



# REQUIREMENTS FOR SERVICES

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 grant process or from Project Manager **prior** to start is required.
- Travel expenses may be covered at state per diem rate **with prior** approval.
- Service Providers use designated invoice templates when billing for services.
- Service evaluations are completed and turned into Project Manager.

## **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 3 to 5 day course which combines classroom instruction, hands-on work with child restraints and in vehicles, and real world car seat checks. The hybrid CPST course is also acceptable.

**Lead Instructor:** responsible for every aspect of the course, including making sure the rosters are accurate and the course profile includes all members of the teaching team, entering participant scores, and calculating and entering instructor teaching hours when the course is over.

**Assistant Instructor:** perform responsibilities as designated by the Lead Instructor. Attend and participate in ALL planning meetings. Assist with classroom set-up/take down. Prepared to teach assigned modules.

**Technician Assistant:** perform responsibilities as designated by the Instructor Team. Attend and participate in planning meetings. Assist with classroom set-up/take down. Assist with indoor and outdoor exercises.

**Instructor Candidate:** meet standards of selection set forth in National CPS Certification Policies and Procedures. Complete daily evaluations and reviews with Mentor Instructor. Make every effort to improve teaching skills based on feedback provided. Perform responsibilities as designated by the Lead Instructor. Prepared to teach assigned modules and familiarity with curricula; includes prepping teaching aids such as child restraints, non-regulated products, handouts, etc.

**Mentor Instructor:** complete daily evaluations and reviews with Instructor Candidate. Primary contact for any questions or concerns about the Instructor Candidate evaluations. Makes every effort to help Instructor Candidate improve his/her skills. Due to the additional responsibilities and time commitment; the identified mentor instructor may bill the WA CPS Program directly for \$400.00 in addition to their service fee as an assistant instructor.

## 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)
- ☐ Conclude with a community car seat check event
- ☐ Invoice showing successful completion of scope of services
- ☐ Provide course evaluations to State's Project Manager

## COMPENSATION CRITERIA

Class with 5-10 participants = **\$3,900.00** maximum service fee amount (combined) for entire CPST Certification Instructor Team

Class with 11 to 15 participants = **\$5,400.00** maximum service fee amount (combined) for entire CPST Certification Instructor Team

- Individual Instructor's compensation can NOT exceed **\$2,400.00** (before travel)
- ***CPST Lead Instructor's responsibility to reach consensus with service fee amounts for all CPST Certification Course Instructor Team.***

**NOTE:** The lead instructor service fee is not AUTOMATICALLY \$2,400.00. It can, and should, be adjusted among the other CPST Instructors according to time invested in the course. Items to consider: who assisted in hauling the vehicle training seats? who brought the assortment of child restraints? who taught the most modules? who will be available during the entire course? who will be helping with set-up/take-down of classroom?

## CONTINUING EDUCATION UNITS (CEU'S)

### SCOPE OF SERVICES

Provide nationally certified child passenger safety 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 recertification process.

## TO RECEIVE STATE FUNDING

- ☐ Invoice showing successful completion of scope of services
- ☐ Provide class evaluations to State's Project Manager

## COMPENSATION CRITERIA

1 CEU class for \$200  
2 CEU class for \$300

3 CEU class for \$400  
4 CEU class for \$500

5 CEU class for \$600  
6 CEU class for \$700

## **CAR SEAT SIGN-OFFS/MENTORING**

### **SCOPE OF SERVICES**

Seat sign-offs to meet recertification requirements; must be observed by Instructor or Technician Proxy who provides oversight and observes car seat technician as they assist family with car seat check; 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 or doesn't complete all required seats. Mentoring may include how to plan and conduct a community seat check event; set up and organizing supplies; maintaining a safe environment for all families and their children; and suggestions when conducting seat checks.

### **TO RECEIVE STATE FUNDING**

- ☐ Invoice showing successful completion of scope of services
- ☐ Provide seat sign-off evaluations to State's Project Manager

### **COMPENSATION CRITERIA**

2 hour car seat event \$200    3 hour car seat event \$300    4 hour car seat event \$400

\*If arriving early or staying later to mentor about event set-up/takedown or NDCF use, you may count the time on your billing.

## **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 child transport agencies such as Public Health, DSHS/DCYF, foster parents, WIC, and more. It can also be used as an effective pre-screening tool for those expressing interest in obtaining child passenger safety technician certification. Providing hands-on opportunities in and outside of the classroom for attendees is strongly encouraged.

### **TO RECEIVE STATE FUNDING**

- ☐ Presenter (a certified child passenger safety technician) has obtained and utilizes the state approved curriculum after completing the [Train-the-Trainer](#).
- ☐ Invoice showing successful completion of scope of services
- ☐ Provide class evaluations to 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**

- ☐ Have a minimum of three participants
- ☐ Invoice showing successful completion of scope of services
- ☐ Provide course evaluations to State's Project Manager

### **COMPENSATION CRITERIA**

Lead Instructor up to \$1,100

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

## **TECHNICIAN PROXY TESTIMONIALS**

### **SCOPE OF SERVICES**

A Technician proxy can review and approve seat checks for recertification. This role helps bridge the gap in parts of the State where there are few certified instructors. Two signed testimonials are required - one certified instructor and a technician or second instructor. CPST Instructor observes technician conduct at least three real (not mock) seat checks with caregivers and at least 2 seat checks working with other Technicians as a senior/final checker. Observations are used to evaluate readiness and ability to (1) provide suitable and appropriate feedback and (2) pass and fail seat checks appropriately.

### **TO RECEIVE STATE FUNDING**

- ☐ Invoice showing successful completion of scope of services

### **COMPENSATION CRITERIA**

CPST Instructor/Technician will be compensated according to how long it took to complete required seat checks.

2 hour = \$200

3 hour = \$300

4 hour = \$400

## **S.T.A.C. CLASS**

### **SCOPE OF SERVICES**

#### **"Safe Travel for All Children: Transporting Children with Special Health Care Needs"**

The training, which lasts two days, combines classroom lectures and discussions with hands-on exercises. During the training, participants will be introduced to medical conditions that can impact restraint selection and have the opportunity to investigate and install specialized restraint systems. The training concludes with a proficiency exam that evaluates the student's ability to assess appropriate restraints and to demonstrate proper use and installation.

### **TO RECEIVE STATE FUNDING**

- ☐ Invoice showing successful completion of scope of services
- ☐ Provide course evaluations to State's Project Manager

### **COMPENSATION CRITERIA**

Lead Instructor \$1,600.00

Assistant Instructor \$1,200.00