National Digital Car Seat Check Form
Digital Form User Guide

Car seat checks provide caregivers with the opportunity to receive education, either in-person or virtually, about the correct use of their car seat. Best practice is to document a car seat check regardless of how it is conducted. The National Digital Car Seat Check Form (NDCF) is a useful tool to guiding and documenting a car seat check.

The NDCF digital platform can be used in the following ways:
- Web-based check form (requiring internet access) on a computer, tablet, or phone.
- Mobile App available in iTunes, Google Play, or Amazon.

Account Information

An approved account is required to begin tracking seat check data. Nationally certified child passenger safety technicians (CPSTs) and instructors can create a free account.
- Visit www.carseatcheckform.org to begin the process.
- Allow 3 to 5 business days to activate a new account. Technicians will receive an email to confirm account activation.
- CPSTs must plan ahead to ensure their account has been approved prior to a car seat check event. Technicians are strongly encouraged to practice using the NDCF prior to their first event.
- Program managers can request access to agency data by emailing info@carseatcheckform.org.

Username and Password

New NDCF account holders will be sent an email containing a username and password once the account has been approved. The username and password must be changed on initial login.

- If a new certification card has not been uploaded with the new certification information, the technician's account will be suspended until current proof of certification has been submitted. Upload a copy of the updated wallet card found in individual Safe Kids online certification profiles.
- **Note: Other forms of certification verification will not be accepted.**

App Use

Browser

The NDCF has been extensively tested using Google Chrome and is the preferred browser when working with the web application, however it will work on other current browsers.

- Apps are available on iOS- Apple, Android, and Amazon Kindle.
- Devices must have an operating system of 8.0 or newer to run smoothly.
  - Apps cannot be used until an account has been approved on the web-based platform.
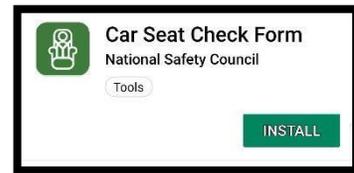
Downloading the App

Android Devices (Samsung, Google, HTC, etc.)

- Go to the Play Store.
- Search "Car Seat Check Form".
- Download the "Car Seat Check Form" app; it will have a green icon from the developer "National Safety Council".
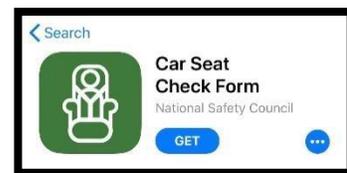- Use the following link from a mobile device:
  https://play.google.com/store/apps/details?id=org.nsc.checkform&hl=en_US

iOS Devices (Apple)

- Go to the App Store.
- Search "Car Seat Check Form".
- Download the "Car Seat Check Form" app; it will have a green icon under the category "Utilities".
- Use the following link from a mobile device:
  https://itunes.apple.com/us/app/car-seat-check-form/id1460697145?mt=8

App Login

Once the app has been downloaded onto a device, sign into the app using your National Digital Car Seat Check Form user login information.

- If the app will be used in areas without Wi-Fi, the initial login *must* be completed while connected to Wi-Fi.
- Once the initial login is complete, the device should be placed in airplane mode to eliminate the potential for any app failures because it will continually search for Wi-Fi.
- Car seat check forms completed offline can be uploaded when the device is reconnected to Wi-Fi.
  - Sign into the app and begin downloading stored car seat checks once connected to Wi-Fi.
  - Reconnect to Wi-Fi before each use of the app to verify agency liability statement and technician information. Once information has been verified, the app may be used without Wi-Fi.
  - If technicians are sharing the same device, log out or close the app prior to the next car seat check *if* a different technician is using the device.

Home Page

Create Check Form

Select to create a new check form. **All fields containing an asterisk (*) are required.**
- Multiple children may be added to one check form connected to the caregiver.

Download Check Form Data

Select to download a user report of all seat checks associated with your account.

NDCF Dashboard

This dashboard uses cleaned data and statistical analysis to produce visualizations of misuse, car seat information, and vehicle information.
- Technicians and program managers can download a cleaned data file. In the future, this data will be updated more frequently. Look for updates on the dashboard in early 2021.

