

California Department of Public Health (CDPH) Vehicle Occupant Safety Program (VOSP)

Winter 2019 • e-Newsletter for California's Child Passenger Safety (CPS) Community

This quarterly e-Newsletter provides a summary of CPS laws and programmatic support for the California community of local health departments, instructors, technicians, and advocates.

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CPS Technician Training System - CDPH's VOSP provides support for the following CPS Trainings: Technician, Update, Renewal, Special Needs, and Instructor Development. The Lead Instructor (or Host) is the main contact to coordinate with VOSP and to seek support for the training. POST credits for law enforcement for *any* CPS Technician Training are available through VOSP.

Funding Amounts for Trainings

The training rates are \$700/day for a Lead Instructor and \$600/day for a Co-Instructor.

For each type of training, VOSP will support:

- Technician Training - 1 instructor per 4 students. Confirm number of students with VOSP 10 days prior to training.
- Update and Instructor Development training – 1 instructor for 10 students or less, and 2 instructors for over 10 students.
- Special Needs – 2 instructors for a 14-person class.

Steps and Timelines Instructor Contracts

1. All Instructors who wish to be supported by VOSP to conduct CPS related trainings must enter into a contract with VOSP/CDPH and have an executed contract prior to the training start date.
2. To start your contract, send the following completed forms to Claudia Angel via email at Claudia.Angel@cdph.ca.gov:
 - a. STD 204/Payee Data Record;
 - b. DARFUR Contracting Act;
 - c. Contractor Certification Clause (CCC 4/2017);
 - d. Copy of current Safe Kids Instructor Certification “wallet” card.
3. Each instructor must have an executed contract in place prior to teaching, which can take about **twelve (12) weeks** to be executed.
 - a. Instructors will receive an executed contract from CDPH in the mail, with the exact amount and dates for the extent of the contract.

VOSP Support

4. At least **eight (8) weeks** prior to the training the Lead (Instructor or Host) needs to contact VOSP to seek support for the training and;
 - a. Fill out the training request form and send to Claudia Angel at Claudia.Angel@cdph.ca.gov;
 - b. Identify other Co-Instructors;
 - c. Verify Instructors have an Executed Contract with VOSP; and
 - d. Register a CPS Technician course with Safe Kids Certification at <http://cert.safekids.org/>.
5. **Ten days** before the training, the Lead needs to:
 - a. Verify with VOSP the number of participants registered for the class. If the CPS Technician Trainings class ratio is not met (1:4), VOSP will adjust the number of Instructor stipends awarded for that training;
 - b. Confirm that all Instructors requesting a stipend have a fully executed contract in place with VOSP prior to training dates. Instructors WILL NOT be paid if there is not a fully executed contract in place before the start date of the training.

Upon Completion of the Training

- c. The Lead Instructor is to provide each Co-Instructor with a copy of the sample invoice, the Safe Kids training rosters and finalization pages to submit with their invoice. (Documentation varies by type of training.)
- d. Each VOSP-supported Instructor must invoice VOSP individually and include all the information required per the sample invoice.
 - i. Invoices are to be submitted within 30 days of the final training date.
 - ii. For trainings that take place in September 2020, all invoices are to be submitted by September 30, 2020.

Childhood Unintentional Injury Prevention Webinars

The California Coalition for Childhood Safety and Health (CCCSH) is hosting webinars on various injury prevention topics. The webinars are recorded but do not award continuing education units. Contact Gerry Root for upcoming topics and dates at: rootge@gmail.com

We are here to support you!

Please contact VOSP staff if you have any CPS Technician Training requests or questions, need CPS educational materials, or want to be on the list to receive future VOSP e-Newsletters.

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If you have any CPS programmatic questions, please contact Mitch Zehnder, the Office of Traffic Safety Occupant Protection and CPS State Coordinator, at (916) 509-3026 or Mitch.Zehnder@ots.ca.gov.

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