it will be saved and does not need to be added again.

## Select Liability Statement

The caregiver must read the liability statement (or have it read to them), sign, and date the form before the car seat check.

- There are four liability statement options:
  - **General liability statement:** The Digital Car Seat Check Form general liability statement is available in English and Spanish.
  - **Agency liability statement:** A customized liability statement may be added to an agency account in English and Spanish. Once uploaded, it will automatically appear as a menu option.
- Agencies may request a customized Digital Car Seat Check Form with an agency liability statement in both English and Spanish. Contact [info@carseatcheckform.org](mailto:info@carseatcheckform.org) for more information.

## Caregiver Signature

Present the caregiver with the device to electronically capture a signature. The caregiver signature may also be collected on a paper form and recorded by checking “*Signature is on the paper check form*”.

## Virtual Seat Check

Check this box if the car seat check information is being collected as part of a virtual car seat check or a virtual mock car seat sign off for recertification.

- Follow the guidelines in [National Digital Car Seat Check Form \(NDCF\) Guidance Document: Virtual Car Seat Checks](#) to capture caregiver signature and acknowledgement of the liability statement.

## Inspection Date

The digital form automatically displays the current date. If the seat check information was collected on a paper Digital Car Seat Check Form and is being entered into the digital platform, the date can be edited to reflect the date of the seat check.

## Event

Provide a description of the event. (e.g., Seat Check Saturday, one-on-one appointment, etc.). Use this field to differentiate between multiple events hosted by an agency on the same day.

## Additional Techs Attending to This Caregiver

Document all technicians who participated in the car seat check.

- Begin typing the last name of the technician. The field will auto populate. Select the technician’s name.
- If the technician does not appear on the list, record the name(s) in the Documentation Box at the end of the form.
- Do not include the account holder in the list.

### In what state is this seat check taking place?

Select the state or IHS area in which the seat check is occurring.

- Always select “Training” for any practice checks or mock seat check sign offs for recertification.

### How did caregiver hear about the seat check?

Document how the caregiver learned about the car seat check.

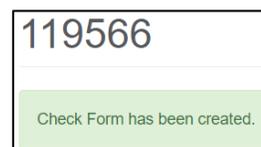
- If “Other,” *briefly* describe how the caregiver heard about the seat check.

### Save

Click the Save button. Any required fields left blank will be highlighted in red and must be completed before the form can be saved.

Once the form has been successfully saved, a new page appears with the Form ID number for future reference.

- All children identified with the caregiver will have the same online Form ID number.



### Add Child

Select  to begin adding children to the seat check form.

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## [Step 1 of 5: Child Information](#)

### Child

#### 1. Child's Age in Years

Select the age range of the child even if the child is not present.

- **Unborn:** Select 
- **0<1:** Select if child's age is less than one year. Complete #1a.

#### 1a. If child is under 1, select the age in months.

Complete this question only if the child is born and less than 1 year old. Select the child's age range in months.

#### 2. Child Location in Vehicle

Document where the **CHILD** is in the vehicle on arrival, even if the child is unrestrained.

This location may be different than the location of the child's **CAR SEAT** as documented in #7.

- **Driver** represents the driver's location.
- **2nd Row:** If the vehicle only has one back row (e.g., sedan), use this option and leave 3<sup>rd</sup> row blank.
- **No Child Present:** Select if there is no child present at the time of the car seat check.
- **4th Row:** Select this option for larger vehicles with more than three rows (e.g., 15-passenger vans). Add additional location information for the 4th row to the Documentation Box.

- **Note:** If the child arrived in a different vehicle but will also be assessed in this vehicle, instruct the caregiver to secure the child as they normally would and proceed with the seat check.

### 3. Height (in.)

Document the child's height in inches.

- If the height is unknown, report an estimated height and document that the height is estimated in the Documentation Box at the end of the form.  Offers additional information about converting centimeters to inches.

### 4. Weight (lbs.)

Document the child's weight in pounds.

- If the weight is unknown, report an estimated weight and document that the weight is estimated in the Documentation Box at the end of the form.
- **Note:** If the caregiver is unsure of the child's height and weight, the Technician has the option to verify height and weight if possible.

### 5. How were height and weight collected?

Select whether the caregiver reported the child's height and weight or if the child was measured and weighed at the car seat check.

### 6. Child Secured Using

Select how the **CHILD** is secured on arrival.

- If the **child** is secured using a lap-and-shoulder belt or lap belt, answer **6a. Child Seat Belt Correct**.

#### 6a. Child Seat Belt Correct

This question only appears if the child arrived in a booster seat or is using a seat belt.

- If **No**, select all misuse that applies.
  - If a description of seat belt error is not listed, provide a brief description in the "Other" box. If more detail is necessary, describe it in the Documentation Box at the end of the form.

All forms can be saved at any time by selecting

 SAVE DRAFT

Select

 NEXT PAGE

to begin collecting On Arrival information.

