



CHILD PASSENGER
SAFETY ASSOCIATION
OF CANADA



L'ASSOCIATION POUR
LA SÉCURITÉ DES ENFANTS
PASSAGERS DU CANADA

Child Passenger Safety Association of Canada (CPSAC) Policies

*CPSAC Policies – approved 2016-10-06
Amended 2017-01-22*



Child Passenger Safety Association of Canada (CPSAC) Policies

Table of Contents

Definitions:

1 - Certification Requirements for Membership

1.01 - Technician:

1.02 - Instructor:

1.03 - Instructor Trainer

1.04 - Technician Recertification:

1.06 - Instructor Recertification:

1.07 - Instructor Trainer Recertification:

1.08 - General Recertification Requirements:

1.09 - Recertification Grace Period

1.10 - Letter of Explanation for Recertification

2 - Transferring Certification from Other Child Passenger Safety Programs

2.01 - Technicians with other CPS programs

2.02 - Instructors with other CPS programs

3 - Teaching

3.01 - Instructors and Instructor Trainers

3.02 - Courses and In-person Recertification

3.03 - Seminars and Workshops

3.04 - Curriculum Development and Maintenance

4 - Complaint, Feedback and Disciplinary Policy

5 - Public Safety Policy

5.02 - Member Safety

6 - Conflict of Interest Policy

7 - Liability Policy

8 - Professionalism Policy

9 - Graphic Identity and Branding Policy

10 - Email Policy

10.01 - Professionalism in Email

10.02 - CPSAC email account signature:

11 - Board of Directors' Responsibilities

11.02 - Executive Member Responsibilities

Vice President Responsibilities:

Treasurer Responsibilities:

Secretary Responsibilities:

11.03 - Member at Large Responsibilities:

11.04 - Resignation:

12 - Documentation/Retention

12.02 - Seat Check Forms and Other Documentation

13 - Cooperation With Groups Not Certified with CPSAC

14 - Privacy Policy

Definitions:

“Certification date” (instructor) means the date an individual has successfully met all requirements of policy 1.02 to become a Child Passenger Safety Technician Instructor (or instructor, or CPST-I);

“Certification date” (instructor trainer) means the date an individual has successfully met all requirements of policy 1.03 to become a Child Passenger Safety Technician Instructor Trainer (or instructor trainer, or CPST-IT);

“Certification date” (technician) means the date an individual successfully completed the practical exam (clinic) to become a Child Passenger Safety Technician (or technician, or CPST);

“Instructor” means an individual who has successfully completed the requirements for an instructor as described in policy 1.02;

“Instructor trainer” means an individual who has successfully completed the requirements for an instructor trainer as described in policy 1.03;

“Technician” means an individual who has successfully completed the requirements for a Child Passenger Safety Technician (or CPST) as described in policy 1.01;

“Year” refers to the anniversary of when a member was certified, and not calendar year.

1 - Certification Requirements for Membership

1.01 - Technician:

1. Completion of the [Technician Contact Information Form](#) and submission of the application fee (typically given to course instructor to be submitted to CPSAC).
2. Successful completion of the Child Passenger Safety Technician course.
3. Successful completion (minimum mark of 80%) of the Child Passenger Safety Technician examination.
4. Successful completion of a practical examination (pass/fail) at one car seat clinic within three (3) months of completing the Child Passenger Safety Technician course.

Once above requirements are completed, the technician will receive certification as a Child Passenger Safety Technician (CPST) which will expire three (3) years from date of the written exam.

1.02 - Instructor:

1. Must have a minimum of two (2) years experience as a CPSAC technician (except as noted in Policy 2.02).
2. Completion of the [Teaching Standards Agreement](#), [Instructor Application Form](#) and application fee, submitted to CPSAC.
3. Completion of the [Standard Reference Form](#), submitted to CPSAC registration.
4. Successful completion of the instructor-candidacy process as outlined in [Instructor Candidacy Process](#).

