

**Requirements to conduct a CPS class, consists of the following:**

The location of the class needs to be within a few short miles of eating establishments. The lunch break is no more than 1 hour and having restaurants close by helps tremendously. The classroom for the CPS certification training must be a dedicated classroom big enough for double the number of students. (a secure classroom where equipment can be securely stored for the 3 days) The room needs to have tables and chairs for all the students and instructors. The classroom needs to be in close proximity to a parking lot where everyone can park and do demonstrations and exercises.

A successful class will utilize as many vehicles as possible to help students learn the differences between seatbelt systems. A minimum of 5 vehicles is required. The class lasts for 3 days; from 8am - 5pm the first two days and until noon on the final day. On this final day there is a **mandatory** carseat check for 2 hours (from 10:00-12:00) and parents, with cars and carseats will need to be there so the students can successfully complete the class. The students must educate parents on proper installation of carseats as the final step to gain national certification.

The class size is from a minimum of 5 students to a maximum of 12. **Six week's advanced notice is required so that the certifying body (National SAFE Kids) can log the class and ship student materials.** To check the calendar for possible dates for the class go to [www.cpsalabama.org](http://www.cpsalabama.org) and refer to the calendar. Then click on the email link to Mike James with several possible dates for the class. Once a date has been agreed to; email the exact address, a contact person at the location, and a phone number so that the class may be registered. At this point, arrangements for the check-up event on the final day can be made.

The first day of the class all instructors will arrive 30 minutes before the class (7:30) with all other items required for the class. Typical items brought are: Carseats, training materials and AV equipment (if the training room has AV equipment already, even better). Make sure the students dress comfortably and bring layers for the unexpected weather. The class is taught both in the classroom and outside. A covered drive thru or fire station would be ideal in case the weather turned especially bad.

The grant covers all class expenses (instructor fees, student materials and registration for all students). What isn't covered is any food, snacks or water for the class. It would be really nice if the students and instructors had water and snacks for the class.