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## Step 2 of 5: On Arrival

### 7. CS Location in Vehicle

On arrival, document where the **CAR SEAT (CS)** is in the vehicle. This location may be different than the location of the **CHILD** as documented in #2, Child Location in Vehicle.

- **Driver** represents the driver's location.
- **2nd Row**: If the vehicle only has one back row (e.g., sedan), use this option and leave 3<sup>rd</sup> row blank.
- **No CS**: Select if the child does not have a car seat and proceed to #34.
- **Uninstalled**: Select if the car seat is present but not secured in a seating position (e.g. in vehicle trunk, in a box).
- **4th Row**: Select this option for larger vehicles with more than three rows (e.g., 15-passenger vans). Add additional location information for the 4th row to the Documentation Box at the end of the form.

### 8. CS Restraint Type

Document the restraint type being used on arrival.

- **Note**: If the car seat is an **All-in-one**, choose the option that best describes how it was installed. (e.g., RF Convertible, FF with Harness, Backless Booster, High Back Booster)
- **RF Only without Base**: Any rear-facing only car seat designed for use only by a young child in a semi-reclined rear-facing position; not permitted by manufacturer to be used forward-facing; also referred to as infant car seat; only the carrier is present.
- **RF Only with Base**: Any rear-facing only car seat designed for use only by a young child in a semi-reclined rear-facing position; not permitted by the manufacturer to be used forward-facing; also referred to as infant car seat; the carrier and detachable base are present.
- **Base Only**: Detachable base for rear-facing only car seat; the carrier is not present.
- **RF Convertible**: Car seat that can be used rear-facing and forward facing. Select this option when the car seat is being used rear-facing. For rear-facing only car seats, select RF Only without Base or RF Only with Base.
- **FF with Harness**: Forward-facing car seat being used with a harness including convertible, combination, all-in-one, forward-facing only, and integrated car seats.
- **High Back Booster**: Booster seat (or combination or all-in-one car seat being used in the booster mode) with a shell that provides head, neck, and back support for the child; raises and positions the child using a lap-and-shoulder belt.
- **Backless Booster**: Booster seat (or combination or all-in-one car seat being used in the booster mode) that uses the vehicle's seat back or head restraint for head, neck, and back support for the child; raises and positions the child using a lap-and-shoulder belt; also referred to as low-back booster seat or no-back booster seat.
- **Specialized Restraint**: Car seats and booster seats obtained through a specialized provider for use with children who have special transportation needs.
- **Vest**: A harness system used in place of a car seat or booster seat; works with either the vehicle seat belt system or LATCH.
- **Other**: Document the restraint type if the car seat does not fit any of the options above.

## 9. Car Seat Installed Using

Document the ways the car seat is installed in the vehicle on arrival; select all that apply.

- Document additional findings in the Documentation Box at the end of the form.
- If the car seat is uninstalled, Skip to #21.

## 10. CS Harness Correct

Document if the car seat harness is being used correctly on arrival.

- If **No**, select all misuse that applies.
  - If a description of harness error is not listed, provide a brief description in the “Other” box. If more detail is necessary, include it in the Documentation Box at the end of the form.
- **N/A**: Check if harness use does not apply to the scenario.

## 11. Recline Angle Correct

Document if the car seat is reclined according to the car seat manufacturer’s instructions on arrival.

- **N/A**: Select if recline angle does not apply to this car seat.

## 12. Lower Anchors Correct

If the car seat is installed using lower anchors, document if the lower anchors are used correctly on arrival.

- If **No**, select all misuse that applies.
- If a description of lower anchor misuse is not listed, provide a brief description in the “Other” box. If more detail is necessary, include it in the Documentation Box at the end of the form.
- **N/A**: Check if the car seat is not installed with lower anchors.

## 13. Seat Belt Correct

If the car seat is installed using a seat belt, document if the seat belt is used correctly on arrival.

- If **No**, select all misuse that applies.
  - If a description of seat belt misuse is not listed, provide a brief description in the “Other” box. If more detail is necessary, include it in the Documentation Box at the end of the form.
- **N/A**: Check if the car seat is not installed with a seat belt.

## 14. Tether Correct

Document if the tether is used per car seat manufacturer’s instructions on arrival.

- If **No**, select all misuse that applies.
  - If a description of tether misuse is not listed, provide a brief description in the “Other” box. If more detail is necessary, include it in the Documentation Box at the end of the form.
- **N/A**: Check if the car seat does not have a tether or if a tether is present and not being used per the car seat manufacturer’s instructions (e.g., a convertible seat in the rear-facing position).

### 15. Handle Position

Document if the carry handle is being used according to the car seat manufacturer's instructions on arrival.

- **N/A:** Check if the car seat does not have a carry handle.

### 16. Load Leg

Document if the load leg/foot prop is being used according to the car seat manufacturer's instructions on arrival.

- **N/A:** Check if the car seat does not have load leg/foot prop.