Searching Check Form

Each check form created receives a unique Form ID number.
- Once a seat check has been submitted, the seat checks are saved by the assigned Form ID number. Seat checks are listed on the Home Page.
- Additional seat checks may be added to a saved check form connected to the caregiver by selecting the Form ID number.
- Form Id numbers are listed in order of date completed.
- Search for completed check forms by entering the event date or Form ID number.

Create Check Form Page

Caregiver Information

Interview the caregiver to complete the information. Local level data not captured on the NDCF paper form may be collected separately or documented in the Documentation Box at the end of the form.
- **City** - enter the caregiver's city.
- **State** - select the *caregiver's* state from the dropdown menu.
  - *Always* select "Training" for any practice checks or mock seat check sign offs for recertification.
- **County** - select the caregiver's county from the dropdown menu.
- **Zip** - enter the caregiver's zip code.

Vehicle Information

All information in this section must be completed prior to beginning the car seat check.
- Complete the vehicle information even if the caregiver received a ride to the car seat check from someone else (e.g. friend, relative, support program, etc.).
  If the caregiver did not arrive in a passenger vehicle (e.g. public transportation, on foot, etc.), this information may be left blank. Document the reason in the Documentation Box.

What model year is this vehicle? Is it older than 2011?

Select Yes or No.

If Yes, enter make, model, and year. See **Vehicle Make/Model/Model Year/Trim** below.

- ■ If No, select the Make, Model, and Model Year from the dropdown menu.
  - Model year: Ask the caregiver for the vehicle model year.
    - ▪ Verify the vehicle year by checking for the vehicle manufacture date on the driver side door frame, front of the A-pillar.
      - o **Note:** The model year code is also located in the vehicle identification number (VIN) which is visible by looking at the dashboard.
    - ▪ The most foolproof method (for vehicles 1980 and later) is to use the VIN. The 10th digit code specifies the model year. The following websites provide VIN decoding information:
    - ▪ Carfax provides VIN Decoding information.
    - ▪ AutoZone: https://www.autozone.com/vin-decoder.
- ■ Additionally, the vehicle year can be confirmed while checking for open recalls on the vehicle. Technicians can scan the license plate or enter it or the VIN manually. To check for safety issues and recalls, visit: https://www.nhtsa.gov/recalls. Internet connection required**.**

Vehicle Make/Model/Model Year/Trim

- ■ Select the vehicle make, model, and year from the dropdown menus or enter it into the appropriate text boxes. Then enter the trim level of the vehicle model. The car trim level is also sometimes referred to as the trim package. The trim level specifiies a vehicle model's level of performance, features, options, and extras.

- ■ **Note:** If the vehicle make or model cannot be found, verify all the vehicle information has been entered correctly.

What CPS agency is hosting this seat check?

Document the agency providing the car seat check. Begin typing the agency name in the box until it appears in the list and select it.

- ■ Agency affiliation is not required to use the NDCF. Any currently certified technician can use the NDCF to track seat check data. Independent technicians should select "No Agency Affiliation".
- ■ If your agency does not appear as an option, a new agency may be added by clicking the "New Agency" button to the right of the dropdown menu.
- ■ If the car seat check is not affiliated with an agency, this field may be left blank.
- ■ **Note:** To avoid duplication of agencies, *always* confirm and select the correct agency name listed in the NDCF. Once an agency has been added, it will be saved and does not need to be added again.

Select Liability Statement

The caregiver must read the liability statement (or have it read to them), sign, and date the form prior to the car seat check.

- ■ There are four liability statement options:
  - • **General liability statement**: The NDCF general liability statement is available in English and Spanish.
  - • **Agency liability statement**: A customized liability statement may be added to an agency account in English and Spanish. Once uploaded, it will automatically appear as a menu option.
- ■ Agencies may request a customized NDCF form with an agency liability statement in both English and Spanish. Complete the Custom PDF form or contact info@carseatcheckform.org for more information.

Caregiver Signature

Present the caregiver with the device to electronically capture a signature. The caregiver signature may also be collected on a paper form and recorded by checking "*Signature is on the paper check form"*.

Virtual Seat Check

Check this box if the car seat check information is being collected as part of a virtual car seat check or a virtual mock car seat sign off for recertification.

