

# Wisconsin Child Passenger Safety Program



## Child Passenger Safety Site Coordinator Responsibilities

A site coordinator is responsible for the coordination and logistics of the Child Passenger Safety Technician certification course.

### Coordinator Responsibilities:

1. Consult with the lead instructor of the course for set-up needs, course location and logistics, and number of spaces needed for the course. This also includes confirming delivery date of the training trailer, set up and take down materials, and confirming pick up date for the training trailer. Remember to get the training trailer lock combination. Continue to assist the lead instructor throughout the course.
2. Identify and secure a location to hold the Child Passenger Safety (CPS) Certification Course (Fire stations are usually an ideal site). Communicate with the host site regarding course details (dates, facility needs/space requirements, AV, tables, chairs, etc.). Maintain this communication throughout the course.
3. Identify and secure a location for the car seat check event which is a requirement of the course. This can be at the same location as the course or at a partnering business/organization. Consult with the lead instructor regarding the date and time that works with the course agenda.
4. Complete the [CPS Course Information form](#) and email it to [Nick Maniaci](#), Wisconsin CPS Program Coordinator.
5. Identify and make arrangements with restaurants and/or catering services to provide lunches for the duration of the class. Consult with the lead instructor for the course and timing of meals. Provide beverages and snacks (if possible) throughout the course. Consult with Nick to identify if there are any dietary needs or allergies in the course. Expenses will be reimbursed at the rate of \$10 per day per student/instructor/site coordinator. At the end of the course complete the [Course Expense Reimbursement Form](#), remember to save your receipts. Some days you may go over the \$10 per person while other days you may be under. You will only be reimbursed up to the total amount allotted per person for the duration of the course.
6. Work with community partners, the host site of the CPS course, and the host site of the car seat check event to recruit new technicians. Ask these partners to help promote community attendance at the car seat check event.
7. Communicate with Nick Maniaci, Wisconsin CPS Program Coordinator and the lead instructor to maintain an accurate list of the number of registrants.

### Selecting a host site:

#### Requirements:

- Classroom large enough to hold students and instructors comfortably, along with space to store car seats and supplies. Ideally, materials need to be left in the room for duration of the class.
- Access to power for computer, projector, and speakers to display PowerPoint presentation.

- Parking lot large enough to hold student's and instructor's cars and if weather is permitting skills can be practiced on cars outdoors with car doors open.
- Capacity to park 6-10 vehicles indoors with doors open for hands-on practice.
- Secure a location to hold the car seat check event. This is part of the CPS Certification Course.
  - i. If you have not coordinated a car seat check event before, reach out to the lead instructor and or the WI CPS Program Coordinator for information on hosting a successful event.
- Space to park the trailer that holds all of the supplies for the course. The trailer usually arrives 3-7 days before the class and gets picked up the week after the class.
- Access to bathrooms, garbage, etc.

**Nice to Haves:**

- Assistance with promoting the event in your community.
- AV set-up: Computer, projector, sound, screen, Wi-Fi, etc. Test equipment prior to class time.
- Easy and quick access from classroom to both outdoor parking and indoor parking space for hands-on activities.
- Restaurants in the area that will deliver lunch (pizza, sub shops, etc.).

**Other Considerations:**

- Elevator if classroom is on second floor or in the basement.
- Nursing/breastfeeding room for new moms who may be attending.
- Locations to provide lunch for takeout (if not delivered).

**Benefits of Hosting a CPS Course:**

- Holding a course in your location would make it easier to convince your area partners to send personnel through the course as a much needed resource for you community.
- The host site is eligible to receive 2 scholarships for their staff for free registration to the CPS Certification Course.
- Site Coordinators will receive a \$250.00 stipend for coordinating the CPS Certification Course. This stipend will be paid to the organization if this is part of one's job duties/ if they are coordinating the course on work time. If this is being done on the site coordinators own time, the stipend would be paid directly to that individual.