### 17. Anti-Rebound Bar

Document if the anti-rebound bar is being used according to the car seat manufacturer's instructions on arrival.

- **N/A:** Check if the car seat does not have an anti-rebound bar.

### 18. Are there non-approved products?

Document if the caregiver is using any non-approved products on, under, or next to the car seat or on the seat belt on arrival.

- **Yes:** Document additional information in the Documentation Box at the end of the form.

### 19. CS Correct Direction Per Manufacturer's Instructions

Based on the child information and the car seat manufacturer's instructions, document if the car seat is installed facing the correct direction on arrival.

### 20. CS Secured Per Manufacturer's Instructions

Based on the information collected in #1 through #19, document if the car seat is installed according to the car seat manufacturer's instructions on arrival.

- **Unknown:** Check if the car seat instruction manual is unavailable to verify if the car seat is installed according to the car seat manufacturer's instructions.

### 21. CS Correct for Child Age, Height, and Weight per Manufacturer's Instructions

Based on the information collected in #1, #3, and #4, and the car seat manufacturer's instructions, determine if the child meets the age, height, and weight requirements of the car seat.

- **Note:** if the child is unborn, ask the caregiver to estimate the child's height and weight. Use that information to respond to this question.
- **Unknown:** Check if the car seat instruction manual is unavailable and verification is not possible.

### 22. CS Correct Per State's Law

Based on the information collected in #1, #3, and #4, determine if the car seat is being used correctly according to the current state law.

- **N/A:** Check if the state law does not apply to the current car seat check.
- To view your State's CPS law, visit <https://www.ghsa.org/state-laws>. Internet connection is required.

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## Step 3 of 5: Findings On Arrival

### **23. Car Seat Labels Missing**

Document if the car seat being used on arrival is missing labels needed to identify general use information.

- **Yes:** Complete as much information as possible in #24 through #30.

### **24. Car Seat MFG**

Document the manufacturer name of the car seat being used on arrival.

- If the manufacturer information cannot be determined, enter “**Unknown**” in the text box.
- If the manufacturer is not listed, select “Other” and enter the manufacturer information.

### **25. Model Name**

Document the model name of the car seat being used on arrival.

- If the model name cannot be determined, enter “**U**” in the text box.

### **26. Model Number**

Document the model number of the car seat being used on arrival.

- If the model number cannot be determined, enter “**U**” in the text box.

### **27. MFG Date**

Document the date of manufacture of the car seat being used on arrival.

### **28. Expiration Date**

Document the expiration date, if available, of the car seat being used on arrival.

- Leave this field blank if the expiration date cannot be determined.

### **29. CS Expired**

Determine and document if the car seat being used on arrival is expired.

- **Unknown:** Check if unable to determine if the car seat is expired.

### **30. CS Recalled**

Using the car seat information collected, identify any recalls on the car seat being used on arrival and document them in the Documentation Box.

- **Unknown:** Check if unable to determine if the car seat is recalled.
- To view the most recent recall link, visit [NHTSA.gov](https://www.nhtsa.gov). Internet connection required.

### **31. Car Seat History Known**

Determine and document if the history of the car seat being used on arrival is known.

### **32. CS Involved in a Crash**

Determine and document if the car seat being used on arrival has been involved in a crash.

- **Note:** If the car seat has been involved in a crash or if the history of the car seat is unknown, consider the need to replace the car seat.

### **33. CS Registered**

Determine and document if the car seat being used on arrival is registered with the car seat manufacturer, using the caregiver’s current address.

- If the car seat is not registered or if it is unknown if the car seat is registered, provide guidance to the caregiver on how to register the car seat.
- Consider registering the car seat on-site before the caregiver leaves the car seat check.

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## Step 4 of 5: On Departure

### 34. Child/CS Location in Vehicle

Document where the **CHILD** and the **CAR SEAT** are in the vehicle on departure. These should be the same location in the vehicle.

- **Driver** represents the driver's location.
- **2nd Row**: If the vehicle only has one back row (e.g., sedan), use this option and leave 3<sup>rd</sup> row blank.
- **4th Row**: Select this option for larger vehicles with more than three rows (e.g., 15-passenger vans). Add additional location information for the 4<sup>th</sup> row to the Documentation Box at the end of the form.
- **Demonstration Only**: Check if the car seat is installed on a vehicle demonstration seat, not in a vehicle.
  - Installation on a vehicle demonstration seat should only be done when no other options are available.

### 35. Restraint Type

Document the restraint type being used on departure.