Once above requirements are completed and the supervising instructor trainer has determined the instructor candidate's demonstrated ability during the co-teaching part of the requirements to successfully communicate the curriculum, instructors will receive a certification as a Child Passenger Safety Technician-Instructor (CPST-I) which will expire three (3) years from date of completion of the [Instructor Candidacy Process](#).

It is expected that an instructor candidate will be supervised in person by a certified instructor trainer as outlined in Policy 1.03. If this is not possible, the instructor candidate may be supervised by another instructor who has taught or co-taught a minimum of six (6) courses and has been pre-approved to supervise by CPSAC's Board of Directors and mentored by an instructor trainer.

1.03 - Instructor Trainer

1. Must have a minimum of one (1) year experience as a CPSAC instructor.
2. Must have taught or co-taught a minimum of either:
 - i. Three (3) Child Passenger Safety Technician courses within the last three (3) years; OR
 - ii. Two (2) Child Passenger Safety Technician courses AND two (2) in-person recertification courses the last three (3) years.
3. Completion of the [Teaching Standards Agreement](#) and [Instructor Trainer Application Form](#), submitted to CPSAC.
4. Completion of the [Standard Reference Form](#), submitted to CPSAC registration.
5. Resume detailing relevant experience including child passenger safety-related activities submitted to CPSAC registration.
6. Successful completion of the Instructor Trainer Suitability and Experience Questionnaire via essay letter, phone interview, or online interview. Letters and/or interviews to be reviewed and/or conducted by the Instructor Trainer Review Panel. The panel will consist of two (2) instructors and one (1) IT, selected based on availability, while taking into consideration potential or real conflicts of interest, by the board of directors.

Once above requirements are completed, instructor trainer will receive a certification as a Child Passenger Safety Technician-Instructor Trainer (CPST-IT) which will expire three (3) years from the date of receipt of all above requirements by CPSAC registration.

1.04 - Technician Recertification:

Option 1: Online Recertification

1. Completion of the [Technician Recertification Form](#) and submission of the application fee to CPSAC registration.
2. Completion of two (2) different [online technician updates](#) within the last three (3) years.
3. Successful completion (minimum mark of 80%) of the Child Passenger Safety Technician examination.
4. Completion of one (1) of the following options:
 - A. A minimum of fifteen (15) completed car seat checks, documented on approved check forms which must be kept on file for four (4) years by the technician. CPSAC may request these forms to be submitted via random audit; OR
 - B. Observed and coached at a minimum of three (3) car seat checks by a technician, an instructor, or an instructor trainer within the last three (3) years using the [Peer Coaching Form](#). CPSAC may request these forms to be submitted via random audit.

Option 2: In-person Recertification

1. Completion of the [Technician Recertification Form](#) and submission of the application fee to CPSAC registration.
2. Completion of an in-person three to four (3-4) hour recertification course, which can include the one (1) hour to write the Child Passenger Safety Technician examination.
3. Successful completion (minimum mark of 80%) of the Child Passenger Safety Technician examination.
4. Successful completion of a practical examination (pass/fail) at one car seat clinic, supervised by an instructor or instructor trainer within one (1) month of recertification course.

Once above requirements (either Option 1 or 2) are completed technicians will receive certification as a Child Passenger Safety Technician (CPST) which will expire three (3) years from date of completion or previous certification expiry date, whichever is later.

1.06 - Instructor Recertification:

1. Completion of the [Instructor Recertification Form](#), [Teaching Standards Agreement](#) and submission of the application fee to CPSAC registration.
2. Completion of two (2) different [online technician updates](#) within the last three (3) years.
3. Completion of one (1) of the following options:
 - i. A minimum of fifteen (15) completed car seat checks, documented on approved check forms which must be kept on file for four (4) years by the instructor. CPSAC may request these forms to be submitted via random audit; OR
 - ii. Observed at three (3) car seat checks by a technician, an instructor, or an instructor trainer within the last three (3) years using the [Peer Coaching Form](#). CPSAC may request these forms to be submitted via random audit.
4. Must have taught or co-taught a minimum of either:
 - i. Two (2) Child Passenger Safety Technician courses* within the last three (3) years; OR
 - ii. One (1) Child Passenger Safety Technician course* AND two (2) in-person recertification courses within the last three (3) years.

