

**NYS CHILD PASSENGER SAFETY PROGRAM
CPS EVENT COMPLETION FORM
Complete On-line and Print to Sign**

EVENT TYPE SELECTION: Please select the CPS Event you have completed.

Technician Certification Course Renewal Testing CEU Update Training Car Seat Check Event

DIRECTIONS: Please type in all applicable information from your CPS Event and mail or email it to the State Coordinator within **TWO WEEKS AFTER** the date of the event.

TODAY'S DATE: _____ SAFE KIDS COURSE ID: _____ # OF NEW TECHS: _____

NAME: _____ EMAIL ADDRESS: _____

PHONE NUMBER: _____

EVENT DATE/S & TIMES: _____ EVENT LOCATION: _____

I have finalized the Certification Course or Renewal Testing with Safe Kids- **if applicable**

I have sent the NYSTSBA Grant Administrator the CPS Event Summary Form, All Instructor Reimbursement Forms with documentation, Itemized receipts from the caterer for each day, Sign in sheet for each day and the Final Safe Kids Roster- **if applicable**

Items to email or mail to the CPS State Coordinator:

- The final course roster printed from the Safe Kids website.
- The completed welcome sheets for each successful technician.
- The completed child passenger safety commitment agreement for each successful technician.

Email the CPS State Coordinator at paul.overbaugh@dmv.ny.gov.

Mail Items to CPS State Coordinator at:

**GTSC
6 Empire State Plaza
Room 410 B
Albany, NY 12228**

Lead Instructor/Course Administrator Signature

Date