

In addition to the criteria listed from the National Certification Program, the State of Iowa CPS Instructor team has developed extended criteria that must be met prior to an individual serving as an Instructor Candidate in the State of Iowa. Please see below:

- Serve as a certified child passenger safety technician for 12 months (this is longer than the requirement from the national level)
- Instruct adult learners in a classroom environment for a minimum of 2 hours while being observed by at least one nationally certified State of Iowa CPS Instructor.
- Observe and assist with a Standardized CPS Class prior to serving as an Instructor Candidate.
- Complete a minimum of 12 check-up and/or inspection station events prior to your national candidacy application.

IC Application

A complete application includes:

1. The Instructor Candidate Application
2. Four Testimonials
 - a. Two testimonials for Classroom Teaching (Adult)
 - b. One testimonial for CPS Skill and Course Assistant Completion by a CPSTI It is preferred that the course assistantship experience be completed within the last year but 2 years is acceptable.
 - i. You must participate as course assistant for at least one certification course. This means, you participated in the planning meeting, setting up the classroom, classroom and outdoor exercises, and otherwise observed all aspects of the course, including various teaching styles. You, a CPST, never lectures, grades or signs off skills tests.
3. One testimonial for CPS Skill by CPST/CPSTI

Please **send all four testimonials with the application** to Safe Kids by email (jcurrent@safekids.org) or fax (202-393-2072). There is no requirement that we receive a hard copy but you are welcome to mail it to: Safe Kids Certification, 1301 Pennsylvania Ave NW, Suite #1000, Washington DC 20004.

Deadlines

Safe Kids must receive a complete application **at least six weeks** before the registered course that you wish to participate in as an instructor candidate. This will allow time for your application to be processed and for you to become comfortable with the Instructor's Manual, which is sent by FedEx when you are approved as an Instructor Candidate.

Once you are approved to be an Instructor Candidate you have one year to successfully teach a course. There is no limit to the number of times you can teach as an Instructor Candidate.

If you do not pass the course, work with the instructor team to improve your skills and try again! If do not become a Certified Instructor within one year, your status will revert to Certified Technician. If you would like to try again you must pay a new fee and complete a new application.

During the Course

You must be officially listed on the instructor team as an instructor candidate for a specific course prior to teaching during that course. Failure to do so can prohibit the evaluation from being accepted for the instructor candidate and jeopardize the validity of the certification for ALL STUDENTS participating in that course.

You must attend the **entire course**, including all pre- or post-course instructor meetings

It is the **shared responsibility** of the Lead Instructor, the mentor instructor and the instructor candidate to be sure the assignments are met. Any assignments for the IC are to be monitored and evaluated by the mentor(s). The assignments should include as many aspects of the course as possible (teaching, set up, testing, etc.).

For skills assessments, you may sign off/grade students under the supervision of your mentor using your T#. Your mentor will sign behind the IC.

You must complete and submit the IC-mentor worksheet to your mentor for discussion prior to the course. This form is provided with the manual and is also available under [Forms > Becoming an Instructor or Tech Proxy](#).

Instructor candidacy teaching recommendations:

1. Lecture for at least five hours, divided among at least three modules
2. Set up a hands-on exercise (classroom or vehicle)
3. Be the lead for a different hands-on exercise
4. Participate in the community seat checkup event

FOR MORE INFORMATION, click on the Policies & Procedures button on the right. Look under Instructor Candidacy.

Evaluations

Each Instructor Candidate has one designated mentor. There is no restriction on having one mentor. Having more than one mentor can provide a more full experience. The IC evaluation is discussed after each day of the course. All instructor team feedback is funneled through the mentor(s) to you. Every effort should be made to help you improve your skills.

At the end of the course the mentor will provide the evaluation to the Lead Instructor, who will enter the grade of pass/fail for each Instructor Candidate. The Lead Instructor will provide your IC evaluation to Safe Kids following the course. You, your mentor and the Lead Instructor should keep a copy.

Upon successful completion of instructor candidacy, your status will become Certified Instructor and you will begin a new 2-year certification cycle. Safe Kids will mail your official notification letter with your newly-issued instructor certification ID and the Certification Renewal course instructor guide and course CD, within 20 business days after the course has been finalized.

You have an unlimited number of chances to participate in a certification course as an instructor candidate during your candidacy period. If you do not receive a passing score on the first try, you are free to try to find another course and instructor team to participate with.