



DIGITAL CPS CHECKFORM FLOW CHART

CREATE AN ACCOUNT

User Login

Username *

Password *

- Create new account
- Request new password

LOG IN

LOG IN

CREATE CHECK FORM

Caregiver Information

SAVE

+ ADD CHILD



COMPLETE

SUBMIT

Step 5 of 5 Caregiver sign off

Step 1 of 5 Child Information

Step 4 of 5 On Departure

Step 2 of 5 On Arrival

USE BUTTONS
TO NAVIGATE
THROUGH
SECTIONS

NEXT PAGE

PREVIOUS PAGE

Step 3 of 5 Findings On Arrival



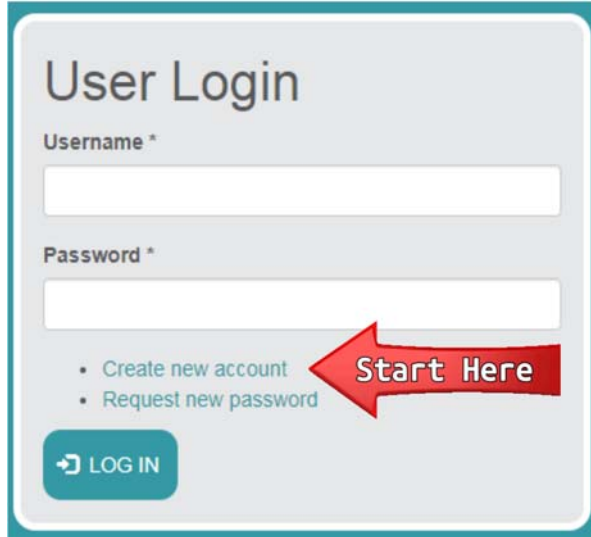
DIGITAL CPS CHECKFORM

A HOW TO GUIDE TO USING THE NATIONAL CHILD PASSENGER SAFETY DIGITAL CHECKFORM

Getting Started

All technician users must create an account to gain access to the CPS form. CPST can access the form at:

<https://carseatcheckform.org/>



IMPORTANT NOTES:

Access to the system may take 1-3 business days so please plan accordingly. Requests will be reviewed Monday through Friday and approved as time permits. Personnel will not be available on weekends to approve access to the system.

Please provide a valid email. You will receive a confirmation that your request for access has been received. You will also receive an email once your account is approved which will include a link that will guide you to creating a password.

Created your password, ensure your time zone is correct and click



Password

Weak

Confirm password

To make your password stronger:

- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

NEW USER

New users will have to create an account. In order to gain access to the system, all users will have to complete the following:

- Create a username
- Provide an email
- Provide your Name and the State where you work in CPS
- Upload a copy of their CPS Tech or instructor wallet card
- Provide your CPST/I expiration date and certification number
- Accept terms and conditions as outlined

Administrator

- Program administrators can enter agency information (this can be used for grouping of data for reporting purposes)

Thank you for visiting Car Seat Check Form.

1. You will need your CPS Certification with you when you register, as either a PDF, JPG, or PNG. Please allow 1-3 business days to be granted access to the system.
2. These checks will not automatically count towards your CPS recertification. You will need to submit your checks for recertification to your certifying body.
3. If you need extra permissions after your account is created, as agency administrator, state program manager, or manufacturer, please email info@carseatcheckform.org.
4. Make sure to check your SPAM and JUNK folders for the automated emails.
5. If you are having trouble registering and need assistance, please email info@carseatcheckform.org.



DIGITAL CPS CHECKFORM

Creating a Check Form

To begin a new CPS check form, click

CREATE CHECK FORM

This can be found in the

HOME

section or under

MY ACCOUNT

Caregiver Information

This section captures the information of the caregivers associated with the child(ren)/car seat(s) who are present/participating at the event. The first step is to enter the caregivers information.