- ■ Follow the guidelines in the National Digital Car Seat Check Form Guidance Document: Virtual Car Seat Checks to capture caregiver signature and acknowledgement of the liability statement.

Inspection Date

The digital form automatically displays the current date. If the seat check information was collected on the NDCF paper form and is being entered into the digital platform, the date can be edited to reflect the date of the seat check.

Event

Provide a description of the event. (e.g. Seat Check Saturday, one-on-one appointment, etc.).

- ■ Use this field to differentiate between multiple events hosted by an agency on the same day.

Additional Techs Attending to This Caregiver

Document all technicians who participated in the car seat check.

- ■ Begin typing the last name of the technician. The field will auto populate. Select the technician's name.
- ■ If the technician does not appear on the list, record the name(s) in the Documentation Box at the end of the form.
- ■ Do not include the account holder in the list.

What state is this seat check taking place in?
Select the state or IHS area in which the seat check is occurring.
- *Always* select "Training" for any practice checks or mock seat check sign offs for recertification.

How did caregiver hear about the seat check?
Document how the caregiver learned about the car seat check.
- If "Other", *briefly* describe how the caregiver heard about the seat check.

Save
Click the Save button. Any required fields left blank will be highlighted in red and must be completed before the form can be saved.

Once the form has been successfully saved, a new page appears with the Form ID number for future reference.
- All children identified with the caregiver will have the same online Form ID number.

Add Child
Select **+ ADD CHILD** to begin adding children to the seat check form.

Step 1 of 5: Child Information

Child
1. **Child's Age in Years**
   Select the age range of the child even if the child is not present.

   - **Unborn**: Select **NEXT PAGE**
   - **0<1:** Select if child's age is less than one year. Complete #1a.

   1a. If child is under 1, select the age in months.
   Complete this question only if the child is born <u>and</u> less than 1 year old. Select the child's age range in months.

2. **Child Location in Vehicle**
   Document where the <u>**CHILD**</u> is located in the vehicle on arrival, even if the child is unrestrained. This location may be different than the location of the child's <u>**CAR SEAT**</u> as documented in #7**.**
   - **Driver** represents the driver's location.
   - **2nd Row**: If the vehicle only has one back row (e.g. sedan), use this option and leave 3rd row blank.
   - **No Child Present**: Select if there is no child present at the time of the car seat check.
   - **4th Row**: Select this option for larger vehicles with more than three rows (e.g. 15-passenger vans). Add additional location information for the 4th row to the Documentation Box.

- **Note**: If the child arrived in a different vehicle but will also be assessed in this vehicle, instruct the caregiver to secure the child as they normally would and proceed with the seat check.

3. **Height (in.)**

   Document the child's height in inches.
   - If the height is unknown, report an estimated height and document that the height is estimated in the Documentation Box at the end of the form. (?) Offers additional information about converting centimeters to inches.

4. **Weight (lbs.)**

   Document the child's weight in pounds.
   - If the weight is unknown, report an estimated weight and document that the weight is estimated in the Documentation Box at the end of the form.
   - **Note**: If the caregiver is unsure of the child's height and weight, the Technician has the option to verify height and weight if possible.

5. **How were height and weight collected?**

   Select whether the caregiver reported the child's height and weight or if the child was measured and weighed at the car seat check.

6. **Child Secured Using**

   Select how the **CHILD** is secured on arrival.
   - If the **child** is secured using a Lap-and-shoulder Belt or Lap Belt, answer **6a. Child Seat Belt Correct**.

   6a. Child Seat Belt Correct

   This question only appears if the child arrived in a booster seat or is using a seat belt.
   - If **No**, select all misuse that applies.
     - If a description of seat belt error is not listed, provide a brief description in the "Other" box. If more detail is necessary, describe it in the Documentation Box at the end of the form.

All forms can be saved at any time by selecting ✔ SAVE DRAFT

Select NEXT PAGE to begin collecting On Arrival information.