- **Note**: If the car seat is an **All-in-one**, choose the option that best describes how it was installed (e.g., RF Convertible, FF with Harness, Backless Booster, High Back Booster).
- **RF Only without Base**: Any rear-facing only car seat designed for use only by a young child in a semi-reclined rear-facing position; not permitted by manufacturer to be used forward-facing; also referred to as an infant car seat; only the carrier is present.
- **RF Only with Base**: Any rear-facing only car seat designed for use only by a young child in a semi-reclined rear-facing position; not permitted by manufacturer to be used forward-facing; also referred to as an infant car seat; the carrier and detachable base are present.
- **Base Only**: Detachable base for rear-facing only car seat; the carrier is not present.
- **RF Convertible**: Car seat that can be used rear-facing and forward facing. Select this option when the car seat is being used rear-facing. For rear-facing only car seats, select RF Only without Base or RF Only with Base.
- **FF with Harness**: Forward-facing car seat being used with a harness, including convertible, combination, all-in-one, forward-facing only, and integrated car seats.
- **High Back Booster**: Booster seat (or combination or all-in-one car seat being used in the booster mode) with a shell that provides head, neck, and back support for the child; raises and positions the child using a lap-and-shoulder belt.
- **Backless Booster**: Booster seat (or combination or all-in-one car seat being used in the booster mode) that uses the vehicle's seat back or head restraint for head, neck, and back support for the child; raises and positions the child using a lap-and-shoulder belt; also referred to as low-back booster seat or no-back booster seat.

- **Specialized Restraint:** Car seats and booster seats obtained through a specialized provider for use with children who have special transportation needs.
- **Vest:** A harness system used in place of a car seat or booster seat; works with either the vehicle seat belt system or LATCH.
- **No CS:** No car seat.
- **Other:** Document the restraint type if it does not fit any of the options above.

**36. Child Secured Using**

Select how the **CHILD** is secured on departure.

- **No Child Present:** Select if no child is present at the car seat check.

**37. CS Installed Using**

- Document how the **CAR SEAT** is installed in the vehicle on departure; select all that apply. Document additional findings in the Documentation Box at the end of the form.
- **No CS:** Check if a child left without a car seat. Proceed to #46.
- **Demonstration Only:** Check if the car seat is not installed on departure (e.g., carried, placed in vehicle trunk, etc.)

**38. Is this the same CS as “On Arrival”?**

Document if the same car seat is used on arrival and departure.

- **Yes:** If the same car seat is used on arrival and departure, proceed to #44.

**38a. If No, CS provided by:**

Document who provided the car seat for the child on departure.

**38b. Meets Eligibility Requirements**

Check this box if the caregiver meets the eligibility requirements to receive the car seat provided by the donor in #38a.

- Document any additional local information in the Documentation Box. If there are no eligibility requirement, leave blank.

**39. CS MFG**

Document the manufacturer name of the car seat being used on departure.

- If the manufacturer information cannot be determined, enter “**Unknown**” in the text box.
- If the manufacturer is not listed, select “Other” and enter the manufacturer information.

**40. Model Name**

Document the model name of the car seat being used on departure.

- If the model information cannot be determined, enter “**U**” in the text box.

**41. Model Number**

Document the model number of the car seat being used on departure.

- If the model number cannot be determined, enter “**U**” in the text box.

**42. MFG Date**

Document the expiration date, if available, of the car seat being used on departure.

**43. Expiration Date**

Document the expiration date, if available, of the car seat being used on departure.

#### 44. CS Registered for Recalls By

Document who is responsible for registering the car seat being used on departure.

- **N/A:** Select if no car seat is being used on departure.

#### 45. Is the CS compatible with the vehicle?

Document if the car seat being used on departure is compatible with the vehicle.

- **Yes, without difficulty:** Proceed to #46.
- **Yes, with difficulty:** Answer #45a.
- **No, a different car seat is/was needed:** Answer #45a.

#### 45a. What difficulties did you encounter?

Select all difficulties that you encountered when installing the car seat being used on departure.

- **Other:** If a description of the installation difficulty is not listed, provide a brief description in the "Other" box. If more detail is necessary, include it in the Documentation Box at the end of the form.

#### 46. All corrections made before departure?

Document if all corrections are made to the car seat before departure.

- **No:** Provide an explanation as to why all corrections are not made in the Documentation Box.

#### Documentation Box

- Document seat check details. Do not put personal information in the box.

---

### Technician Discussed

Check all topics discussed with caregiver. Nationally certified CPS Technicians can access the [2020 National Child Passenger Safety Technician Certification Training Technician Guide](#) (TG) for additional information about the following topics as indicated below.

