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

Winter 2017 • 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.

In this issue:

✓ VOSP CPS Parent Brochure
✓ VOSP Instructor Stipends for CPS Courses
  o Funding amounts
  o Steps
  o Forms
✓ Funding Opportunities
✓ Who to Contact for CPS support

CPS Parent Brochures
Additional printed copies of the CPS Parent Brochure (printed back-to-back in English and Spanish) are available as of September 2017. Please contact Claudia Angel for copies.

VOSP Instructor Stipends for CPS Courses
FUNDING AMOUNTS – The California Department of Public Health’s, VOSP provides support for the following CPS Trainings: Technician, Update, Renewal, and Special Needs.

VOSP will pay for up to four instructors (including Instructor Candidates) per a 16 student CPS Technician training (1:4, instructor/student ratio). CDPH/VOSP will:

1) Provide stipends:
   a. $700 per day for a Lead Instructor (for CPS Technician training, Update, Renewal, or Special Needs).
   b. $600 per day for a Co-Instructor (for CPS Technician training or Special Needs).
2) Support instructors for a CPS Technician training course that can be either three or four days long.

**STEPS** – (allow for two (2) months for an Executed Contract, prior to training)

1. At least 8 weeks prior to the training the Lead Instructor (or Host) needs to:
   A. Contact VOSP to seek support for the training.
   B. [Register the course with Safe Kids](#).
   C. Identify other Co-Instructors.
   D. Verify which Instructors need to set-up a contract with VOSP for support.

2. All Instructors who wish to be supported by VOSP to conduct CPS related trainings must enter into a contract with CDPH/VOSP. Getting a contract executed can take up to eight (8) weeks. An “executed contract” must be in-hand before the start of the training. Instructors will receive an executed contract in the mail from CDPH.

3. Ten days before the training, the Lead Instructor needs to:
   A. Verify with VOSP the number of participants registered for the class. If the class ratio for the training is not met (1:4), VOSP will adjust the number of Instructor stipends awarded for the training.
   B. Confirm that all Instructors requesting a stipend have a fully executed contract in place with CDPH/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.

4. After the training each VOSP supported Instructor must invoice VOSP individually and include all the information required per the sample invoice.
   A. Upon completion of the training, 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. See Training Request application for details.
   B. Invoices are to be submitted within 30 days of the final training date. For trainings that take place in September 2018, all invoices are to be submitted by September 30, 2018.

   As stated in the CDPH contract, it can take 6-8 weeks for you to receive payment of your invoice.

**FORMS** –

**Instructor Contract**
To start your contract, send the following forms to Claudia Angel.

1) STD 204 – Payee form (attached)
2) Wallet Card – Safe Kids Instructor Certification card (attached)
Training Request Application
Send the completed Training Request application to Claudia Angel. Be sure to identify Lead, Co-Instructors, Instructor Candidates, training location, and date, and if you are requesting Police Officer Standards and Training (POST) credits.

POST credits for law enforcement for any CPS Technician training are available through VOSP.

Funding Opportunities – Releases anticipated in December 2017


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 for future VOSP e-Newsletters.

Kate Bernacki, M.P.H.                     Claudia Angel
(916) 552-9855                           (916) 552-9804

If you have any CPS programmatic questions, please contact Donna Black, the Office of Traffic Safety Occupant Protection and CPS State Coordinator, at (916) 509-3015.

Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.