*Not including initial instructor certification course.

Once above requirements are completed, instructors will receive certification as a Child Passenger Safety Technician-Instructor (CPST-I) which will expire three (3) years from the date of completion or previous certification expiry date, whichever is later.

1.07 - Instructor Trainer Recertification:

1. Completion of the [Instructor Trainer Recertification Form](#) and [Teaching Standards Agreement](#) submitted to CPSAC registration.
2. Completion of two (2) different [online technician updates](#) within the last three (3) years.
3. Completion of one (1) of the following options:

- i. A minimum of fifteen (15) completed car seat checks, documented on approved check forms which must be kept on file for four (4) years by the instructor trainer. CPSAC may request these forms to be submitted via random audit; OR
 - ii. Observed at three (3) car seat checks by a technician, an instructor, or an instructor trainer within the last three (3) years using the [Peer Coaching Form](#). CPSAC may request these forms to be submitted via random audit.
4. Must have taught or co-taught a minimum of either:
 - i. Two (2) Child Passenger Safety Technician courses* within the last three (3) years; OR
 - ii. One (1) Child Passenger Safety Technician course* AND two (2) in-person recertification courses within the last three (3) years.
*Not including initial instructor certification course.
5. Submit a current resume detailing relevant experience including child passenger safety-related activities.
6. Successful completion of the Instructor Trainer Suitability and Experience Questionnaire via essay letter, phone interview, or online interview. Letters and/or interviews to be reviewed and/or conducted by the Instructor Trainer Review Panel. The panel will consist of two (2) instructors and one (1) IT, selected based on availability, while taking into consideration potential or real conflicts of interest, by the board of directors.
7. Completion of the [Standard Reference Form](#), submitted to CPSAC registration.

Once above requirements are completed, instructor trainer will receive a certification as a Child Passenger Safety Technician-Instructor Trainer (CPST-IT) which will expire three (3) years from the date of completion or previous certification expiry date, whichever is later.

1.08 - General Recertification Requirements:

Once the expiration date has been reached, the member has a three (3) month grace period within which the recertification process may be completed. During that time they are not considered to be certified nor covered under CPSAC member insurance.

If an instructor or instructor trainer no longer meets the requirements to certify at their current level, they may choose to recertify at the level for which they meet the recertification requirements. For example: an instructor trainer may recertify at the instructor level or technician level, so long as they meet the requirements for that level.

If an instructor or instructor trainer recertifies at the technician or instructor level, they will need to complete the certification requirements to become an instructor or instructor trainer again. There will also be a one (1) year wait time before beginning the certification process to become an instructor or instructor trainer again.

No technician, instructor or instructor trainer may present themselves as a CPSAC member if their certification has lapsed.

1.09 - Recertification Grace Period

Once the expiration date has been reached, the member has one (1) year within which they may recertify under option 2 of policy 1.04

1.10 - Letter of Explanation for Recertification

A letter of explanation may be provided at the time of recertification when a technician, instructor, or instructor trainer is unable to complete the stated requirements due to extenuating circumstances. The board of directors will review any letter of explanation received.

2 - Transferring Certification from Other Child Passenger Safety Programs

CPSAC strives to be a leader in providing training, promoting best practice and respecting parents and caregivers while educating on child passenger safety (CPS) in Canada. Any candidate wishing to transfer from another CPS program, or become certified with CPSAC in addition to their current CPS certification with another organization, will need to complete one of the following:

2.01 - Technicians with other CPS programs

Must successfully complete Policy 1.04 Option 2: In-person Recertification. Technicians transferring in must provide proof of current status with the other CPS program(s).