- **Airbags:** Location and potential danger of airbags to children and out of position occupants (TG Module 5)
- **Unused seat belts:** Strangulation dangers of unused seat belts
  - Additional information is available at [cpsboard.org/car-seat-safety/car-seat-safety-entanglement/](https://cpsboard.org/car-seat-safety/car-seat-safety-entanglement/).
- **Projectiles:** Loose objects in the vehicle that can cause injury (TG 3-2)
- **Premature transition:** Potential risks from moving from rear-facing to forward-facing and harness to booster seat too soon (TG Modules 7-10)
- **Heatstroke:** Prevention tips to avoid hot car deaths (TG 12-5)
  - Additional information is available at [cpsboard.org/heatstroke](https://cpsboard.org/heatstroke).
- **Next steps:** Change of direction from rear-facing to forward-facing, transition to next car seat stage, etc. (TG Modules 7-10)
- **Best practice vs. state law:** Guidance on best practice recommendations vs. state law (TG 2-4 and 7-3)

- **Safety in and around cars:** Dangers of leaving children unattended in and around cars (TG 12-5).
    - Additional information is available at [cpsboard.org/heatstroke](https://cpsboard.org/heatstroke).
  - **CS recycled:** What to do with a car seat when it reaches its expiration date
    - Encourage caregivers to check with local recycling programs.
    - Refer caregivers to car seat manufacturer information on car seat recycling.
  - **Bulky clothing:** Dangers of securing a child in a car seat with bulky winter clothing.
    - Additional information is available at [AAP Recommendations](#).
- 

## Step 5 of 5: Caregiver Sign Off

### **47. I harnessed a child/doll in a Car Seat.**

The caregiver indicates if he/she harnessed a child/doll in the car seat. If the car seat check information is being collected as part of a virtual car seat check, the technician will select the appropriate response based on the caregiver's actions.

- **No:** Provide an explanation in the Agency Documentation Box.
- **N/A:** Check if there is no child or doll present.

### **48. I installed my car seat today.**

The caregiver indicates if he/she installed the car seat today.

- If the car seat check information is being collected as part of a virtual car seat check, the technician will select the appropriate response based on the caregiver's actions.
- **No:** Provide an explanation in the Agency Documentation Box.
- **N/A:** Select if the car seat is not installed in a vehicle or it is installed on a vehicle demonstration seat.

### **49. Caregiver's Initials**

The caregiver acknowledges #47 and #48 by signing his/her initials.

- For a virtual seat check, enter the letters "**VR**" to indicate it is a virtual check.

### **50. Caregiver Donation**

Document if the caregiver provides a donation.

- **Yes:** If yes, enter the donation amount in the "Caregiver Donation Amount" box.

### **51. Educational materials given?**

Document if educational materials are provided.

### **52. Final Inspection Sign Off**

Document a final sign off by a senior checker, an instructor, or a technician proxy before departure, if required. If not required, leave blank.

## **Agency Documentation Box**

Document seat check details. Do not put personal information in the documentation box.

---

## Save Draft

Car seat check forms can be edited until the form is submitted. To protect the fidelity of the information collected, the form cannot be edited once submitted.

## Submit



Once the form has been reviewed and is ready to be submitted, select “Submit”.

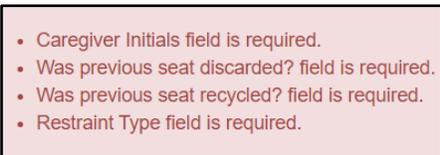
- If a data field must be corrected, submit a request through the “Report Feedback” tab in [carseatcheckform.org](http://carseatcheckform.org). A record is kept of changes made to the submitted form.

**Note:** If there have been substantial changes to the overall check form, consider starting a new form to avoid errors in reporting.

## Errors

Forms cannot be submitted with missing data fields.

- A dialogue box will appear with all incomplete fields.
- The form will redirect the user to all incomplete fields highlighted in red.



- Once all information has been entered, complete the form by clicking  .

## App Users

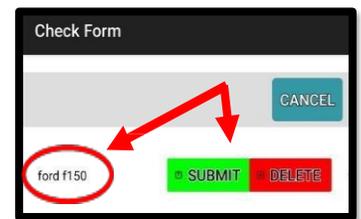
- If Wi-Fi is not available, check forms(s) will be saved in the app until a Wi-Fi is available.
- User will be prompted to reconnect to the internet before being able to submit. Click “Okay” to return to the app. Once you have a Wi-Fi, you must log in to submit check form(s).

---

# Submitting a Form Using the App

## View or Submit Saved Check Forms

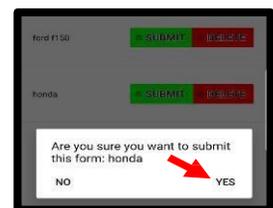
- Select the “View or Submit Saved Check Forms” button on the home page menu.
- To view the check form(s) for a caregiver, select the vehicle information. To review check forms associated with the caregiver, select “Child List” on the Caregiver Information page.
- To submit a check form to the NDCF database, select the green “Submit” button.



## WI-FI/DATA CONNECTION

If there is no Wi-Fi available, car seat check forms will be saved in the app until a Wi-Fi/data connection is available.

- All caregiver information and check forms are saved in the app.
- If Wi-Fi is unavailable, you will be prompted to reconnect to Wi-

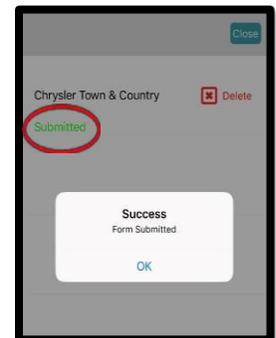


Fi and log in before submitting check forms.