7. **CS Location in Vehicle**
    Document where the **CAR SEAT (CS**) is located in the vehicle on arrival. This location may be different than the location of the **CHILD** as documented in #2, Child Location in Vehicle.
    - **Driver** represents the driver's location.
    - **2nd Row**: If the vehicle only has one back row (e.g. sedan), use this option and leave 3rd row blank.
    - **No CS**: Select if the child does not have a car seat and proceed to #34.
    - **Uninstalled**: Select if the car seat is present but not secured in a seating position (e.g. in vehicle trunk, in a box).
    - **4th Row**: Select this option for larger vehicles with more than three rows (e.g. 15-passenger vans). Add additional location information for the 4th row to the Documentation Box at the end of the form.

8. **CS Restraint Type**
    Document the restraint type being used on arrival.
    - **Note:** If the car seat is an **All-in-one**, choose the option that best describes how it was installed. (e.g. RF Convertible, FF with Harness, Backless Booster, High Back Booster)
    - **RF Only without Base**: Any rear-facing only car seat designed for use only by a young child in a semi-reclined rear-facing position; not permitted by manufacturer to be used forward-facing; also referred to as infant car seat; only the carrier is present.
    - **RF Only with Base**: Any rear-facing only car seat designed for use only by a young child in a semi-reclined rear-facing position; not permitted by the manufacturer to be used forward-facing; also referred to as infant car seat; the carrier and detachable base are present.
    - **Base Only**: Detachable base for rear-facing only car seat; the carrier is not present.
    - **RF Convertible**: Car seat that can be used rear-facing and forward facing. Select this option when the car seat is being used rear-facing. For rear-facing only car seats, select RF Only without Base or RF Only with Base.
    - **FF with Harness**: Forward-facing car seat being used with a harness including convertible, combination, all-in-one, forward-facing only, and integrated car seats.
    - **High Back Booster**: Booster seat (or combination or all-in-one car seat being used in the booster mode) with a shell that provides head, neck, and back support for the child; raises and positions the child using a lap-and-shoulder belt.
    - **Backless Booster**: Booster seat (or combination or all-in-one car seat being used in the booster mode) that uses the vehicle's seat back or head restraint for head, neck, and back support for the child; raises and positions the child using a lap-and-shoulder belt; also referred to as low-back booster seat or no-back booster seat.
    - **Specialized Restraint**: Car seats and booster seats obtained through a specialized provider for use with children who have special transportation needs.
    - **Vest**: A harness system used in place of a car seat or booster seat; works with either the vehicle seat belt system or LATCH.
    - **Other**: Document the restraint type if the car seat does not fit any of the options above.

9. **Car Seat Installed Using**

Document the ways the car seat is installed in the vehicle on arrival; select all that apply.
- ■ Document additional findings in the Documentation Box at the end of the form.
- ■ If the car seat is uninstalled, Skip to #21.

10. **CS Harness Correct**

Document if the car seat harness is being used correctly on arrival.
- ■ If **No**, select all misuse that applies.
  - • If a description of harness error is not listed, provide a brief description in the "Other" box. If more detail is necessary, include it in the Documentation Box at the end of the form.
- ■ N/A: Check if harness use does not apply to the scenario.

11. **Recline Angle Correct**

Document if the car seat is reclined according to the car seat manufacturer's instructions on arrival.
- ■ **N/A**: Select if recline angle does not apply to this car seat.

12. **Lower Anchors Correct**

If the car seat is installed using lower anchors, document if the lower anchors are used correctly on arrival.
- ■ If **No**, select all misuse that applies.
- ■ If a description of lower anchor misuse is not listed, provide a brief description in the "Other" box. If more detail is necessary, include it in the Documentation Box at the end of the form.
- ■ **N/A**: Check if the car seat is not installed with lower anchors.

13. **Seat Belt Correct**

If the car seat is installed using a seat belt, document if the seat belt is used correctly on arrival.
- ■ If **No,** select all misuse that applies.
  - • If a description of seat belt misuse is not listed, provide a brief description in the "Other" box. If more detail is necessary, include it in the Documentation Box at the end of the form.
- ■ **N/A:** Check if the car seat is not installed with a seat belt.

14. **Tether Correct**

Document if the tether is used per car seat manufacturer's instructions on arrival.
- ■ If **No**, select all misuse that applies.
  - • If a description of tether misuse is not listed, provide a brief description in the "Other" box. If more detail is necessary, include it in the Documentation Box at the end of the form.
- ■ **N/A**: Check if the car seat does not have a tether <u>or</u> if a tether is present and not being used per the car seat manufacturer's instructions (e.g. a convertible seat in the rear-facing position).

