

State Child Passenger Safety Coordinator

ROLE

The State Child Passenger Safety Coordinator serves as the designated point of contact for Child Passenger Safety (CPS) programs and services in the State.

AFFILIATION

The State CPS Coordinator is designated by the State Highway Safety Office (SHSO) and may be one or more individuals. That individual may be a SHSO employee or employed by an outside agency. The State CPS Coordinator may be a shared role between the SHSO and an outside agency. It is beneficial if the State CPS Coordinator is a current Child Passenger Safety Technician (CPST), but CPST certification is not mandatory.

RESPONSIBILITIES

Although responsibilities will vary based on the State model, some suggested/typical responsibilities include the following:

Serves as a CPS Point of Contact for CPS Community and General Public

- Connects the public with State CPS resources including trainings, CPSTs, inspection stations, and low-cost/no-cost seats.
- Answers questions concerning State child occupant protection laws and best practices.

Facilitates Communication among State CPS Community

- Supports and mentors new CPSTs, CPST Proxies, and Instructors as needed.
- Updates CPSTs on State CPS activities.
- Shares car safety seat recall information with CPSTs.
- Provides State CPS community leaders with a list of CPS Technicians, Instructors and Technician Proxies as requested. Sharing of contact information should follow State guidelines.
 - Designated State CPS Coordinators will be provided direct access to the CPS Certification database. State CPS Coordinators are listed on NHTSA's website at <https://one.nhtsa.gov/people/injury/childps/Training/ContactList.cfm>.
- Cultivates cooperative relationships to support State CPS activities.

Facilitates Communication between State CPS Community and SHSO

- Provides updates on changes to State child occupant protection law and most recent best practices.
- Promotes CPS-related educational materials available through SHSO.
- Promotes SHSO mini-grant opportunities for supplies, equipment, and trainings to support local CPS education and outreach efforts.
- Collects data on inspection station activities/seat checks and reports to SHSO.
- Maintains training and fitting station information on SHSO or State CPS web page.
- Provides input on SHSO documents such as the Highway Safety Plan, grant applications, Annual Report, and other child passenger safety and occupant protection informational materials.

Facilitates Communication between State CPS Community and National Highway Traffic Safety Administration (NHTSA)

- Promotes National Child Passenger Safety Week and National Seat Check Saturday checkup events, typically held the third week of September.
- Collects and reports data on National Child Passenger Safety Week activities and sends data to SHSO and NHTSA Regional CPS Coordinator, as requested.
- Reviews NHTSA Child Car Seat Inspection Station listings and submits updates as needed to NHTSA Regional CPS Coordinator.
- Ensures the “CPS Training Contacts by State” listing is updated for his/her state. Changes should be sent to the NHTSA Regional CPS Coordinator, who will notify NHTSA Headquarters and Safe Kids Worldwide to update CPS Technician database access.
- Promotes other traffic safety campaigns as deemed appropriate for target audiences.

Facilitates Communication between State CPS Community and Safe Kids Worldwide Certification Program

- Serves as a point of contact on CPST certification and recertification processes.
- Helps connect CPSTs with resources needed for recertification, including CEUs and seat sign-offs.
- Serves as a point of contact for State CPS Trainings. This responsibility may differ greatly by State. Models may be as follows:
 - State CPS Coordinator coordinates and schedules all or most certification and renewal courses through the Safe Kids Certification website: <http://cert.safekids.org>.
 - State CPS Coordinator coordinates and awards mini-grants to cover certification and renewal courses throughout the state.
 - State CPS Coordinator maintains a training calendar.

Facilitates Communication between State CPS Community and National Child Passenger Safety Board

- Promotes Child Passenger Safety Technician and Instructor of the Year Awards and serves as a reference for nominations from the respective State.
- Promotes National Child Passenger Safety Board vacancies and serves as a reference for applicants from the respective State.
- Provides feedback on Standardized CPS Curriculum as requested.
- Promotes Diversity Resource Library maintained by the National Child Passenger Safety Board.

RESOURCES

Child Passenger Safety Week, Recalls, and other Traffic Safety Campaigns

- Marketing materials may be found at <https://www.trafficsafetymarketing.gov/get-materials/child-safety/child-passenger-safety-week>.
- NHTSA offers a subscription service to receive notification when materials are available for traffic safety campaigns. To subscribe, complete the form at <https://public.govdelivery.com/accounts/USDOTNHTSA/subscriber/new>.
- The current NHTSA Communications Calendar may be found at <https://www.trafficsafetymarketing.gov>.
- NHTSA maintains a list of child car seat inspection stations organized by State or zip code at <https://www.safercar.gov/cpsApp/cps/index.htm>.
- Car seat recalls can be found at <https://www-odi.nhtsa.dot.gov/recalls/childseat.cfm>.

Safe Kids CPST Certification and Recertification

- The certification and recertification processes are outlined in detail in the Policies and Procedures Manual found at <http://cert.safekids.org/policy-and-procedure-manual>.
- Safe Kids CPS Customer Service may be reached at 877-366-8154 (9 am to 7 pm ET weekdays) or via email at cps.certification@safekids.org.
- Information and applications for both Technician Proxy and Instructor are found at <http://cert.safekids.org/resources-faqs/forms/becoming-an-instructor-or-technician-proxy>.
- The Child Passenger Safety Technician Guide is available electronically at <http://cpsboard.org/2014-tg/>.
- The Child Passenger Safety Technician Certification Training Program Instructor materials are available for Child Passenger Safety Technician Instructors through their Safe Kids Certification account. <http://cert.safekids.org>.
- The Child Passenger Safety Technician Certification Renewal Course Instructor materials are available for Child Passenger Safety Technician Instructors through their Safe Kids Certification account. <http://cert.safekids.org>.

- Online continuing education unit (CEU) opportunities are found at:
 - Safe Kids Certification <http://training.safekids.org>.
 - National Child Passenger Safety Board <http://cpsboard.org/certification-recertification/>.
 - Additional CEU opportunities can be accessed through the CPST's Safe Kids Certification account. <http://cert.safekids.org>

CPS Board Resources

- Technician and Instructor Nomination Forms and CPS Board Applications are found at www.cpsboard.org.
- The Diversity Resource Library is available at <http://cpsboard.org/2016/03/child-passenger-safety-web-resources-library/>.
 - *Current topics include CPS Resources in Other Vehicles, Car Seat Info in English and Other Languages, Special Needs, and Cultural Competency and Health Literacy.*