- Select “Okay” to return to the app.

- **Note:** Be sure “airplane mode” is off before logging in when preparing to submit the check forms.
- When check forms are successfully submitted to the NDCF database they will be labeled “Submitted” under vehicle info and can be deleted from the device app.

(Tutorial video: <https://youtu.be/pmDs0sHWwAE>)





## National Digital Car Seat Check Form – Common Seat Check Scenario Guidance

The following chart provides guidance on the most common car seat check scenarios.

<b>Child present/car seat present</b>	Complete #1 through #52.
<b>Child present/booster seat</b>	Complete #1 through #52 <ul style="list-style-type: none"> <li>• #6, document how the <b>CHILD</b> is secured.</li> </ul>
<b>Child present/seat belt use</b>	Complete #1 through #6 <ul style="list-style-type: none"> <li>• #6a, document how the <b>CHILD</b> is secured.</li> <li>• Skip to #34.</li> <li>• If child leaves without a car seat, complete #34 through #37; skip to #46 and complete #46 through #52.</li> </ul>
<b>Child present - not riding in car seat in the vehicle. (e.g., Sitting next to the car seat)</b>	Complete #1 through #52. <ul style="list-style-type: none"> <li>• In #2, document location of <b>CHILD</b>.</li> <li>• In #7, document location of <b>CAR SEAT</b>.</li> </ul>
<b>Child present/NO car seat</b>	Complete #1 through #7. <ul style="list-style-type: none"> <li>• Skip to #34.</li> <li>• If child leaves with a car seat, complete #34 through #52.</li> <li>• If child leaves without a car seat, complete #34 through #37; skip to #46 and complete #46 through #52.</li> </ul>
<b>Car seat present but NO child</b>	Complete #1 through #52. <ul style="list-style-type: none"> <li>• <b>UNBORN</b> child, complete #1 and #7; proceed through remainder of form.</li> <li>• <b>CHILD NOT PRESENT</b>, complete #1 through #52.</li> </ul>
<b>NO child/NO car seat</b>	For an <b>UNBORN</b> child, answer #1 and #7. <ul style="list-style-type: none"> <li>• Skip to #34 and complete #34 through #37.</li> <li>• Skip to #46 and complete #46 through #52.</li> </ul> For a <b>CHILD NOT PRESENT</b> , complete #1 through #5. <ul style="list-style-type: none"> <li>• Skip to #34 and complete #34 through #37.</li> <li>• Skip to #46 and complete #46 through #52.</li> </ul>
<b>Distribution car seat</b>	Complete #1 through #52.
<b>Car seat uninstalled</b>	Complete #1 through #9. <ul style="list-style-type: none"> <li>• Skip to #21</li> <li>• Complete #21 through #52.</li> </ul>



# National Digital Car Seat Check Form

## Quick Reference Guide: Use Methods



The National Digital Car Seat Check Form (NDCF) is an electronic car seat check form and data collection platform. This *free* resource is offered for use to all currently certified Child Passenger Safety Technicians (CPSTs). Once a CPST creates a user account on [carseatcheckform.org](http://carseatcheckform.org) (allowing 3-5 days for processing), the NDCF can be used as follows:

### Web-based platform on a computer, tablet or smartphone

- Internet access is always needed for this option.
- Data is entered into the web-based platform on an electronic device in real-time.
- Agencies can customize the liability statement. Email [info@carseatcheckform.org](mailto:info@carseatcheckform.org) for assistance.
- Personally identifiable information (PII) is not captured. Each family is assigned a unique ID number. CPSTs have the option to ask families to sign in on a paper form and record the corresponding ID number for that family to maintain with local records.

### Mobile app on a tablet or smartphone

- The free mobile app is available from iTunes, Google Play and Amazon. Internet access is needed to download and setup the app on the electronic device. (Note: To use the mobile app, a new user account must be created on the web-based platform first.)
- Use of the mobile app allows CPSTs to conduct a car seat check *without* access to the internet while using an electronic device.
- Data collected is stored on the app until internet access is available.
- Once the electronic device is connected to the internet, the collected data can be uploaded to the CPST's NDCF user account.
- Agencies can customize the liability statement. Email [info@carseatcheckform.org](mailto:info@carseatcheckform.org) for assistance.
- Personally identifiable information (PII) is not captured. Each family is assigned a unique ID number. CPSTs have the option to ask families to sign in on a paper form and record the corresponding ID number for that family to maintain with local records.

### Paper version

- The most current paper version of the NDCF is available at [cpsboard.org/NDCF](http://cpsboard.org/NDCF).
- Agencies have the option of customizing the paper version of the NDCF with their own liability statement and logo. Email [info@carseatcheckform.org](mailto:info@carseatcheckform.org) for assistance.