15. Handle Position

Document if the carry handle is being used according to the car seat manufacturer's instructions on arrival.

- ◼ **N/A**: Check if the car seat does not have a carry handle.

16. Load Leg

Document if the load leg/foot prop is being used according to the car seat manufacturer's instructions on arrival.

- ◼ **N/A**: Check if the car seat does not have load leg/foot prop.

17. Anti-Rebound Bar

Document if the anti-rebound bar is being used according to the car seat manufacturer's instructions on arrival.

- ◼ **N/A**: Check if the car seat does not have an anti-rebound bar.

18. Are there non-approved products?

Document if the caregiver is using any non-approved products on, under, or next to the car seat or on the seat belt on arrival.

- ◼ **Yes**: Document additional information in the Documentation Box at the end of the form.

19. CS Correct Direction Per Manufacturer's Instructions

Based on the child information <u>and</u> the car seat manufacturer's instructions, document if the car seat is installed facing the correct direction on arrival.

20. CS Secured Per Manufacturer's Instructions

Based on the information collected in #1 through #19, document if the car seat is installed according to the car seat manufacturer's instructions on arrival.

- ◼ **Unknown**: Check if the car seat instruction manual is unavailable to verify if the car seat is installed according to the car seat manufacturer's instructions.

21. CS Correct for Child Age, Height, and Weight per Manufacturer's Instructions

Based on the information collected in #1, #3, and #4, and the car seat manufacturer's instructions, determine if the child meets the age, height, and weight requirements of the car seat.

- ◼ **Note**: if the child is unborn, ask the caregiver to estimate the child's height and weight. Use that information to respond to this question.
- ◼ **Unknown**: Check if the car seat instruction manual is unavailable and verification is not possible.

22. CS Correct Per State's Law

Based on the information collected in #1, #3, and #4, determine if the car seat is being used correctly according to the current state law.

- ◼ **N/A**: Check if the state law does not apply to the current car seat check.
- ◼ To view your State's CPS law, visit https://www.ghsa.org/state-laws. Internet connection is required.

23. Car Seat Labels Missing

Document if the car seat being used on arrival is missing labels needed to identify general use information.

- ◼ **Yes**: Complete as much information as possible in #24 through #30.

24. Car Seat MFG

Document the manufacturer name of the car seat being used on arrival.

- ◼ If the manufacturer information cannot be determined, enter "**Unknown**" in the text box.
- ◼ If the manufacturer is not listed, select "Other" and enter the manufacturer information.

25. Model Name

Document the model name of the car seat being used on arrival.

- ◼ If the model name cannot be determined, enter "**U**" in the text box.

26. Model Number

Document the model number of the car seat being used on arrival.

- ◼ If the model number cannot be determined, enter "**U**" in the text box.

27. MFG Date

Document the date of manufacture of the car seat being used on arrival.

28. Expiration Date

Document the expiration date, if available, of the car seat being used on arrival.

- ◼ Leave this field blank if the expiration date cannot be determined.

29. CS Expired

Determine and document if the car seat being used on arrival is expired.

- ◼ **Unknown**: Check if unable to determine if the car seat is expired.

30. CS Recalled

Using the car seat information collected, identify any recalls on the car seat being used on arrival and document them in the Documentation Box.

- ◼ **Unknown**: Check if unable to determine if the car seat is recalled.
- ◼ To view the most recent recall link, visit NHTSA.gov. Internet connection required.

31. Car Seat History Known

Determine and document if the history of the car seat being used on arrival is known.

32. CS Involved in a Crash

Determine and document if the car seat being used on arrival has been involved in a crash.

- ◼ **Note**: If the car seat has been involved in a crash <u>or</u> if the history of the car seat is unknown, consider the need to replace the car seat.

33. CS Registered

Determine and document if the car seat being used on arrival is registered with the car seat manufacturer, using the caregiver's current address.

- If the car seat is not registered <u>or</u> if it is unknown if the car seat is registered, provide guidance to the caregiver on how to register the car seat.
- Consider registering the car seat on-site prior to the caregiver leaving the car seat check.