2.02 - Instructors with other CPS programs

1. Must successfully complete Policy 1.01 of the Child Passenger Safety Technician certification.
2. Must successfully complete Policy 1.02 of the instructor certification.
 - i. The following exemption applies: Policy 1.02.1. will be revised to one (1) year of instructor experience with another CPS program.

Instructors transferring in must provide proof of current status with the other CPS program(s).

3 - Teaching

3.01 - Instructors and Instructor Trainers

All CPSAC instructors and instructor trainers must ensure that the information that they share when teaching the CPST course is standardized to the curriculum such that anyone who takes the course will have a common understanding of the material. The [Teaching Standards Agreement](#) sets out specific guidelines all instructor candidates, instructors and instructor trainers must adhere to.

Instructors and instructor trainers must have their certification up to date in order to teach or to supervise technicians or instructors. It is the responsibility of all instructor trainers and instructors to maintain their certification and to stay up to date on changes and updates. They must also meet the standards as described in CPSAC Policy 1: Certification Requirements.

3.02 - Courses and In-person Recertification

CPSAC CPST courses including in-person recertification, must be taught to comply with the [Teaching Standards Agreement](#) to maintain the integrity and standardization of materials as well as expected level of knowledge for technicians

Requests for certification courses as well as in-person recertifications may be directed through a CPSAC instructor, instructor trainer, or CPSAC registration.

3.03 - Seminars and Workshops

- A. Seminars that are offered will contain information that is in accordance with CPSAC curriculum, taught to comply with best practice and CPSAC policies.
- B. Requests for seminars and workshops may be directed through any CPSAC member.

For CPSAC Standardized Seminars/Workshops only:

- C. These standardized seminars/workshops may be taught by members who have completed training on their delivery.
- D. All materials used in the teaching of standardized CPSAC seminars/workshops will be provided by CPSAC to ensure continuity and professionalism, and that record keeping is accurate.
- E. If applicable, all costs associated with the trainings (including ordering any required manuals) will be the responsibility of the person(s) teaching the course or seminar. This includes any certification fee that is owed to CPSAC which would be paid by participants to the person(s) teaching, then forwarded to CPSAC on the participant's behalf.

3.04 - Curriculum Development and Maintenance

A curriculum working group will be mandated by the board of directors to oversee all curriculum development and maintenance. This group will be comprised of a minimum of three instructor trainers or equivalent (as described in the curriculum committee procedure), and will include a minimum of one board member, plus additional members, as the board of directors sees fit. The curriculum working group will adhere to the curriculum committee procedure.

A full review of the teaching material will be done a minimum of once annually by the curriculum committee, with changes and updates made on an as-needed basis depending on changes in technical practice, product information, provincial or territorial legislation, or national standards. Any such changes will be provided to instructors and instructor trainers as soon as possible and communicated to CPSAC members if it enhances/changes existing practice.

4 - Complaint, Feedback and Disciplinary Policy

4.01 - All CPSAC members' behaviour at clinics, education events, meetings and through emails will be handled in a professional manner. Should a disagreement happen between members that cannot be resolved by those involved, or by an instructor or instructor trainer if present, the [Complaints, Feedback and Disciplinary Procedure](#) should be referenced and an [incident report](#), email or letter should be submitted.

In the event that a member does not follow a provision of the written articles, policies or bylaws, any member who noticed may inform an instructor, instructor trainer or file an [incident report](#), email or letter. If sent to the board, a record of the issue will kept on file as per the [Complaints, Feedback and Disciplinary Procedure](#).

When an incident report is received, the [Complaints, Feedback and Disciplinary Procedure](#) is initiated. The final decision regarding disciplinary measures rests with the sole discretion of the board.

The board's decision may include retraining, additional training, mentoring, termination of CPSAC membership, which would be communicated to the member in writing. Written censure by the board requires 51% vote by the board of directors minus the individuals on the disciplinary committee, if applicable.