- City
- State
- Zip
- Vehicle Year
- Vehicle Make
- Vehicle Model
- What CPS agency is hosting the event?—this is the agency that will get credit for the data on the reports
- Select Liability Statement—Agencies can add their specific liability statement to the form (see Liability Statement section for more details)
- Signature*—A signature can be obtained directly on the form if you have a touch screen device or by using the mouse pad/cursor on laptops (or check “signature on paper form”)
- Techs Participating—This is where you should add any other CPST/I who is assisting with the seat check
- What State is the event taking place in?—This is to assist CPST/I who work or travel beyond their home State selected in their profile (for reporting purposes)
- Today’s Date—Date that seat check occurred



Tech Tip: Once the caregiver’s information has been obtained, a CPST/I can add multiple seat checks (ie. Children) to the form without having to re-enter the caregiver information.

Click

✓ SAVE

once the information is complete

+ ADD CHILD



Step 1 of 5 Child Information

This section captures the information of the child whose car seat is being inspected

Child Present*

- Unborn
 - Yes
 - No
- } →
- Age
 - Height (inches)
 - Weight (lbs)



Tech Tip: Click the

NEXT PAGE

or

PREVIOUS PAGE

to navigate between sections.

NOTE: On the check form, all fields that have an * are a required field and must be completed



DIGITAL CPS CHECKFORM

Step 2 of 5 On Arrival

This section captures how the child/car seat arrives to the event. The On Arrival Section will capture the following

- Location in vehicle
- How the Child/CSS is installed
- Car Seat Restraint Type
- Car Seat Labels Missing
- Car Seat MFG (Make, Model #, Model Name)
- Manufacture & Expire Date
- Is car seat expired

Child/Car Seat location in vehicle *

Driver	<input type="radio"/>	<input type="radio"/>	front row
	<input type="radio"/>	<input type="radio"/>	back
	<input type="radio"/>	<input type="radio"/>	3rd row
	<input type="radio"/> none		
	<input type="radio"/> Other seating location		

Tech Tip: Data sets that have “Radio Buttons” or circles indicates that you can only select one option; data sets that have “Check Boxes” or squares will allow you to pick more then one option.

Note: Depending on your selection of options, more data sets will appear (or disappear). Known as “form logic”, this will improve user experience.

Step 3 of 5 Findings On Arrival

[This section will be empty if you selected “No CSS” on Step 2]

This section captures findings around the proper or improper use of the car seat. This section will capture the following information:

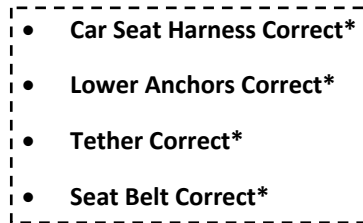
- Car Seat History known*
- Car Seat Involved in a Crash*
- Car Seat Recalled*
- Car Seat Installed Per Manufacturer’s Instructions*
- Car Seat Installed Per State’s Law*
- Car Seat Correct Direction*
- Recline Angle Correct*
- Car Seat Harness Correct*
- Lower Anchors Correct*
- Tether Correct*
- Seat Belt Correct*
- Are there non-regulated products*
- Is the load leg installed correctly per manufacturer’s instructions*


Note: The findings section will guide CPST/I through their seat check to ensure they consider and educate caregivers to all aspects of their car seat. This is also where your organization will capture misuse data.



Tech Tip: There is a [hyperlink](#) on the digital form that will take CPST/I to a recall list as well as a list of State’s CPS laws

Note: If misuse is identified in any of these sections, additional options will appear to record more data about the specific misuse



Tech Tip: Use the  at any time to save your progress. This will save your work and take you back to the Caregivers information. This also helps when you have multiple car seats/children so you can go back and forth between check forms.



