

Designating a Technician-proxy (*for seat check sign-offs*) - effective April 10, 2005

Any currently certified instructor may designate a technician to serve as his or her proxy to for observing and verifying other individual's installations required for re-certification.

The designated technician-proxy would evaluate and provide feedback during the seat checks and then provide that information to the instructor, who has the ultimate responsibility of verifying the seat check online. Records documenting each check must be kept by both the instructor and technician-proxy for future reference.

PLEASE NOTE: This change in policy is not retroactive, meaning that it cannot be used for any seat checks occurring prior to April 10, 2005.

When to Use a Proxy

While it is preferable to have all direct observations and verifications conducted by a currently certified instructor, SAFE KIDS recognizes that may not always be feasible. Below are some example cases in which a proxy could be used:

- A currently certified instructor is not available within 30 miles of a technician's residence or place of employment and neither the instructor nor the re-certifying individual are able to travel
- There is a very short timeframe in which to conduct the seat checks prior to an individual's certification expiration date
- Other miscellaneous scheduling conflicts
- An instructor needs assistance with the volume of seat checks needing to be observed and verified

PLEASE NOTE: SAFE KIDS recognizes that this policy is not for everyone. If an instructor does not wish to designate, or does not feel comfortable with designating this level of responsibility to a proxy, they are not obligated to do so.

PLEASE NOTE: Because of the documentation required and seriousness of the position, it is recommended that an instructor designate no more than two technician-proxies.

Proxy Eligibility Requirements and Recommendations

Instructors interested in designating a proxy, must be aware of the requirements and recommendations as follows:

- **REQUIRED:** Is a currently certified technician
- **REQUIRED:** Has extensive hands-on experience
- **REQUIRED:** Will maintain or improve their level of knowledge and skill
- **REQUIRED:** Can provide and maintain a written history of CPS experience and training to the instructor (to be updated regularly)
- **REQUIRED:** Is an excellent communicator
- **RECOMMENDED:** Has a minimum of two years hands-on experience

NOTE: Instructors may develop additional requirements to supplement those listed.

Instructor Responsibilities

- Maintain instructor certification
- Designate an eligible, trustworthy technician as their proxy
- Maintain close contact with the proxy regarding all seat check activity they are observing
- Maintain adequate records regarding each seat check activity, including the proxy's name, date, seat check type, person observed checking the seat, etc. (a log sheet is available for download)
- Review the proxy's history of CPS experience and training regularly to determine continued eligibility
- Verify all seat check activity observed by your proxy(ies) online
- **The instructor is ultimately responsible for the quality and accuracy of all seat check observations conducted by his or her proxy**

PLEASE NOTE: If the instructor's certification expires, by default, any designated proxy(ies) are no longer eligible to observe seat checks on behalf of that instructor.

Proxy Responsibilities

- Maintain technician certification
- Follow instructor seat check verification guidelines and recommendations as outlined in the policies and procedures manual
- Maintain close contact with the instructor regarding all seat check activity being observed
- Maintain adequate records regarding each seat check activity, including the technician's name, date, seat check type, etc. (a log sheet is available for download)
- Actively seek to maintain or increase your current level of CPS knowledge and skills
- Submit your updated history of CPS experience and training to the instructor regularly

Verification Process When Using a Proxy

1. Instructor selects/trains the technician-proxy
2. Proxy observes seat checks, instructing the re-certifying individual to use the instructor's certification ID number when logging the activity online.
3. Technician-proxy sends instructor their verification log sheet (minimum recommended tracking system, available for download) detailing their name and who was observed for which seat.
4. **When logging the seat check into the online system, the re-certifying technician must enter the instructor's certification ID.**
5. Instructor will verify the seat check online

PLEASE NOTE: Technicians designated to serve as proxies may only do so in relation to the seat checks required for re-certification. This policy is not intended to supersede any local standards or requirements for seat verification outside of the re-certification process for national CPS certification (e.g. SAFE KIDS BUCKLE UP Senior Checker or Lead Instructor designations).

PLEASE NOTE: If any instructor or proxy is found abusing this system, action may be taken by the certifying body. Any abuse by the technician-proxy falls under the responsibility of the instructor.