Step 4 of 5: On Departure

34. Child/CS Location in Vehicle

Document where the <u>**CHILD**</u> and the <u>**CAR SEAT**</u> are located in the vehicle on departure. These should be the same location in the vehicle.

- **Driver** represents the driver's location.
- **2nd Row**: If the vehicle only has one back row (e.g. sedan), use this option and leave 3rd row blank.
- **4th Row**: Select this option for larger vehicles with more than three rows (e.g. 15-passenger vans). Add additional location information for the 4th row to the Documentation Box at the end of the form.
- **Demonstration Only**: Check if the car seat is installed on a vehicle demonstration seat, not in a vehicle.
  - Installation on a vehicle demonstration seat should only be done when no other options are available.

35. Restraint Type

Document the restraint type being used on departure.

- **Note:** If the car seat is an **All-in-one**, choose the option that best describes how it was installed (e.g. RF Convertible, FF with Harness, Backless Booster, High Back Booster).
- **RF Only without Base**: Any rear-facing only car seat designed for use only by a young child in a semi-reclined rear-facing position; not permitted by manufacturer to be used forward-facing; also referred to as an infant car seat; only the carrier is present.
- **RF Only with Base**: Any rear-facing only car seat designed for use only by a young child in a semi-reclined rear-facing position; not permitted by manufacturer to be used forward-facing; also referred to as an infant car seat; the carrier and detachable base are present.
- **Base Only**: Detachable base for rear-facing only car seat; the carrier is not present.
- **RF Convertible**: Car seat that can be used rear-facing and forward facing. Select this option when the car seat is being used rear-facing. For rear-facing only car seats, select RF Only without Base or RF Only with Base.
- **FF with Harness**: Forward-facing car seat being used with a harness, including convertible, combination, all-in-one, forward-facing only, and integrated car seats.
- **High Back Booster**: Booster seat (or combination or all-in-one car seat being used in the booster mode) with a shell that provides head, neck, and back support for the child; raises and positions the child using a lap-and-shoulder belt.
- **Backless Booster**: Booster seat (or combination or all-in-one car seat being used in the booster mode) that uses the vehicle's seat back or head restraint for head, neck, and back support for the child; raises and positions the child using a lap-and-shoulder belt; also referred to as low-back booster seat or no-back booster seat.

- **Specialized Restraint**: Car seats and booster seats obtained through a specialized provider for use with children who have special transportation needs.
- **Vest**: A harness system used in place of a car seat or booster seat; works with either the vehicle seat belt system or LATCH.
- **No CS**: No car seat.
- **Other**: Document the restraint type if it does not fit any of the options above.

36. Child Secured Using

Select how the **CHILD** is secured on departure.
- **No Child Present**: Select if no child is present at the car seat check.

37. CS Installed Using

- Document how the **CAR SEAT** is installed in the vehicle on departure; select all that apply. Document additional findings in the Documentation Box at the end of the form.
- **No CS**: Check if a child left without a car seat. Proceed to #46.
- **Demonstration Only**: Check if the car seat is not installed on departure (e.g. carried, placed in vehicle trunk, etc.)

38. Is this the same CS as "On Arrival"?

Document if the same car seat is used on arrival and departure.
- **Yes**: If the same car seat is used on arrival and departure, proceed to #44.

38a. If No, CS provided by:

Document who provided the car seat for the child on departure.

38b. Meets Eligibility Requirements

Check this box if the caregiver meets the eligibility requirements to receive the car seat provided by the donor in #38a.
- Document any additional local information in the Documentation Box. If there are no eligibility requirement, leave blank.

39. CS MFG

Document the manufacturer name of the car seat being used on departure.
- If the manufacturer information cannot be determined, enter "**Unknown**" in the text box.
- If the manufacturer is not listed, select "Other" and enter the manufacturer information.

40. Model Name

Document the model name of the car seat being used on departure.
- If the model information cannot be determined, enter "**U**" in the text box.

41. Model Number

Document the model number of the car seat being used on departure.
- If the model number cannot be determined, enter "**U**" in the text box.

42. MFG Date

Document the expiration date, if available, of the car seat being used on departure.