In the event that a member violates any provision of the article, bylaws or written policies, or in the event that they carry out conduct which may be detrimental to CPSAC as determined by the board, or for any other reason that the board in its sole and absolute discretion considers to be reasonable, the board may give notice in writing to the member of suspension or expulsion. The member has 20 days to file an appeal with the president or any designated board member. Should an appeal be received, the board will consider these submissions in arriving at a final decision and notify the member accordingly. The board's decision is final and binding without further right of appeal. Termination of CPSAC certification requires two-thirds majority vote by the board for directors minus the individuals on the disciplinary committee, if applicable.

5 - Public Safety Policy

5.01 - CPSAC endeavours to ensure the safety of its members, and the clients we serve at all CPSAC affiliated events. CPSAC will not tolerate harassment or abuse from its members or the public. Should a member be harassed or spoken to in a profane manner by another member of CPSAC an [incident report](#) should be submitted as soon as possible. Should the situation become threatening, the police will be called. In cases of technician and public harassment or abuse, an [incident report](#) should be filled out by the person(s) involved and any witnesses if possible.

Examples of extreme behaviour warranting immediate intervention:

1. Swearing at a CPSAC member or other client/child;
2. Threatening, either by words or body language of a CPSAC member or other client/child;
3. Blatant disregard for public safety;
4. Destruction of property, either of another client, a CPSAC member, or of the event host; and
5. Inebriation or intoxication.

With regards to children at Clinics/Seminars/Events/Seat Checks:

1. No member will be left alone with a child.
2. No member will hold or touch a child without asking the parent/caregiver permission in advance.

Permission will also be requested for the following situations:

- i. To check strap tightness at shoulders, hips or collar bones;
- ii. Checking if the child's back and spine are straight in the restraint system;
- iii. Before opening doors and moving possessions within vehicles; and
- iv. Before removing any unregulated products.

5.02 - Member Safety

When doing a private check, members should take reasonable measures to ensure their personal safety.

6 - Conflict of Interest Policy

6.01 - Conflict of interest may be defined as a situation in which members have a real or apparent interest (usually financial) that may influence or appear to influence the conduct of their official duties. Even when this conflict is not illegal, it may create doubts or suspicions concerning the integrity or fairness of decisions made by such officials, and over time recurring conflicts may increase the level of distrust and cynicism toward the corporation.

It is recognized that many board members are involved in other coalitions and agencies related to child passenger safety. Board members are expected to represent the interests of CPSAC when participating in board meetings, committees, and CPSAC events. Board members must disclose to the board of directors the relation between their other duties and any potential or perceived bias if they encounter a concern. At the board's discretion, the involved member may be requested to not participate in a decision, should the board feel the member may have a real or apparent conflict of interest. If the board member involved feels that they are not in conflict, they can present their justification to the board for vote.

7 - Liability Policy

7.01 - A [liability disclaimer](#) is posted on the CPSAC website and given upon appointment confirmation (if applicable) that clients are responsible for their own children and possessions. At clinics and private checks, parents and caregivers accessing CPSAC child passenger safety education must acknowledge and sign a liability waiver.

CPSAC will not accept liability for any damages incurred while providing child passenger safety education. Should damage occur to the vehicle or personal possession of a client or a complaint occur, the CPSAC member will fill out an [incident report](#) as soon as possible. If there are witnesses to the incident, they are asked to complete an [incident report](#) as well.

8 - Professionalism Policy

8.01 - When representing CPSAC members are expected to remain professional at all times in order to maintain a professional image and standard. Members will be deemed to be representing CPSAC when at a child passenger safety related event including but not limited to seminars, courses, clinics, prenatal education, private car seat checks or while wearing CPSAC branded clothing.

