



CHILD PASSENGER  
SAFETY ASSOCIATION  
OF CANADA



L'ASSOCIATION POUR  
LA SÉCURITÉ DES ENFANTS  
EN VOITURE DU CANADA

THIS VERSION FOR INFORMATION ONLY - PLEASE FIND A FILLABLE STANDARD REFERENCE FORM [HERE](#).

<b>STANDARD REFERENCE FORM</b>		Date:	
Last Name:		First Name:	
Technician, Instructor, or IT Number:			

My references will submit the following documents directly to <a href="mailto:registration@cpsac.org">registration@cpsac.org</a> . I have asked that they submit the following testimonials for me. Testimonials should describe experiences that have occurred in the last three years. Please expect the following forms:	✓
<b>Instructor certification:</b> <ul style="list-style-type: none"><li>- 2 x technical skill/positive caregiver interaction</li><li>- 2 x mentoring/coaching</li></ul>	
<b>Instructor Trainer certification:</b> <ul style="list-style-type: none"><li>- 2 x classroom teaching</li><li>- 2 x technical skill/positive caregiver interaction</li><li>- 2 x mentoring/coaching</li></ul>	
<b>Instructor Trainer recertification:</b> <ul style="list-style-type: none"><li>- 2 x classroom teaching</li><li>- 2 x technical skill/positive caregiver interaction</li><li>- 2 x mentoring/coaching</li></ul>	

## **FREQUENTLY ASKED QUESTIONS**

### **Q - Can one person fill out multiple types of forms?**

A - Yes. Only one person can fill out each form once, but the same person could provide a testimonial to a different skill.

### **Q - Who reviews the forms?**

A- The forms will be sent to the registrar to view, file, and forward to relevant parties. If anything is out of the ordinary, the registrar will alert the board so that they can review the response and follow up with the applicant if necessary.

### **Q - How were these forms developed?**

A - The policy committee developed these forms based on the Safe Kids model, adapted for the needs of our program.

### **Q - Do the testimonials have to be from a specific time period?**

A - Yes, ask your reference to provide a testimonial on observations during your last certification period (3 years).

### **Q - Does the person completing the form have to be a CPSAC member?**

A - For the technical skill/positive interaction testimonial must come from another CPSAC member, however, the other forms can be completed by non-members.

### **Q - Do all references have to pertain to child passenger safety?**

A - No, only the technical skill/positive interaction form must pertain to child passenger safety. The classroom teaching testimonials and the coaching/mentoring testimonials can reference these skills in other subject areas.

### **Q - Where do I get all of the links for these forms? How do I know which ones to send to whom?**

A - Start with the Standard Reference Form, [available online here](#). After submitting your form you will automatically receive an email listing what testimonials you need to acquire, and links with which to do so.

If you have other questions or concerns about completing this form, please email [registration@cpsac.org](mailto:registration@cpsac.org).

## Testimonial for Classroom Teaching

**THIS VERSION FOR INFORMATION ONLY - PLEASE FIND A FILLABLE FORM [HERE](#).**

**Note:** Teaching experience does not have to be specific to child passenger safety. To be completed by the individual providing the reference and submitted directly to [registration@cpsac.org](mailto:registration@cpsac.org).

<b>Applicant Last Name:</b>		<b>Applicant First Name:</b>	
<b>Name of Reference:</b>			
<b>Reference Email:</b>		<b>Reference Phone:</b>	

I have observed the applicant teaching adults in a classroom setting (circle one):			
Once	2-5 times	6-10 times	11+ times
The most recent observation was on:			
The presentation lasted (hours):			
Number of adult students/participants:			

	✓
Applicant demonstrated control of the classroom.	
Applicant was fully prepared to teach.	
Applicant was clear in their instruction.	
Applicant managed the classroom effectively.	
Applicant displayed strong communication skills.	
Applicant was encouraging and receptive to student questions and comments.	
<b>General comments:</b>	

### Testimonial for Technical Skill & Positive Caregiver Interaction

**THIS VERSION FOR INFORMATION ONLY - PLEASE FIND A FILLABLE FORM [HERE](#).**

**Note:** To be completed by a CPSAC-certified member. To be completed by the individual providing the reference and submitted directly to [registration@cpsac.org](mailto:registration@cpsac.org).

<b>Applicant Last Name:</b>		<b>Applicant First Name:</b>	
<b>Name of Reference:</b>			
<b>Reference Email:</b>		<b>Reference Phone:</b>	

I have observed the applicant working with caregivers at seat checks (circle one):			
Once	2-5 times	6-10 times	11+ times
The most recent observation was on:			
Approximate number of seats checked:			
Approximate number of caregivers seen:			

	✓
Applicant demonstrated a clear understanding of the technical skills related to child passenger safety.	
Applicant reviewed car/booster seat manuals and vehicle manuals as available.	
Applicant displayed strong communication skills.	
Applicant was respectful, encouraging and receptive to caregiver questions and comments.	
Applicant documented the seat check thoroughly.	
<b>General comments:</b>	

**Testimonial for Coaching or Mentoring Ability****THIS VERSION FOR INFORMATION ONLY - PLEASE FIND A FILLABLE FORM [HERE](#).**

**Note:** To be completed by someone who has been taught, coached or mentored by the applicant OR has directly observed the interactions between the applicant and a student or member they are coaching. The person observing does not have to be in the field of child passenger safety, nor does the person being coached or mentored. To be completed by the individual providing the reference and submitted directly to [registration@cpsac.org](mailto:registration@cpsac.org).

Applicant Last Name:		Applicant First Name:	
Name of Reference:			
Reference Email:		Reference Phone:	

I have observed the applicant working in a mentoring/coaching relationship (circle one):			
Once	2-5 times	6-10 times	11+ times
The most recent observation was on:			
Describe the coaching/mentoring (duration, situation, subject area, etc):			

	✓
Applicant demonstrated a clear understanding of the coaching/mentoring relationship.	
Applicant provided ongoing honest and constructive technical, logistical, and administrative feedback and support to the person being coached/mentored.	
Applicant displayed strong communication skills.	
Applicant was encouraging and receptive to questions and comments.	
Applicant protected confidentiality and maintained respect of the person being coached/mentored.	
<b>General comments:</b>	