43. Expiration Date

Document the expiration date, if available, of the car seat being used on departure.

44. CS Registered for Recalls By
Document who is responsible for registering the car seat being used on departure.
- ■ **N/A**: Select if no car seat is being used on departure.

45. Is the CS compatible with the vehicle?
Document if the car seat being used on departure is compatible with the vehicle.
- ■ **Yes, without difficulty**: Proceed to #46.
- ■ **Yes, with difficulty**: Answer #45a.
- ■ **No, a different car seat is/was needed**: Answer #45a.

45a. What difficulties did you encounter?
Select all difficulties that you encountered when installing the car seat being used on departure.
- ■ **Other**: If a description of the installation difficulty is not listed, provide a brief description in the "Other" box. If more detail is necessary, include it in the Documentation Box at the end of the form.

46. All corrections made prior to departure?
Document if all corrections are made to the car seat prior to departure.
- ■ **No**: Provide an explanation as to why all corrections are not made in the Documentation Box.

Documentation Box
- ■ Document seat check details. Do not put personal information in the box.

Technician Discussed

Check all topics discussed with caregiver. Nationally certified CPS Technicians can access the [2020 National Child Passenger Safety Technician Certification Training Technician Guide (](#)TG) for additional information about the following topics as indicated below.
- ■ **Airbags:** Location and potential danger of airbags to children and out of position occupants (TG Module 5)
- ■ **Unused seat belts**: Strangulation dangers of unused seat belts
  - • Additional information is available at [cpsboard.org/car-seat-safety/car-seat-safety-entanglement/.](#)
- ■ **Projectiles**: Loose objects in the vehicle that can cause injury (TG 3-2)
- ■ **Premature transition**: Potential risks from moving from rear-facing to forward-facing and harness to booster seat too soon (TG Modules 7-10)
- ■ **Heatstroke**: Prevention tips to avoid hot car deaths (TG 12-5)
  - • Additional information is available at [cpsboard.org/heatstroke](#).
- ■ **Next steps:** Change of direction from rear-facing to forward-facing, transition to next car seat stage, etc. (TG Modules 7-10)
- ■ **Best practice vs. state law:** Guidance on best practice recommendations vs. state law (TG 2-4 and 7-3)

- **Safety in and around cars**: Dangers of leaving children unattended in and around cars (TG 12-5).
  - Additional information is available at cpsboard.org/heatstroke.
- **CS recycled:** What to do with a car seat when it reaches its expiration date
  - Encourage caregivers to check with local recycling programs.
  - Refer caregivers to car seat manufacturer information on car seat recycling.
- **Bulky clothing:** Dangers of securing a child in a car seat with bulky winter clothing.
  - Additional information is available at AAP Recommendations.

Step 5 of 5: Caregiver Sign Off

47. I harnessed a child/doll in a Car Seat.
The caregiver indicates if he/she harnessed a child/doll in the car seat. If the car seat check information is being collected as part of a virtual car seat check, the technician will select the appropriate response based on the caregiver's actions.
- **No**: Provide an explanation in the Agency Documentation Box.
- **N/A**: Check if there is no child or doll present.

48. I installed my car seat today.
The caregiver indicates if he/she installed the car seat today.
- If the car seat check information is being collected as part of a virtual car seat check, the technician will select the appropriate response based on the caregiver's actions.
- **No**: Provide an explanation in the Agency Documentation Box.
- **N/A**: Select if the car seat is not installed in a vehicle or it is installed on a vehicle demonstration seat.

49. Caregiver's Initials
The caregiver acknowledges #47 and #48 by signing his/her initials.
- For a virtual seat check, enter the letters "**VR" to indicate it is a virtual check.**

50. Caregiver Donation
Document if the caregiver provides a donation.
- **Yes:** If yes, enter the donation amount in the "Caregiver Donation Amount" box.

51. Educational materials given?
Document if educational materials are provided.

52. Final Inspection Sign Off
Document a final sign off by a senior checker, an Instructor, or a Technician Proxy prior to departure, if required. If not required, leave blank.

Agency Documentation Box
Document seat check details. Do not put personal information in the documentation box.

Save Draft

Car seat check forms can be edited until the form is submitted. To protect the fidelity of the information collected, the form cannot be edited once submitted.