It is the policy of CPSAC that:

1. All language used at an event or while representing CPSAC will be professional and free of profanity;
2. Members will not impose their personal, cultural, religious, or parenting values on members of the community;
3. There will be no use of alcohol during class or clinic time, or when acting as a representative of CPSAC; and,
4. All CPSAC events will be smoke free environments and those who smoke will be asked to do so away from the event.

CPSAC members are not to give advice on any matter unrelated to child related passenger safety while representing CPSAC. Should a CPSAC member be acting in another professional capacity (i.e. police, nurse, social worker, etc) they are able to fulfill the duties required by their position, and provide education on child passenger safety in accordance with CPSAC policies.

It is the responsibility of CPSAC members to adhere to provincial laws and the child restraint system instruction manual. Once the caregiver is able to make an informed choice, CPSAC members will respect this choice, and provide support, unless it is illegal to do so.

9 - Graphic Identity and Branding Policy

9.01 - CPSAC is represented or “branded” by distinct symbols and related elements. This includes individual elements of the CPSAC logo, including the car seat, road, and maple leaf. CPSAC’s official colours are red, black, and white.

CPSAC’s logo and elements thereof are the property of CPSAC. The consistent and proper use of CPSAC’s brand is essential to the organization’s image, internally and externally. The improper or unauthorized use of a CPSAC symbol by anyone may lead to confusion and misunderstanding. In more extreme cases, improper use may seriously undermine public trust and confidence in the organization and its values.

The CPSAC brand must be preserved and protected as it applies to:

- Print materials (eg. business cards, slide presentations, informative flyers, and advertising material in any media)
- Web applications
- Signage
- Merchandise and other promotional material

Further marketing communications, brand standards and the Graphic Identity and Branding Procedure are found in the [CPSAC Style Guide](#), as amended from time to time. The [Style Guide](#) details the application of the Graphic Identity and Branding Procedure and must be followed. Any use not detailed in the [Style Guide](#) requires permission of the Board of Directors or its designate.

Promotional items help to communicate the loyalty and pride felt by members of the CPSAC community. It is important that these products reflect the CPSAC brand. Use of the CPSAC name and logos must follow CPSAC’s [Style Guide](#) and will only be approved if it is consistent with the brand and quality associated with CPSAC. If a specialized item needs to be developed, please work with the Board of Directors or its designate.

10 - Email Policy

10.01 - Professionalism in Email

All emails sent on behalf of the CPSAC will be professional and to the point. No personal emails will be sent from any CPSAC account, nor any spam, jokes, etc.

The subject line will state the purpose for the email. All emails sent on behalf of CPSAC will be sent by the designated representative. All initial emails and responses will be kept by the person in charge of the email account. If there is an email that has immediate interest to the board, it will be forwarded to the board for action.

Should there be a concern or complaint regarding the response time received via email, the content or other matters, a [feedback and incident reporting form](#) can be submitted to the board.

10.02 - CPSAC email account signature:

All CPSAC email accounts should have the following disclaimer/signature applied:

“CPSAC intends that the information contained in this email and any attachments are for the use of the individual(s)/organizations(s) to which it is directed. It may contain information that is privileged or otherwise confidential. If you have received this email in error, please delete it from your system without copying or forwarding it, and notify the sender of the error by reply email.

CPSAC takes all reasonable precautions to ensure that no viruses are transmitted with any electronic communications sent, however CPSAC can accept no responsibility for any loss or damage resulting directly or indirectly from the use of this email or any contents or attachments.

Any view or opinions within this email are solely those of the author and do not necessarily represent those of CPSAC.”

11 - Board of Directors' Responsibilities

11.01 - Board members are appointed to the board for a term of two years. Board members must make every effort to attend all regular and special board meetings. Board member absenteeism must be reported as far in advance of the meeting as possible. In the event that a board member misses more than 2 meetings in a calendar year or fails to fulfill the duties agreed upon at the time of election, any board member may present a motion to the board of directors to remove the individual from the board. The board may remove, whether for cause or without cause, any officer of the Corporation. The member will be advised prior to this action should they wish to speak on their own behalf or present mitigating circumstances. A decision made by the board of directors is final and cannot be appealed. The member may present themselves for re-election at the Annual General Meeting.