#### For more information:

Website: [CarSeatCheckForm.org](http://CarSeatCheckForm.org)

Training and field support: [training@CarSeatCheckForm.org](mailto:training@CarSeatCheckForm.org)

Account Support: [info@carseatcheckform.org](mailto:info@carseatcheckform.org)

Resources: [cpsboard.org/NDCF](http://cpsboard.org/NDCF)

- Agencies are able to collect personally identifiable information on the paper version.
- Data collected on the paper version of the NDCF must be manually entered at a later point in time either through the web-based platform or mobile app.

- Virtual Check
- Recert Sign Off
- Mock Check

# Car Seat Check Form v.6.0.

Form ID \_\_\_\_\_

First Name	Last Name		
Street Address			
City	State	Zip	County
Phone	Email Address		
Vehicle: Make	Model/Trim	Year	

**CAREGIVERS ARE ENCOURAGED TO VISIT CHECKTOPROTECT.ORG TO CHECK FOR VEHICLE RECALLS.**

I understand and agree that the sole purpose of this program is to help reduce the incidence of improper installation and use of car seats, booster seats and seat belts, and that this inspection and demonstration is being provided as a free educational service to me. I realize that the program sponsors and certified child passenger safety technicians inspecting the seat(s) cannot fully evaluate the quality, safety, or condition of my car seat, booster seat, or the vehicle seat, safety belts, or any component of the vehicle now or in the future. Furthermore, I understand that the actions taken in this program will not guarantee my child's safety in a motor vehicle crash. I understand that it is important to read and follow the instruction manuals for both the vehicle and the car seat. For these reasons, I hereby release any program participants, any participating organizations or individuals, including the site owner, from any present or future liability for any injuries or damages that may result from a vehicle collision or otherwise.

Caregiver Signature	Date    Month    Day    Year
---------------------	------------------------------

What Agency is hosting this car seat check?

Technicians Participating (T# and last name, include Lead Tech)

What state is this car seat check taking place in?

		Event _____
--	--	-------------

How did caregiver hear about the car seat check?

**CHILD ON ARRIVAL**

**CHILD #** \_\_\_\_\_

**1. Child's Age in Years**

- Unborn (Skip to #8)
- 0<1    1<2    2<3
- 3<4    4<5    5<6
- 6<7    7<8    8<9    9+

**1a. If child is under 1 year, select age in months.**

- 0<3    3<6
- 6<9    9<12

**2. Weight (lbs.)**

--	--	--

**3. Height (in.)**

--	--

**4. How were weight and height collected?**

- Caregiver Reported/Other Source
- Measured at Car Seat Check

**5. Vehicle Present**

- Yes    No

**6. Child Location in Vehicle**

- |   |                                |
|---|--------------------------------|
| <input type="radio"/> <input type="radio"/> Front Row                     | <input type="radio"/> No Child |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> 2nd Row | <input type="radio"/> 4th Row  |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> 3rd Row | <input type="radio"/> N/A      |

**7. Child Secured Using**

- No Child Present (Skip to #8)
- CS Harness (Skip to #8)
- Unrestrained (Skip to #8)
- Lap-and-Shoulder Belt
- Lap Belt
- N/A (Skip to #8)

**7a. Child Seat Belt Correct**

- Yes    No    N/A
- \*If no, select all that apply.*
- Incorrect Fit on Child
- Shoulder Belt
- Lap Belt
- Non-approved Products
- Other: \_\_\_\_\_

**CS FINDINGS ON ARRIVAL**

CS = Car Seat | RF = Rear-Facing | FF = Forward-Facing

**8. CS Location in Vehicle**

- |   |   |
|---|---|
| <input type="radio"/> <input type="radio"/> <input type="radio"/> Front Row | <input type="radio"/> No CS (Skip to #35) |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> 2nd Row   | <input type="radio"/> Uninstalled         |
| <input type="radio"/> <input type="radio"/> <input type="radio"/> 3rd Row   | <input type="radio"/> 4th Row             |

**9. CS Type**

- RF Only without Base
- RF Only with Base
- Base Only
- RF Convertible
- FF with Harness
- High Back Booster
- Backless Booster
- Specialized Restraint
- Vest
- Other: \_\_\_\_\_

**10. CS Harness Correct**

- Yes    No    N/A
- \*If no, select all that apply.*
- Twisted
- Too Loose
- Retainer Clip
- Shoulder Harness Height
- Buckle Strap Position
- Damaged/Altered
- Not Used
- Splitter Plate: Incorrect Loop
- Other: \_\_\_\_\_

**11. CS Installed Using**

- (Select all that apply)*
- Lower Anchors
- Tether
- Lap-and-Shoulder Belt
- Lap Belt
- Integrated Seat
- Load Leg
- Uninstalled (Skip to #22)

**12. Recline Angle Correct**

- Yes    No    N/A

**13. Lower Anchors Correct**

- Yes    No    N/A
- \*If no, select all that apply.*
- Non-approved Lower Anchors
- Exceeds Weight Limit
- Twisted
- Misrouted
- Lower Anchor Connector Upside Down
- Too Loose
- Used with Seat Belt
- Other: \_\_\_\_\_