NOTE: On the check form, all fields that have an * are a required field and must be completed



DIGITAL CPS CHECKFORM

Step 4 of 5 On Departure

Similar to On Arrival, this section captures how the child/car seat leaves the event. This section will capture the following information:

- Location in vehicle*
- How the Child/CSS is installed*
- Is this the same Car Seat that was on arrival* →
- Car Seat Restraint Type*
- Caregiver Donation*
- All corrections made prior to departure*
- Is the Car Seat Compatible with the vehicle*
- Educational Materials given*
- Documentation Box →
- Car Seat MFG (Make, Model #, Model Name)
- Manufacture and Expire Date
- Is the Car Seat registered through the MFG?


Note: If departure seat is different then arrival, CPST/I will be have to complete additional sections about who provided the new seat and if the old seat was discarded or recycled

Note: The Documentation box will allow the CPST/I the ability to provide a narrative for additional documentation

Step 5 of 5 Caregiver sign off

The last section will capture the final details. You will have to obtain the following:

- Caregiver harnessed child/doll
- Caregiver participated during the event
- Caregiver ethnicity and initials
- Vehicle Identification Number (VIN) and recall list
- Which device was used (to complete the form
- Agency Documentation Box

Note: Once all the information has been entered, you will complete the form by clicking 



Tech Tip: You will not be able to submit your form if it has missing data. You will be prompted for any required data fields that have not been completed. A dialogue box will provide you with all the incomplete fields. Those data fields will also be in red font.

I harnessed child/doll in a Car Seat *

- Yes
- No
- N/A

• I harnessed child/doll in a Car Seat field is required.
 • I participated in installing this Car Seat today field is required.
 • Caregiver Initials field is required.
 • Child/Car Seat location in vehicle field is required.
 • Child/Car Seat Installed Using field is required.
 • Restraint Type field is required.



DIGITAL CPS CHECKFORM

SITE NAVIGATION

HOME

RESOURCES ▾

INFORMATION ▾

REPORT FEEDBACK

MY ACCOUNT

LOG OUT

Home

From the Home section, you'll be able to do the following tasks:

CREATE CHECK FORM

DOWNLOAD CHECK FORM DATA

Note: Download check form data will allow you to transfer all the data you've generated into a CSV. File.

Event Date

Is less than ▾

APPLY

-Month ▾

-Day ▾

-Year ▾



Tech Tip: CSV files can be used to create reports or to filter data. These types of files can also be used to import data into other software platforms.

Note: All check forms you create will live in your profile in the Home Section

RESOURCES ▾

→ **3 options:** PDF Download; Request Custom PDF; Agencies

Check Form PDF Download—provides a PDF of the paper check form

Request Custom PDF—Allows agencies to submit a liability statement to customize the check form

Sign in Sheet

Agencies—List of agencies that will show up in the "Agencies" field



Tech Tip: An agency can add their organizations information by clicking within [ADD AGENCY](#) the Resources—>Agencies

INFORMATION ▾

Within the INFORMATION section, you will be able to [UPDATE PROFILE](#), you'll find [FAQs](#) as well as the [TERMS & CONDITIONS](#)



Tech Tip: Update profile is where CPST/I will provide their re-certification information to keep the profile up to date.



DIGITAL CPS CHECKFORM

SITE NAVIGATION

[HOME](#)[RESOURCES ▾](#)[INFORMATION ▾](#)[REPORT FEEDBACK](#)[MY ACCOUNT](#)[LOG OUT](#)[REPORT FEEDBACK](#)

Comments/Issues

Within the REPORT FEEDBACK section, users will be able to provide feedback and suggestions on how to improve the user experience when deploying the CPS check form

Be as specific as possible with any technical issues, ambiguous questions, or possibly changing the question/workflow.

[SUBMIT](#)[MY ACCOUNT](#)

Within MY ACCOUNT, users can see their saved account information, as

[CREATE CHECK FORM](#)

or

[DOWNLOAD CHECK FORM DATA](#)

Tech Tip: Users can update or change their password in MY ACCOUNT by clicking on “edit”.



DIGITAL CPS CHECKFORM

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