Board members can participate in meetings in a number of ways (via e-mail to the appropriate member of the board on agenda items, written updates of committee work etc.) if attendance is not possible.

11.02 - Executive Member Responsibilities

President Responsibilities:

A president will be appointed to be responsible for leading the organization, overseeing day to day activities, and representing the organization nationally. The president is the chair of board of directors meetings and the chair of the Annual General Meeting. The president is expected to review and understand the organization's articles of incorporation and bylaws, policies and procedures, financial and legal situation, and strategic plan. The president shall be granted two votes on each issue. In the event of a tie, they will exercise the second vote and act as the tie-breaker.

Vice President Responsibilities:

A vice president will be appointed to act as president when the president is unable to fulfill their duties. The vice president will act as an advisor to the president and works closely with the president to serve as a key leadership team member and an active participant in making strategic decisions affecting CPSAC.

Treasurer Responsibilities:

A treasurer will be appointed to be responsible for all accounting. The treasurer and one other member of the board, at a minimum will have signing authority but only one signature will be required per cheque.

The treasurer will be responsible for preparing the annual budget, presenting the budget for board approval and monitoring expenses and income monthly against the budget. The treasurer is responsible for presenting an updated financial report at every board meeting outlining the current financial situation. The treasurer is also responsible for overseeing matters relating to sponsorship, grants and donations. In addition, the treasurer will be responsible for ensuring that all documents are prepared for the annual general meeting and for submission to the Canada Revenue Agency. The treasurer will oversee the Notice to Reader or Review Engagement, as required by law, and present the report to the membership at the Annual General Meeting.

Secretary Responsibilities:

The secretary is responsible for giving proper notice of any meetings and ensuring the timely distribution of materials such as agendas and meeting minutes. Additionally, the secretary is the caretaker of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the policies, that will assist them in fulfilling their duties. As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines with Corporations Canada, in partnership with the president. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible. The

secretary supports the president through maintenance of corporate files, and other related duties as requested.

11.03 - Member at Large Responsibilities:

Up to four (4) members at large can be elected to the CPSAC board of directors to represent and be accountable to the general membership. Members at large have the same voting rights as the board's executive members and are responsible for attending board meetings.

11.04 - Resignation:

Individuals who have resigned or were removed from the CPSAC Board of Directors may present themselves for re-election at the Annual General Meeting.

12 - Documentation/Retention

12.01 - All documents pertaining to board meetings and board business on behalf of CPSAC will be kept on file for a minimum of seven (7) years. All:

- Board meeting agendas;
- Board votes;
- Executive committee meetings; and
- Board meeting minutes should be recorded and accessible to the membership. This information will also be kept on file and accessible at all times as per the requirements of Canada's [Not-for-profit Corporation Act](#).

12.02 - Seat Check Forms and Other Documentation

Where possible, all car seat checks will use a waiver/liability form approved by CPSACs insurance provider and signed by the parent or caregiver. Completed liability/waiver forms must be kept by the member for a minimum of four (4) years and may be requested by random audit as part of recertification requirements.

Education that takes place in a conversation, apart from a check, should also be documented and kept where possible.

13 - Cooperation With Groups Not Certified with CPSAC

13.01 - CPSAC technicians, instructors, or instructor trainers may wish to volunteer or otherwise cooperate with individuals/groups certified by another CPS organization and not certified with CPSAC.

Members continue to be subject to CPSAC policies when cooperating with other organizations and CPSAC members remain covered by member insurance when volunteering.

14 - Privacy Policy

14.01 - CPSAC is committed to respecting the privacy of our members, employees, volunteers, and their families by adhering to the privacy principles set forth in [Schedule 1](#) of The Personal Information Protection and Electronic Documents Act.