✔ SAVE DRAFT   **SUBMIT**

Submit

Once the form has been reviewed and is ready to be submitted, select "Submit".

■ If a data field must be corrected, submit a request through the "Report Feedback" tab in carseatcheckform.org. A record is kept of changes made to the submitted form.
Note: If there have been substantial changes to the overall check form, consider starting a new form to avoid errors in reporting.

Error

Forms cannot be submitted with missing data fields.

- Caregiver Initials field is required.
- Was previous seat discarded? field is required.
- Was previous seat recycled? field is required.
- Restraint Type field is required.

■ A dialogue box will appear with all incomplete fields.

■ The form will redirect the user to all incomplete fields highlighted in red.

■ Once all information has been entered, complete the form by clicking **SUBMIT**.

App Users

■ If Wi-Fi is not available, check forms(s) will be saved in the app until a Wi-Fi is available.

■ User will be prompted to reconnect to the internet before being able to submit. Click "Okay" to return to the app. Once you have a Wi-Fi, you must log in to submit check form(s).

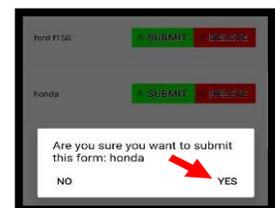## Submitting a Form Using the App

View or Submit Saved Check Forms

■ Select the "View or Submit Saved Check Forms" button on the home page menu.

■ To view the check form(s) for a caregiver, select the vehicle information. To review check forms associated with the caregiver, select "Child List" on the Caregiver Information page.

■ To submit a check form to the NDCF database, select the green "Submit" button.
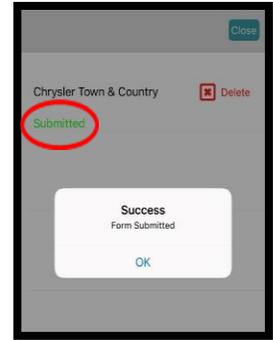
WI-FI/DATA CONNECTION

If there is no Wi-Fi available, car seat check forms will be saved in the app until a Wi-Fi/data connection is available.

■ All caregiver information and check forms are saved in the app.

■ If Wi-Fi is unavailable, you will be prompted to reconnect to Wi-Fi and log in before submitting check forms.

■ Select "Okay" to return to the app.

- **Note:** Be sure airplane mode is off before logging in when preparing to submit the check forms.
- When check forms are successfully submitted to the NDCF database they will be labeled "Submitted" under vehicle info and can be deleted from the device app.

(**Tutorial video: https://youtu.be/pmDs0sHWwAE**)

National Digital Car Seat Check Form – Common Seat Check Scenario Guidance

The following chart provides guidance on the most common car seat check scenarios.

Child present/car seat present	Complete #1 through #52.
Child present/booster seat	Complete #1 through #52 • #6, document how the **CHILD** is secured.
Child present/seat belt use	Complete #1 through #6 • #6a, document how the **CHILD** is secured. • Skip to #34. • If child leaves without a car seat, complete #34 through #37; skip to #46 and complete #46 through #52.
Child present - not riding in car seat in the vehicle. (e.g. Sitting next to the car seat)	Complete #1 through #52. • In #2, document location of **CHILD**. • In #7, document location of **CAR SEAT**.
Child present/NO car seat	Complete #1 through #7. • Skip to #34. • If child leaves with a car seat, complete #34 through #52. • If child leaves without a car seat, complete #34 through #37; skip to #46 and complete #46 through #52.
Car seat present but NO child	Complete #1 through #52. • **UNBORN** child, complete #1 and #7; proceed through remainder of form. • **CHILD NOT PRESENT,** complete #1 through #52.
NO child/NO car seat	For an **UNBORN** child, answer #1 and #7. • Skip to #34 and complete #34 through #37. • Skip to #46 and complete #46 through #52. For a **CHILD NOT PRESENT,** complete #1 through #5. • Skip to #34 and complete #34 through #37. • Skip to #46 and complete #46 through #52.
Distribution car seat	Complete #1 through #52.
Car seat uninstalled	Complete #1 through #9. • Skip to #21 • Complete #21 through #52.