

As of January 2, the online test will no longer be an option.

1) You will need 6 hours of continuing education to re-certify.

Categories of CEUs

1. In-person Session/Workshop (maximum 6 CEUs)
2. Observing a CPS Certification or Renewal Course (max. 3 CEUs)
3. Teleconferences (max. 5 CEUs)
4. Online/Web sessions (max. 5 CEUs)
5. Newsletters/Manuals/Journals (max. 3 CEUs)
6. You may mix and match categories to meet the six required hours of continuing education.

You must also need:

2) **Five (5) seat checks** approved by a certified instructor (may use technician proxy option). These may be done at any time during your certification cycle as long as they are entered online AND approved before your recertification date..

3) **Community Education – pick one**

a) **Participate in at least one two-hour check up event** with at least one other CPS Technician at which you serve families using any standardized checklist to provide documentation, if needed.

b) **Provide at least four hours of community education.** Examples include presenting to parents, educators, kids, organizations (PTAs, law enforcement). These are presentations to non-CPSTs.

More information

Description

The certification cycle for both technicians and instructors is two years. In order to retain your certification, you must meet all of the requirements for and successfully complete the re-certification process.

There are two general steps to successful re-certification:

1. Meet all pre-registration requirements, including:
 1. Verified seat check activity (5 types)
 2. Community event (one check up or community workshop)
 3. Continuing education (6 hours)
 4. If applicable, teaching hours.
2. Register and pay for re-certification (this may be done up to four months prior to your certification cycle end date)

The re-certification fee is \$40 for technicians and instructor candidates and \$60 for instructors. If a certified individual is selected for audit and does not pass, no refund will be provided. A detailed fee table is available in Resources->Fees.

PLEASE NOTE: The re-certification process cannot be completed in a single day. Depending upon the choices you make, the process could take as few as five days to as many as 60 days to complete

Eligibility

Technicians and Instructor Candidates

1. Have a current certification
2. Have a minimum of one of each of the five required seat checks logged in the system and verified by a certified instructor
3. Community event (one check up or community workshop) logged in the system
4. Continuing education logged in the system (6 hours)

Instructors

1. Meet eligibility requirement of technicians and instructor candidates
2. Have a minimum of 20 teaching hours logged in the system, at least 10 of which are from teaching the certification course

Re-certification Reminders

There are two different types of reminders sent out. However, it is your responsibility to make sure that your contact information is accurate so that you receive the reminders.

1. A personalized letter with username and password information will be sent to you approximately 12 weeks before your current certification expiration date.
2. A personalized e-mail reminder will be sent approximately 8 weeks before your current certification expires.

In addition, there are constant reminders in the *CPS Express!*

Grace Period and Re-certification Deadline

There is **NO GRACE PERIOD** for re-certification after your certification expires.

In order to remain eligible for re-certification, you must meet all pre-registration requirements prior to your current certification expiration date.

If you fail to meet these requirements on time, you are no longer eligible for regular re-certification. However, you will be eligible to take the Certification Renewal course, if available.

Failure to Re-certify

You will fail to qualify for regular re-certification if one of the following occurs:

1. You do not successfully meet all pre-registration requirements
2. You do not register (pay) for re-certification prior to your current certification expiration date
3. You do not pass a re-certification audit

If any of the above occurs, you have two options:

1. Register for and take the one-day Certification Renewal course, if available
2. Repeat the Certification course

PLEASE NOTE: No refund will be provided, as all processes have taken place. You must register for any subsequent course and pay all associated fees.

PLEASE NOTE: Regardless of the option chosen, instructors who fail to re-certify and wish to become instructors again are required to certify as technicians, apply for instructor candidacy, meeting all eligibility requirements, and successfully complete the candidacy process.

Late Re-certification

While Safe Kids cannot waive re-certification fees for anyone, we do consider active, non-domestic military duty a reasonable excuse for late re-certification.

If you were currently certified at the time of your assignment to overseas duty and provide official documentation of the assignment and its duration, Safe Kids will consider allowing you to re-certify without penalty.

You must contact us within three months after your return to the United States, provide required documentation and complete the re-certification process in a timely manner.