**CS FINDINGS ON ARRIVAL****14. Seat Belt Correct**

Yes  No  N/A

*\*If no, select all that apply.*

- Used with Lower Anchors
- Too Loose
- Retractor Not Locked
- Lock-off Misused/Not Used
- Misrouted
- Locking Clip Misused
- Seat Belt Fit (for child in booster)
- Twisted
- Other: \_\_\_\_\_

**15. Tether Correct**

Yes  No  N/A

*\*If no, select all that apply.*

- Not Used
- Too Loose
- Misrouted
- Non-approved Tether Anchor
- Twisted
- Tether Connector Upside Down
- Exceeds Weight Limit
- Other: \_\_\_\_\_

**Are these features used correctly?****16. Carry Handle Position**

Yes  No  N/A

**17. Load Leg**

Yes  No  N/A

**18. Anti-Rebound Bar**

Yes  No  N/A

**19. Are there non-approved products?**

Yes  No

**20. CS Correct Direction Per MFR's Instructions**

Yes  No

**21. CS Installed Per MFR's Instructions**

Yes  No  Unknown

**22. CS Correct for Child Age, Weight, and Height per MFR's Instructions**

Yes  No  Unknown

**23. CS Correct Per State's Law**

Yes  No  N/A

**24. CS Labels Missing**

Yes  No

**25. CS MFR**

\_\_\_\_\_

**26. Model Name**

\_\_\_\_\_

**27. Model Number**

\_\_\_\_\_

**28. MFR Date (MM/DD/YYYY)**

□□ / □□ / □□□□

**29. Expiration Date (MM/DD/YYYY)**

□□ / □□ / □□□□

**30. CS Expired**

Yes  No  Unknown

**31. CS Recalled**

Yes  No  Unknown

**32. CS History Known**

Yes  No  Unknown

**33. CS Involved in a Crash**

Yes  No  Unknown

**34. CS Registered**

Yes  No  Unknown

**ON DEPARTURE****35. Child/CS Location in Vehicle**

- Front Row  4th Row
- 2nd Row  Demonstration Only
- 3rd Row

**36. Restraint Type**

- RF Only without Base
- RF Only with Base
- Base Only
- RF Convertible
- FF with Harness
- High Back Booster
- Backless Booster
- Specialized Restraint
- Vest
- No CS
- Other: \_\_\_\_\_

**37. Child Secured Using**

- No Child Present
- CS Harness
- Lap-and-Shoulder Belt
- Lap Belt

**38. CS Installed Using**

*(Select all that apply)*

- Lower Anchors
- Tether
- Lap-and-Shoulder Belt
- Lap Belt
- Integrated Seat
- Load Leg
- Uninstalled
- No CS (Skip to #47)

**39. Is this the same CS as 'On Arrival'?**

Yes (Skip to #45)  No

**39a. If no, CS provided by:**

\_\_\_\_\_

**39b. Meets Eligibility Requirements** **40. CS MFR**

\_\_\_\_\_

**41. Model Name**

\_\_\_\_\_

**42. Model Number**

\_\_\_\_\_

**43. MFR Date (MM/DD/YYYY)**

□□ / □□ / □□□□

**44. Expiration Date (MM/DD/YYYY)**

□□ / □□ / □□□□

**45. CS Registered for Recalls By**

Agency  Caregiver  N/A

**46. Is the CS compatible with the vehicle?**

Yes (Skip to #47)

Yes, with difficulty

No, need different CS

CS Uninstalled (Skip to #47)

**46a. What difficulties did you encounter?**

Lower Anchor Issues (e.g., accessibility, interaction with seat belt, length, inflexible)

Tether Issues (e.g. length, width, accessibility, availability)

Recline Angle Issues

Vehicle Seat Issues (e.g., angle, width, depth, head restraint, obstructions)

Seat Belt Issues (e.g., belt path, buckle stalk angle/length, location, inflatable belt, too short)

Insufficient Space

Load Leg Issues

Other: \_\_\_\_\_

**47. Child/CS Correct on Departure**

Yes  No (If no, document.)  N/A

**TECHNICIAN DISCUSSED (Circle all that apply)**

vehicle recall • airbags • unused seat belts • projectiles • premature transition • heatstroke • next steps • best practice vs. state law • safety in and around cars • CS recycled • bulky clothing • safe sleep

**CAREGIVER SIGN OFF  Virtual Check****48. I harnessed a child/doll in the car seat.**

Yes  No  N/A

**49. I installed my car seat today.**

Yes  No  N/A

**50. Caregiver's Initials** \_\_\_\_\_**51. Caregiver Donation**

Yes  Donation Amount  No

**52. Educational materials given?**

Yes  No

**53. Final Inspection Sign Off**

\_\_\_\_\_

Documentation Box: