



BCAA CPS Educator Community User Guide

BCAA CPS Educator Community: Overview

Welcome to the [BCAA CPS Educator Community](#) (the Community) for BCAA CPS Educators. The Community provides access to online resources for BCAA CPS Educators, and Students enrolled in a BCAA CPS Educator II Course to support them in their work and studies. The Community can be accessed using a computer, laptop or any mobile device. The Community includes three main pages which provide access to the following:

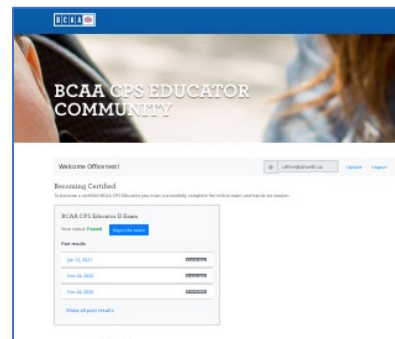
Login Page

- [Educator & Student login](#)
- [Latest info for Educators](#)
- [Community Contacts](#)
- [BCAA CPS Educator II Course](#)
- [Information for parents and caregivers](#)



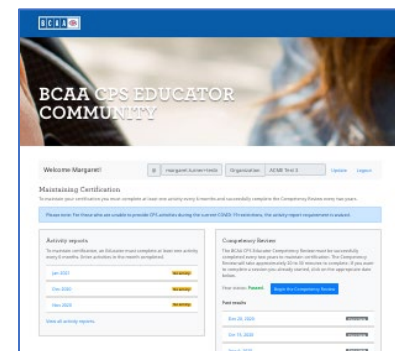
Student's Community

- [Update your profile](#)
- [Latest Information for Educators](#)
- [BCAA CPS Educator II Exam](#)
- [Educator's Resources](#)
- [Community Contacts](#)
- [BCAA CPS Educator II Course](#)
- [Becoming Certified](#)

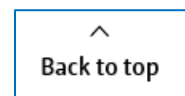


Educator's Community

- [Update your profile](#)
- [Activity Reports](#)
- [Competency Review](#)
- [Latest Information for Educators](#)
- [Educator's Resources](#)
- [Community Contacts](#)
- [BCAA CPS Educator II Course](#)

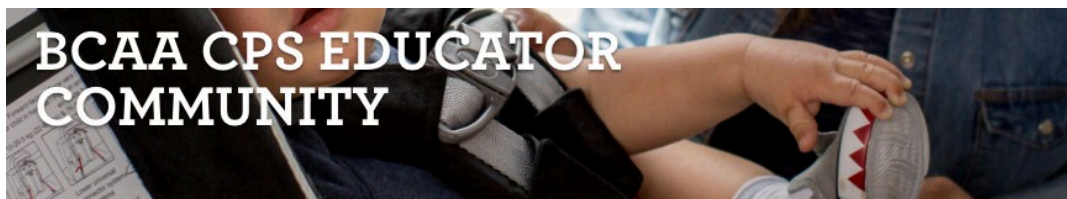


Click on the title of the section you want to access. At the end of each section, on the right side of the page there is this *back to top* link that brings you back to this page:



If you have any questions or need assistance contact the BCAA CPS Info Line at 1-877-247-5551 or email communityimpact@bcaa.com.

BCAA CPS Educator Community: Login Page



[Educator & student login](#)

Educator & student login

Log in to access the CPS Educator II Exam, report your activities, and complete the BCAA CPS Educator Competency Review.

Email address:

[Request access](#)

Student Registration

Are you participating in a BCAA CPS Educator II Course? [Register](#) as a student to complete the self-study activities and online exam.

Latest info for educators

Basic Guidelines for Cleaning Child Seats

Aug 28, 2020

Refresher Course: Basic Guidelines for Cleaning CRs

June 5, 2020

This article originated in the March/April 2020 issue of Safe Ride News.

Here are some basic CR cleaning guidelines. Of course, always refer to specific model instructions. However, these general recommendations can alert caregivers to the fact that, for important safety reasons, rules for cleaning a CR differ from rules for cleaning other items. These rules must be followed to

[READ MORE](#)

[READ ALL ARTICLES](#)

[TRANSPORT CANADA RECALLS](#)

[Latest info for educators](#)

[Transport Canada Recalls](#)



Community contacts

List of active CPS Educators who have agreed to be contacts in their community.

[Community contacts](#)



BCAA CPS Educator II Course

The BCAA CPS Educator II Course is a blend of self-learning and hands-on training. Courses are provided in many locations throughout BC.

[BCAA CPS Educator II Course Information](#)



Information for Parents and Caregivers

Information and resources on child car seat safety for parents and caregivers.

[Information for Parents and Caregivers](#)



[Back to top](#)

BCAA CPS Educator Community: Students



Welcome Office test!

@ office@drivefit.ca

[Update](#)

[Logout](#)

Becoming Certified

To become a certified BCAA CPS Educator you must successfully complete the online exam and hands-on session.

BCAA CPS Educator II Exam

Your status: **Passed.** [Begin the exam](#)

Past results

Dec 20, 2020

[Incomplete](#)

Dec 19, 2020

[Incomplete](#)

Nov 17, 2020

[Incomplete](#)

[Show all past results](#)

[Update Your profile](#)

[BCAA CPS Educator II Exam](#)

Latest info for educators

[Latest info for educators](#)

Basic Guidelines for Cleaning Child Seats

Aug 28, 2020

Refresher Course: Basic Guidelines for Cleaning CRs
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Here are some basic CR cleaning guidelines. Of course, always refer to specific model instructions. However, these general recommendations can alert caregivers to the fact that, for important safety reasons, rules for cleaning a CR differ from rules for cleaning other items. These rules must be followed to maintain crashworthiness, even given heightened

[READ MORE](#)

Recall on the Harmony Big Boost Booster Seat

Sep 10, 2019

Harmony Juvenile Products is informing the public of a non-compliance of certain Big Boost Deluxe booster seats made between 2016 and 2017. Specifically, Transport Canada testing has shown that certain Big Boost Deluxe booster seats did not meet the dynamic requirements for chest acceleration of the Motor Vehicle Restraint Systems and Booster Seats Safety Regulation.

Safety Risk:

Regulations set forth by Transport Canada require that booster seats

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[Transport Canada Recalls](#)

[READ MORE ARTICLES](#)

[TRANSPORT CANADA RECALLS](#)



Community contacts

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[Community contacts](#)



BCAA CPS Educator II Course

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[BCAA CPS Educator II Course Information](#)



Educator Resources

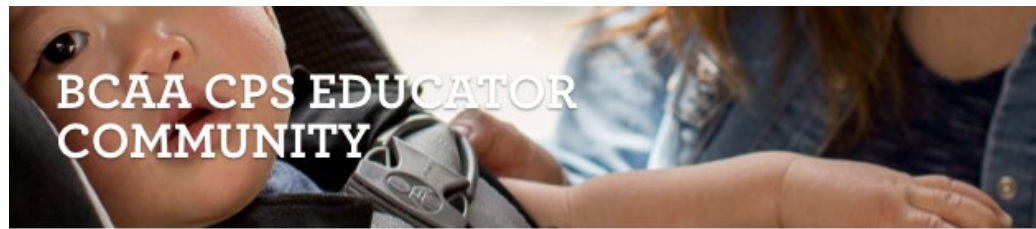
Resources for BCAA CPS Educators including session materials, handouts and the course manual.

[Educator Resources](#)



[Back to top](#)

BCAA CPS Educator Community: Educators



Welcome [Email] Organization [Dropdown] [Update](#) [Logout](#)

Maintaining Certification
To maintain your certification you must complete at least one activity every 6 months and successfully complete the Competency Review every two years.

Activity reports
To maintain certification, an Educator must complete at least one activity every 6 months. Enter activities in the month completed.

Jan 2021	No activity
Dec 2020	No activity
Nov 2020	No activity

[View all activity reports.](#)

Competency Review
The BCAA CPS Educator Competency Review must be successfully completed every two years to maintain certification. The Competency Review will take approximately 20 to 30 minutes to complete. If you want to complete a session you already started, click on the appropriate date below.

Your status: **Passed.** [Begin the Competency Review](#)

Past results

Dec 20, 2020	Incomplete
Oct 15, 2020	Incomplete
Aug 6, 2020	Incomplete

[Show all past results](#)

[Activity reports](#)

[Update your profile](#)

[Competency Review](#)

[Latest info for educators](#)

Latest info for educators

Basic Guidelines for Cleaning Child Seats

Aug 28, 2020

Refresher Course: Basic Guidelines for Cleaning CRs
June 5, 2020

This article originated in the March/April 2020 issue of Safe Ride News.

Here are some basic CR cleaning guidelines. Of course, always refer to specific model instructions. However, these general recommendations can alert caregivers to the fact that, for important safety reasons, rules for cleaning a CR differ from rules for cleaning other items. These rules must be followed to maintain crashworthiness, even given heightened awareness of cleaning during COVID-19.

[READ MORE](#)

Recall on the Harmony Big Boost Booster Seat

Sep 10, 2019

Harmony Juvenile Products is informing the public of a non-compliance of certain Big Boost Deluxe booster seats made between 2016 and 2017. Specifically, Transport Canada testing has shown that certain Big Boost Deluxe booster seats did not meet the dynamic requirements for chest acceleration of the Motor Vehicle Restraint Systems and Booster Seats Safety Regulation.

Safety Risk:
Regulations set forth by Transport Canada require that booster seats meet all applicable safety standards. Seats not tested to a standard

[READ MORE](#)

[Transport Canada Recalls](#)

[READ MORE ARTICLE](#)

[TRANSPORT CANADA RECALLS](#)



Community contacts

List of active CPS Educators who have agreed to be contacts in their community.

[Community contacts](#)



BCAA CPS Educator II Course

The BCAA CPS Educator II Course is a blend of self-learning and hands-on training. Courses are provided in many locations throughout BC.

[BCAA CPS Educator II Course Information](#)



Educator Resources

Resources for BCAA CPS Educators including session materials, handouts and the course manual.

[Educator Resources](#)

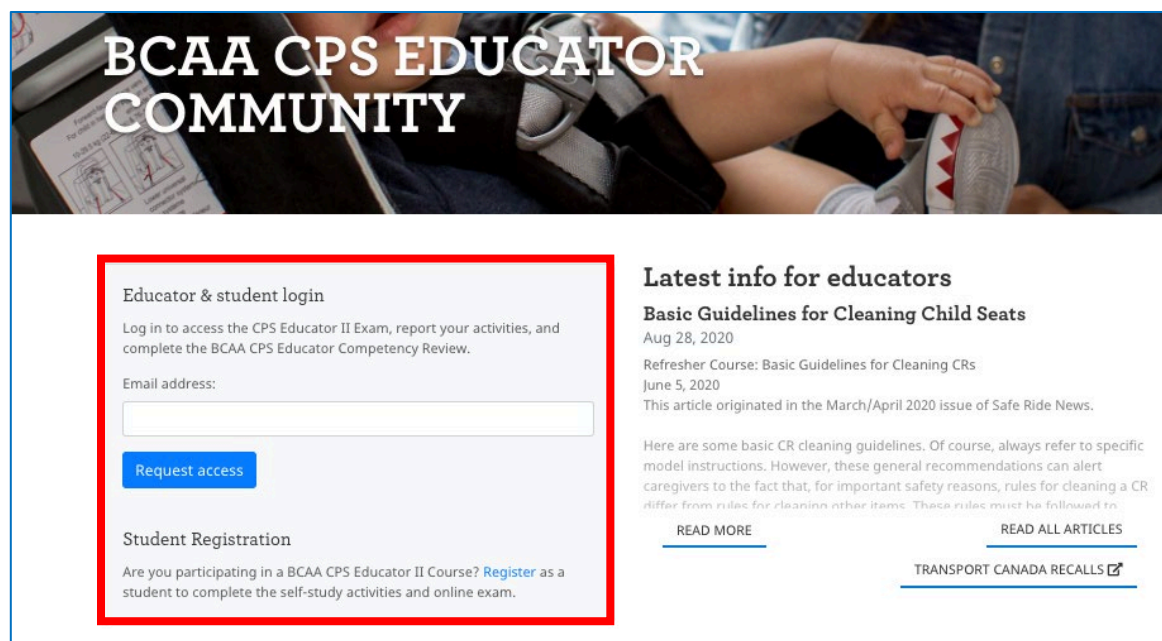
[↑](#)

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Educator & Student Login

The Community can be accessed using a computer, laptop or any mobile device. The Community uses passwordless authorization which allows secure access by providing a link with a passcode via email.

To get the link, locate the Educator & Student login section on the Login In home page:

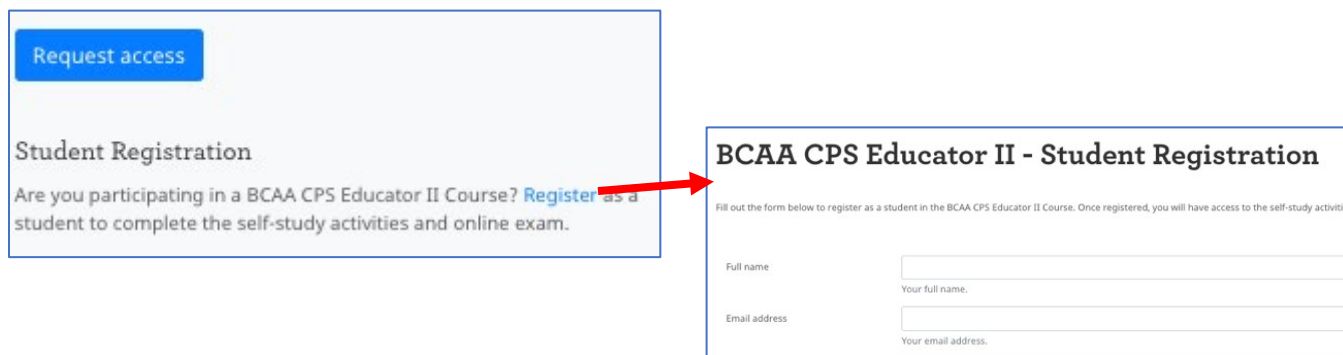


Proceed as follows based on whether you are a:

- [Student accessing for the first time](#)
- [Student accessing after registration](#)
- [Certified Educator.](#)

Students accessing for the first time:

- Click on [Register](#) at the bottom of the Educator & student login box under *Student Registration* to open the Student Registration form:

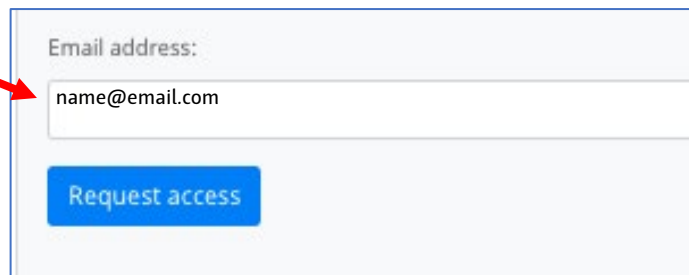


b. Complete the form as follows:

<p>Full name</p> <p>Your first and last name you want on the certificate and notifications.</p>	<div> <div>Full name</div> <input type="text"/> <div>Your full name.</div> </div>
<p>Email address</p> <p>Your email address must be unique to you. The system will not accept duplicate emails.</p>	<div> <div>Email address</div> <input type="text"/> <div>Your email address.</div> </div>
<p>Phone number</p> <p>The number you would like BCAA to use to contact you. This does not have to be unique.</p>	<div> <div>Phone number</div> <input type="text"/> <div>Your primary phone number.</div> </div>
<p>City/Town</p> <p>The location you would like to be associated with.</p>	<div> <div>City/Town</div> <input type="text"/> <div>The city or town you are currently located in.</div> </div>
<p>Today's date</p> <p>Use the format DDMMYYYY with no spaces or slashes.</p>	<div> <div>Today's date</div> <input type="text"/> <div>Please enter today's date as a 8 digit number if the form of DDMMYY</div> </div>
<p>Community contact list</p> <p>Read the consent and indicate if you or your organization want to be a CPS contact in your community.</p>	<div> <div>Community contact list</div> <div> <p>BCAA's website has a contact list of individuals throughout the province for the Child Passenger Safety (CPS) Educator program. The contact list includes the number and email address. The contact list allows people to contact BCAA for information about child passenger safety. Would you like to be added to the contact list?</p> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> </div>
<p>Consent</p> <p>Read the consent related to privacy. Indicate if you agree.</p>	<div> <div>Consent</div> <div> <p>Please read and check the box below:</p> <p><input type="checkbox"/> I agree that BCAA (including its member companies) can use my personal information whenever collected, for the purposes set out in BCAA's privacy policy, which exists now and as it may be amended from time to time.</p> </div> </div>
<p>Register</p> <p>Click the Register button to submit. You will receive a confirmation email with a link to access the Student Community.</p>	<div> <input type="button" value="Register"/> </div>

Certified BCAA CPS Educators and subsequent access for students:

- a. Enter your email address and click *Request access*

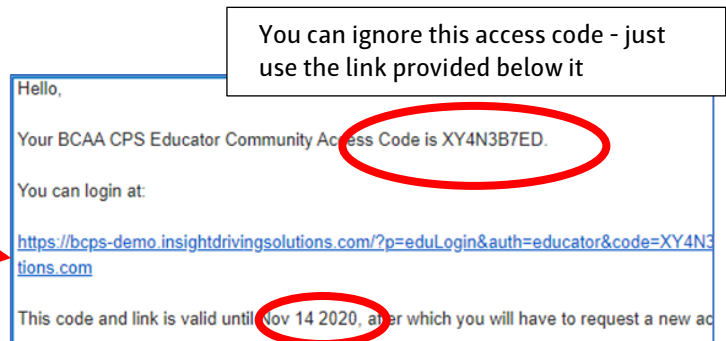


Email address:

name@email.com

Request access

- b. An access link will be sent to your email address
- c. When you receive the email, click on the link to gain access to the Community

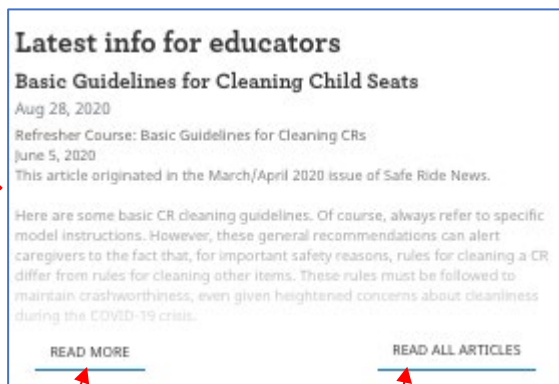
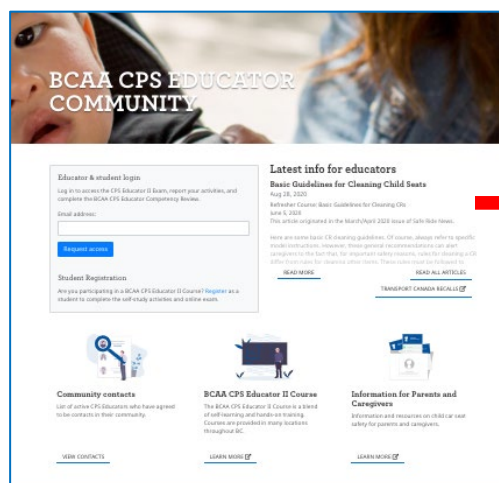


The link expires on the date listed at the bottom of the email. When the link expires, you will have to request another access code

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Latest info for educators

Updates and news related to your work as an Educator are posted periodically in this section. You will receive an email notice with a link. The latest update post is located on the Login, Educator and Student pages.



READ MORE
opens the
complete post

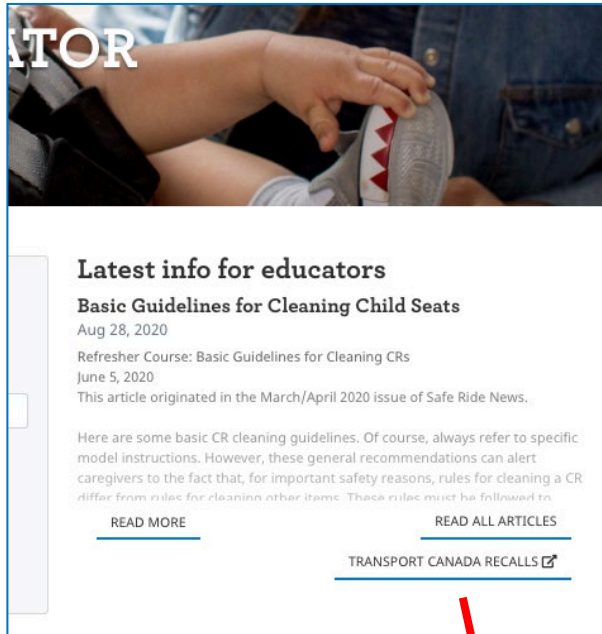
READ ALL ARTICLES
opens a list of all the
available posts

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Back to top

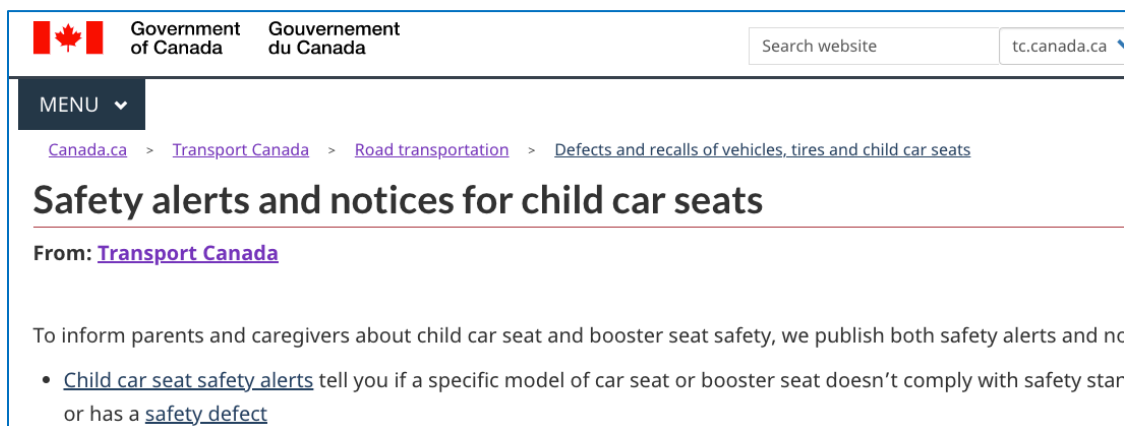
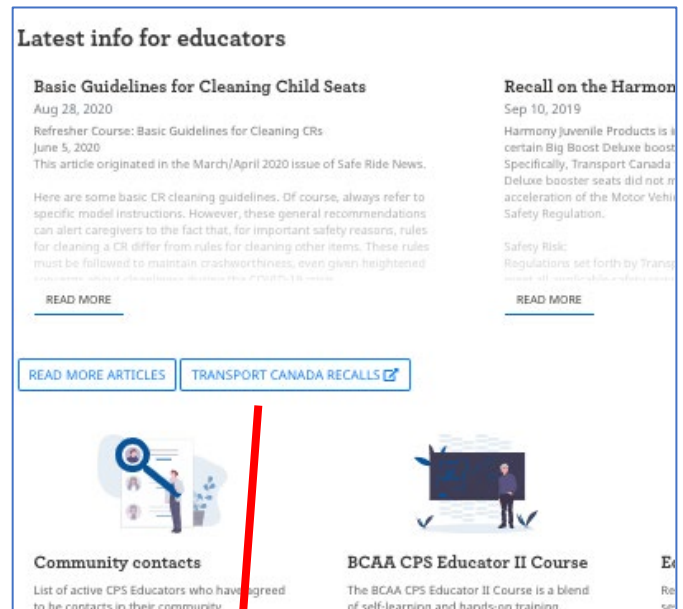
Transport Canada Recalls

Quick access to the Transport Canada's page that provides the latest safety alerts and notices for child car seats e.g., recalls, safety defects, safety notices and general information.

Access location on Login Page:




Access location on Student and Educator Pages:



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Community Contacts

Community Contacts provides you access to an online list of the BCAA CPS Educators and organizations who have consented to be contacts for child passenger safety in their community. Click on *VIEW CONTACTS* to open the list:



Community contacts

List of active CPS Educators who have agreed to be contacts in their community.

[VIEW CONTACTS](#)

Child Passenger Safety Community Contacts

If you have child passenger safety questions or want to book an appointment for an instructional car seat clinic, contact a BCAA Child Passenger Safety educator in your community.

If your organization would like to be added or removed from the list, please contact the BCAA Child Passenger Safety Program at 1.877.247.5551 or communityimpact@bcaa.com.

Region All Location All

Location	Contact	Organization	Phone
100 Mile House	Ella Young	Cariboo Family Enrichment Centre	250-395-5155
100 Mile House	Kyla Miller	Cariboo Enrichment Centre	250-395-5155
100 Mile House	Nicole Arnold	Carrier Sekani Family Services	250-395-5155

The list can be filtered by Region and by Location using the appropriate dropdown menus:

Region ✓ All

Location ✓ All

Fraser Valley	
Greater Vancouver	
Northern Central	
Southern Interior	
Vancouver Island	

Abbotsford	
Chilliwack	
city	
Hope	
Langley/Burnaby	ment Centre
Maple ridge	
Pitt Meadows	ntre
Surrey	
Surrey/Delta	ervices

If you indicate in your profile that you want to be on the Community Contact list, by default your name, organization, location and phone number will be displayed on this public page. It is possible to override the default to have displayed:

- An organization’s name and contact information only
- An organization’s name, one contact’s name and contact information
- An organization’s name, contact information and all the educator’s names within that organization

You can also add an email, “Appointment only”, or other specific days/time to the contact information column. To make these modifications contact the BCAA CPS Info Line at 1-877-247-5551 or email communityimpact@bcaa.com.



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BCAA CPS Educator II Course


The BCAA CPS Educator II Course section provides a link to information about the course on the BCAA website by clicking on *LEARN MORE*.



BCAA CPS Educator II Course

The BCAA CPS Educator II Course is a blend of self-learning and hands-on training. Courses are provided in many locations throughout BC.

[LEARN MORE](#) 



BCAA CHILD PASSENGER SAFETY EDUCATOR II COURSE

The BCAA Child Passenger Safety (CPS) Educator II (technician) course is a blend of self-learning and hands-on training. Students are required material through self-study which includes studying course units and completing a final exam based on these materials. The second day is del of a full day of hands-on exercises and skills evaluation.

What you will learn during the course

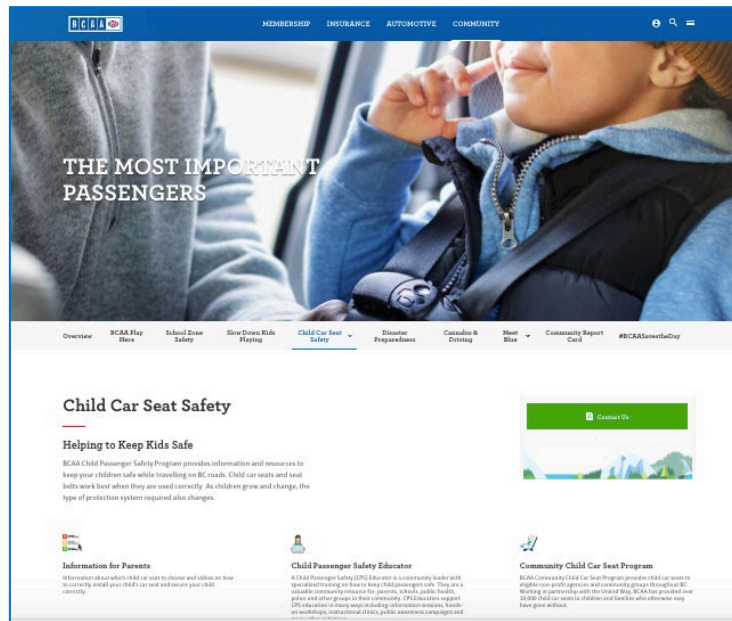
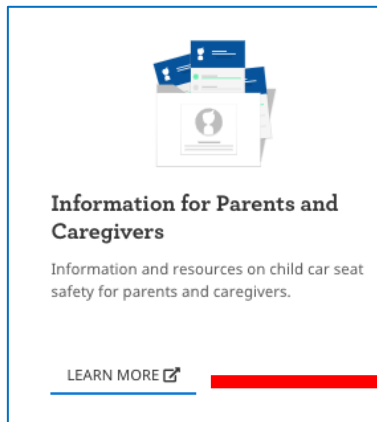
- BC child seat laws
- how to harness the child in the seat
- how to install the child seat into the vehicle
- how to choose the correct child seat
- problem solving skills



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Information for Parents and Caregivers

This section provides a link to information and resources for child car seat safety on the BCAA website.



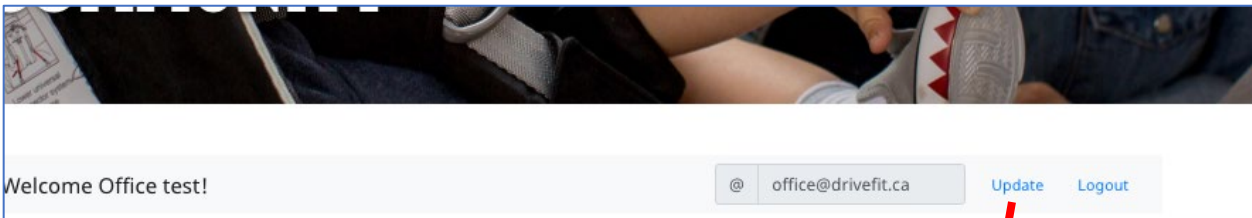
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Update Your Profile

You can update all the information in your profile except your name. Only the BCAA CPS administration can update your name. If you want to update your name, contact the BCAA CPS Info Line at 1-877-247-5551 or email communityimpact@bcaa.com

To update your profile:

1. [Login to the BCAA CPS Educator Community](#)
2. Open the profile update form by clicking on *Update* beside your email address at the top of the screen:

A screenshot of the 'BCAA CPS Educator II - Update profile' form. The form contains several input fields: 'Full name' (pre-filled with 'Margaret'), 'Email address' (pre-filled with 'margaret.turner-testing@insightdrivingsolutions.com'), 'Confirm email address' (pre-filled with the same email), 'Organization' (pre-filled with 'ACME Test 3'), 'Phone number' (pre-filled with 'new phone'), 'Auto-Reminders' (a dropdown menu set to 'Yes, send an email reminder to enter activities'), 'City/Town' (pre-filled with 'New city'), and 'Community contact list' (a checkbox). At the bottom, there is a 'Consent' section with a checkbox and a blue 'Update' button. A red arrow points from the 'Update' button in the header image to this 'Update' button.

3. Edit the fields you want to update.
4. Complete the consent at the bottom of the form and click on the blue [Update](#) button to finalize the changes.

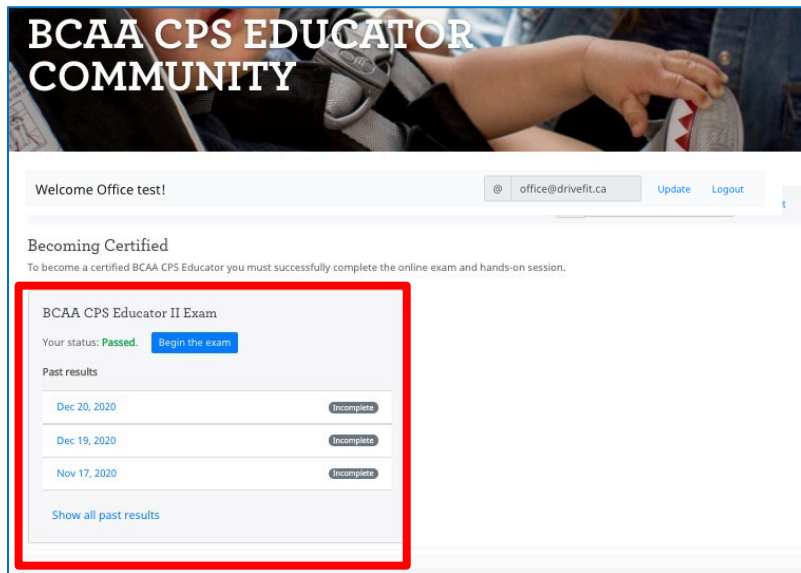
A close-up screenshot of the 'Consent' section of the profile update form. It shows a heading 'Consent' and a sub-heading 'Please read and check the box below:'. Below this is a checkbox that is checked, followed by the text: 'I agree that BCAA (including its member companies) can collect, use and disclose my personal information, whenever collected, for the purposes set out in BCAA's privacy policy (bcaa.com/privacy), whenever collected, as it exists now and as it may be amended from time to time.' At the bottom left of this section is a blue 'Update' button. An orange arrow points from the 'Update' button in the previous image to this 'Update' button.

^
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BCAA CPS Educator II Exam

Part of the requirements to become a certified BCAA CPS Educator is to successfully complete the BCAA Educator II Course Exam. You must complete the online exam before you attend the hands-on portion of the course. To complete the exam:

1. Access the Community
 - a. On the main page, enter your email address in the Educator & student login and click on *Request access*.
 - b. Check your email for the access link.
2. Locate the BCAA CPS Educator II Exam box:



The BCAA CPS Educator II Exam box provides access to start or resume the exam.

Your status shows whether you have **Passed** or **Not Passed** the exam

The most recent dates for when you started or completed the exam are listed

BCAA CPS Educator II Exam

Your status: **Passed**. [Begin the exam](#)

Past results

Dec 20, 2020	Incomplete
Dec 19, 2020	Incomplete
Nov 17, 2020	Incomplete

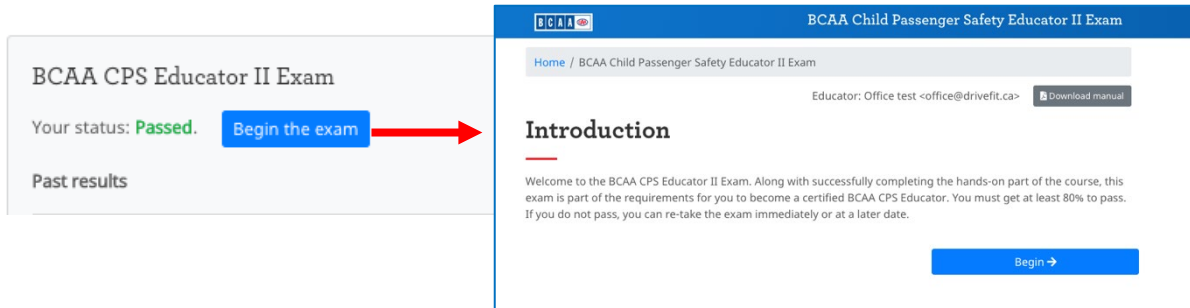
[Show all past results](#)

Start the exam by clicking on *Begin the exam*

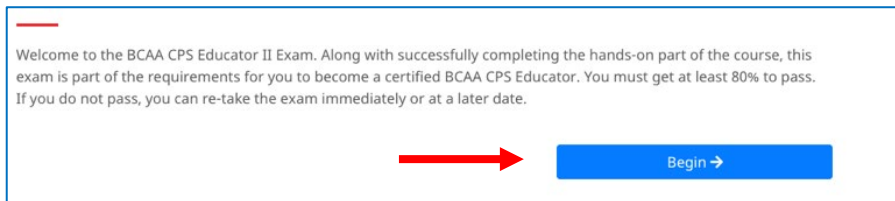
Status (incomplete, **Passed** or **Not Passed**) is shown in this column

3. To resume an exam, click on the date you started the exam from the left column. You will be taken to the question where you left off.

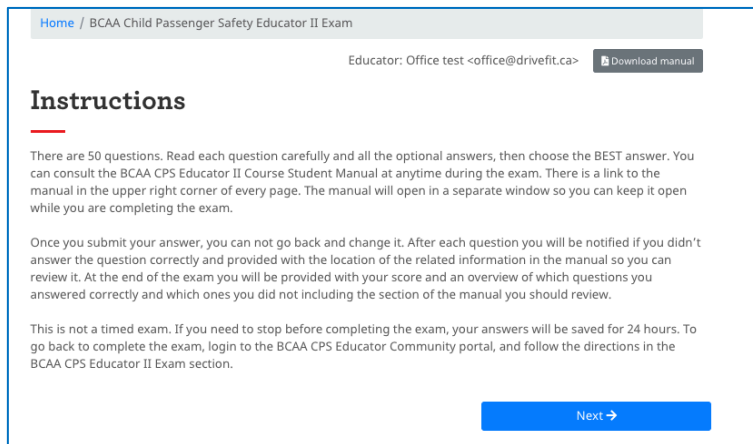
4. To start an exam, choose *Begin the exam*. The Introduction page opens:



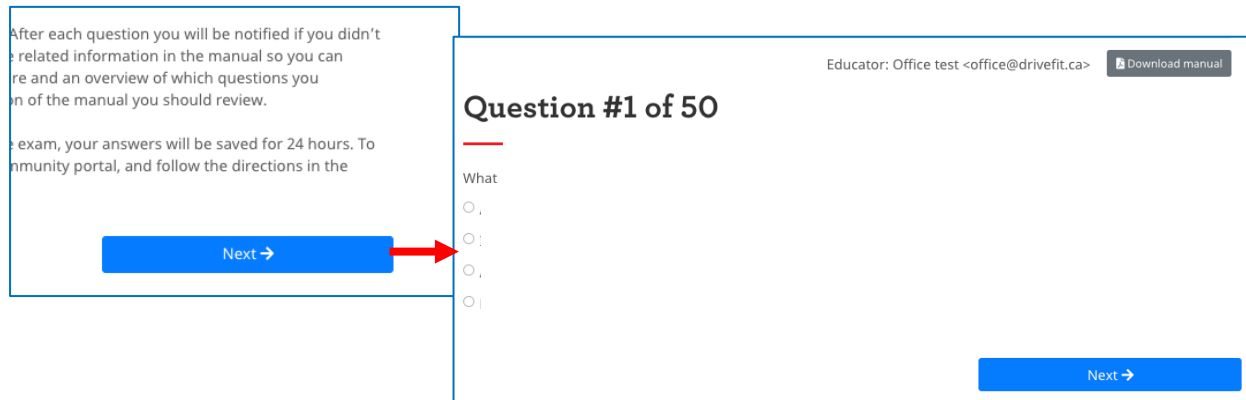
5. Read the Introduction and choose *Begin*.



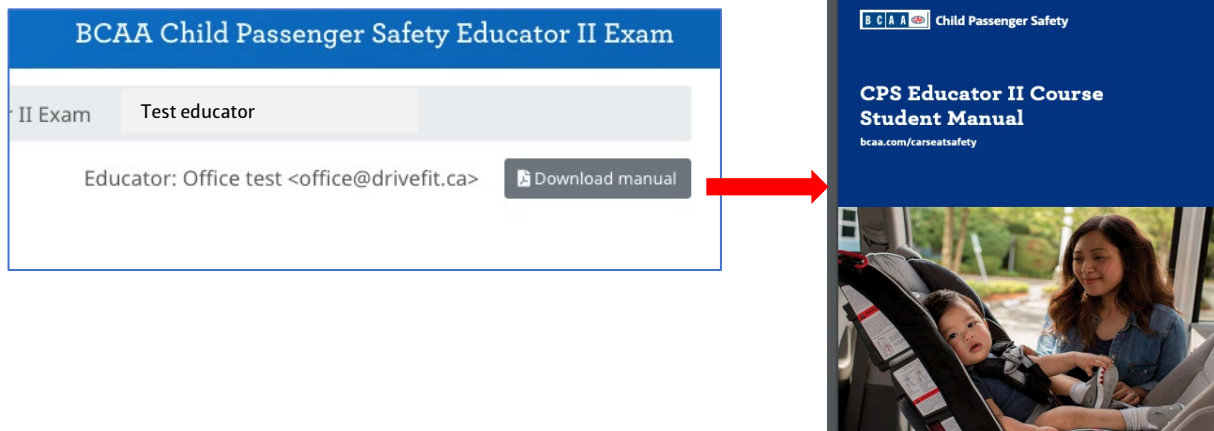
6. The Instruction page opens:



7. Read the instructions and choose *Next* to advance to the first question



8. Every page of the exam has a *Download Manual* button which opens a copy of the BCAA CPS Educator II Course Student Manual in another window to allow you easy access to it during the exam:



9. Read each question carefully and choose the best answer from the options and choose *Next* to advance to the next question.
10. If you answer the question correctly, you will advance to the next question. If you answer a question incorrectly, a notification will appear that lets you know your answer was incorrect and the location in the BCAA CPS Educator II Student Manual where you can find the correct answer.

Incorrect response

In the BCAA CPS Educator II Manual review: Step 1: Adjust Harness to the Correct Harness Strap Slots (page 31)

Click 'Next' to continue to the next question.

11. If you need to exit the exam before you are finished, your results to that point will be saved and you can return after 24 hours to continue with the exam.
12. When you finish the exam, a results page will open: The information on this page includes

Results section:

- The date you completed the exam
- Number of questions you answered correctly
- Your grade
- The status of your result

BCAA Child Passenger Safety Educator II Exam Results

Educator	mholdene@shaw.ca		
Date	Oct 16, 2020		
Answered correctly	Grade	Passing grade	Result
46/50	92%	80%	Passed

Questions and responses
Every question is listed and whether you got it correct or incorrect.

Questions & responses

QUESTION #1 OF 50

Correct

What height should harness straps be for forward-facing seats?

Answer: At or above child's shoulders.

Incorrect answers
For every incorrect answer, your answer is provided along with the correct answer.

Explanation
Where you can find the correct answer in the student manual

QUESTION #4 OF 50

Incorrect

What is:

Your Answer:

Correct Answer:

Explanation:

In the BCAA CPS Educator II Student Manual review:

- Choosing the Vehicle Seating Position (page 12)



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Educator Resources

The Educator Resource section provides access to a library of documents, videos and links for CPS Educators and students including:

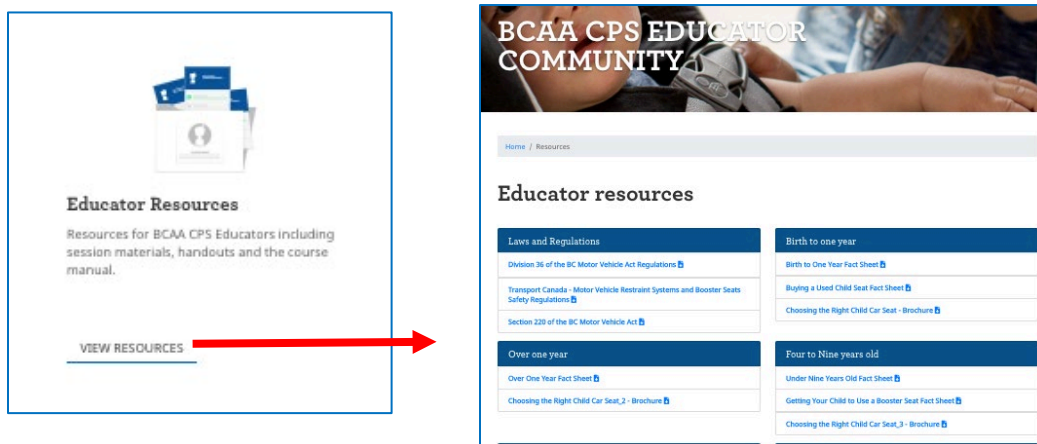
- Fact sheets
- BC AA CPS Educator II Course Manual and materials
- Posters and brochures
- CPS Educator Session Materials
- Presentation slides
- Virtual session materials
- Facilitator notes
- Videos
- Links

The resources are organized under the following headings:

- Laws and Regulations
- Resources for specific age groups:
 - Birth to one year
 - Over one year
 - Four to nine years
 - Nine years and older
- Posters and Brochures
- CPS Virtual sessions
- CPS Session materials
- CPS COVID-19 Safety Plans
- CPS Educator II Course – Instructor
- CPS Educator II Course – Student
- Articles (related to CPS)
- Professional Development
- Links
- BC AA How to videos

To access Educator Resources:

1. Click on VIEW RESOURCES to open Educator Resources:



2. Scroll down the page to the type of resource you are looking for. When you click on the name of the resource you want, the following will happen based on the symbol beside the name:



A link that will take you to the website or webpage for that resource.



Download or open document in a new window depending on the browser you are using.



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Becoming Certified

When a Student has successfully completed all the requirements to become a certified BCAA CPS Educator, BCAA will upgrade the student's permissions to that of an Educator:

- The [login process](#) remains the same
- The BCAA CPS Educator II Exam will no longer be available
- The Activity Reports and Competency Review sections will be available.

See the section on the [Educator's page](#) for more information.



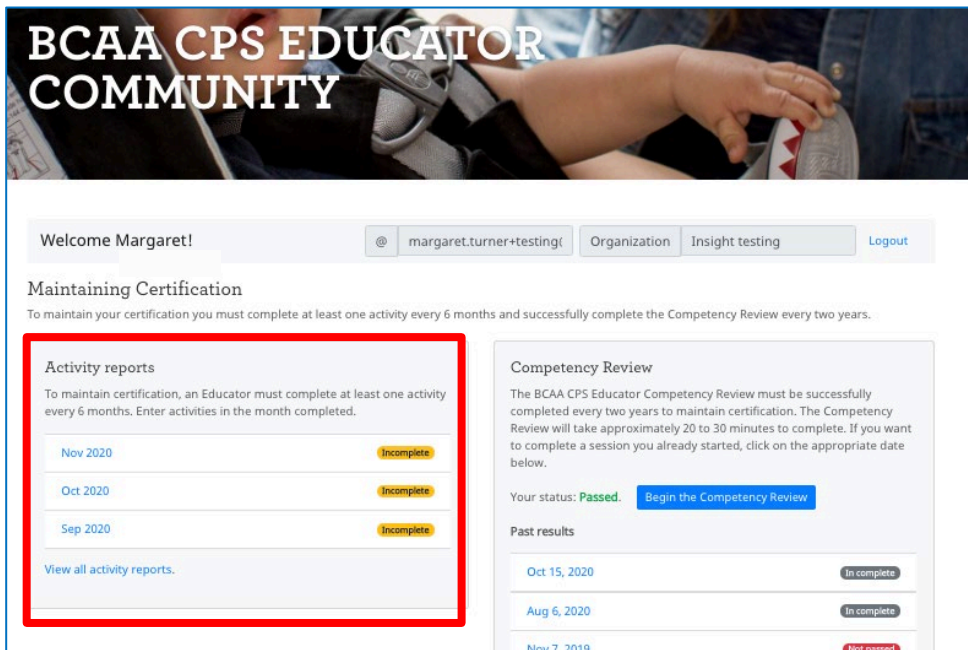
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Activity Reports

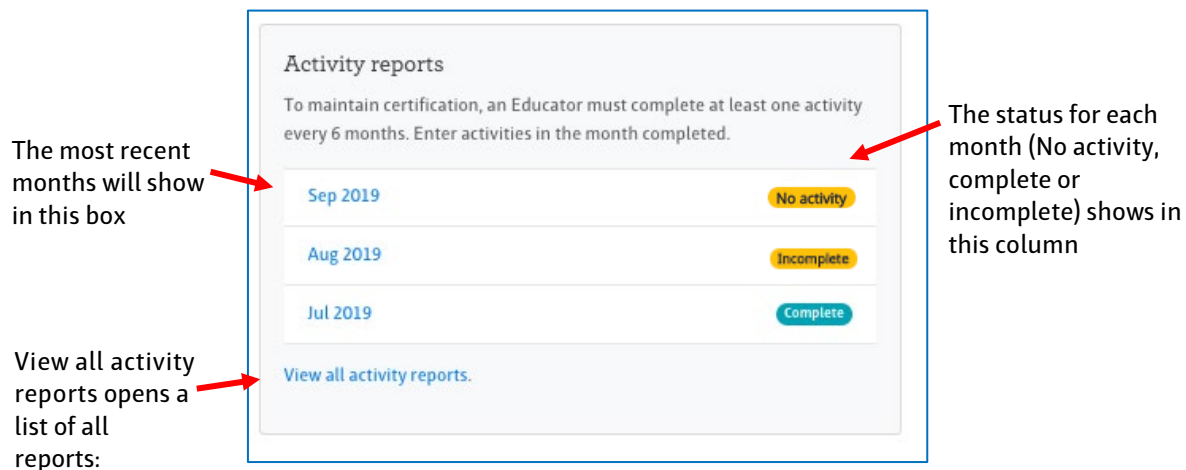
To maintain certification, all activities related to your work as a BCAA CPS Educator need to be reported to the BCAA CPS Program. This is done by completing a monthly activity report.

To complete a report:

1. Access the Community
 - a. On the main page, enter your email address in the Educator & student login and click on *Request access*.
 - b. Check your email for the access link.
2. Locate the *Activity reports* box:



The Activity Report box provides access to complete a monthly report and to view all the past activity reports.



3. Open a report by either clicking on the *month* or *status* button for the month you want to report or edit.

Activity reports

To maintain certification, an Educator must complete at least one activity every 6 months. Enter activities in the month completed.

Sep 2019	No activity
Aug 2019	Incomplete

4. The activity form will open:

Welcome [User] [Organization] Insight testing Logout

Home / Activity reports / Sep 2020

Please enter your stats for the reporting period below. If you are entering on behalf of your entire organization, input the combined numbers for all educators. You can update these numbers at any time.

Organization: Insight testing

Reporting period: Sep 2020

Educators: Check the educators that were involved with BCAA CPS activities in this reporting period.
☐ Colleen Testing ☐ Judy Tester ☐ Linda Tester
☐ Margaret ☐ Marg Tester [Toggle all educators](#)

Community contact: BCAA's website has a contact list of individuals throughout British Columbia involved with the BCAA CPS Educator program. The contact list includes the individual's name, location, agency (if applicable), and phone number. The contact list allows people to find and contact a CPS Educator in their local community for information about child passenger safety.
Do you want to be included in the Community Contact List? [Dropdown]

Stats: For each activity type you completed in the month:
• Click on the activity type
• Enter your total numbers in the applicable fields
• If you did not complete an activity type, leave it blank

Child Car Seat Instructional Clinic	1
Community Event	2
CPS Educator II Courses Instructed	3
Hands On Workshop	4
Individual 1:1 Information Only	5
Individual 1:1 with Seat Check	6
Information Session-In-Person	7
Information Session - Virtual	8

Save activity report

The Activity Report Form has five sections:

- Organization
- Reporting period
- Educators
- Community Contact
- Stats

5. The Organization and Reporting period fields are prefilled:

Organization: Insight testing

Reporting period: Nov 2020

6. The rest of the form is completed as follows:

Educators

This field only appears if you are from an organization with multiple Educators.

Check the educators at your organization that were involved with BCAA CPS activities in this reporting period.

<input type="checkbox"/> Colleen Testing	<input type="checkbox"/> Judy Tester	<input type="checkbox"/> Linda Tester
<input type="checkbox"/> Margaret	<input type="checkbox"/> Marg Tester	Toggle all educators

Check the Educators who participated in the activity you are reporting or *Toggle all educators* to check them all.

Community contacts

You must confirm this every time you complete an Activity Report

Do you want to be included in the Community Contact List?

☒ Yes, include me in the Community Contact List

☐ No, do not include me in the Community Contact List

Indicate if you want to be included on the Community Contact List. Read the consent included and choose Yes or No from the dropdown list. If you want to modify the information that shows on the contact list (e.g., phone number, name) contact the BCAA CPS Info Line at 1-877-247-5551 or email communityimpact@bcaa.com

Stats

Information collected for each type of activity done that month

For each activity type you completed in the month:

- Click on the activity type
- Enter your total numbers in the applicable fields
- If you did not complete an activity type, leave it blank

Child Car Seat Instructional Clinic	0
Community Event	0
CPS Educator II Courses Instructed	0
Hands On Workshop	0
Individual 1:1 Information Only	0
Individual 1:1 with Seat Check	0
Information Session-In-Person	0
Information Session - Virtual	0

Enter the stats for each type of activity you conducted for the month you are reporting (see [Entering stats](#))



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Entering Stats

To enter information in the Stats section:

1. Choose the activity from the list. A form for that activity will open

Child Car Seat Instructional Clinic 0

Community Event 0

CPS Educa

Hands On

Individual

Individual

Informatio

Informatio

Child Car Seat Instructional Clinic 5

Total 5

The total number of Child Car Seat Instructional Clinic sessions done in this reporting period.

Regions ☒ Fraser Valley ☒ Greater Vancouver ☐ Northern Central
☐ Southern Interior ☐ Vancouver Island

The regions the Child Car Seat Instructional Clinic sessions occurred in.

Audiences ☐ Community Workers ☐ Firefighters ☐ First Nations
☐ New Canadians ☐ Police ☒ General

The audiences in the Child Car Seat Instructional Clinic sessions.

Seats checked 5

The combined number of seats checked in the Child Car Seat Instructional Clinic sessions.

2. In the Total field, enter the total number of times that type of activity was done for the month being reported.

Total 5

The total number of Child Car Seat Instructional Clinic sessions done in this reporting period.

3. In the Regions section, check off all the regions this type of activity was completed in the month

Regions ☒ Fraser Valley ☒ Greater Vancouver ☐ Northern Central
☐ Southern Interior ☐ Vancouver Island

The regions the Child Car Seat Instructional Clinic sessions occurred in.

4. In the Audiences section, check off all the type of audiences represented by the people who participated in this activity type.

Audiences ☐ Community Workers ☐ Firefighters ☐ First Nations ☐ Health
☐ New Canadians ☐ Police ☒ General

The audiences in the Child Car Seat Instructional Clinic sessions.

5. Either the number of seats checked, or the number of participants is collected depending on the type of activity. Enter the appropriate information for that activity type for the month being reported.

Seats checked	<input type="text" value="5"/>
The combined number of seats checked in the Child Car Seat Instructional Clinic sessions.	

Number of participants	<input type="text" value="8"/>
The combined number of participants in the Information Session sessions.	

6. Repeat steps 1 to 5 for all other activity types completed for the month and when finished click on the blue *Save activity report* button at the bottom of the report.

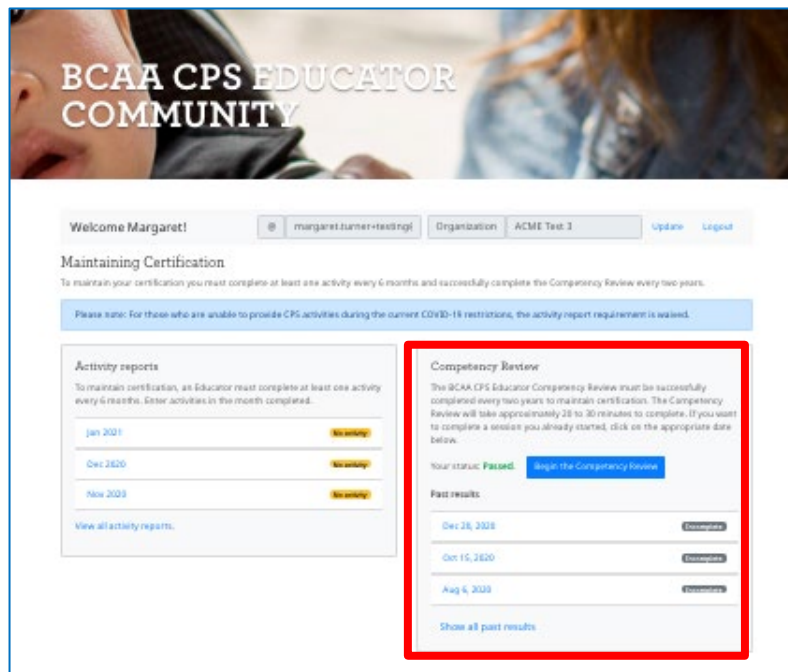
[^](#)
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Competency Review

Part of the requirements for you to maintain your certification as a BCAA CPS Educator is to successfully complete the Competency Review once every two years. When you are due to complete the BCAA CPS Competency Review you will receive an email reminder.

To complete the review:

1. Access the BCAA CPS Educator Community
2. Locate the Competency Review box



The Competency Review box provides access to begin or resume the review:

Your status shows whether you have **Passed** or **Not Passed** the review

The most recent dates for when you started or completed the review are listed

Start the review by clicking on *Begin the Competency Review now*

Status (incomplete, **Passed** or **Not Passed**) is shown in this column

Competency Review

The BCAA CPS Educator Competency Review must be successfully completed every two years to maintain certification. If you want to complete a session you already started, click on the appropriate date below.

Your status: **Passed**. [Begin the Competency Review now](#)

Past results

Sep 17, 2019	In complete
Sep 13, 2019	In complete
Sep 11, 2019	Passed

[Show all past results](#)

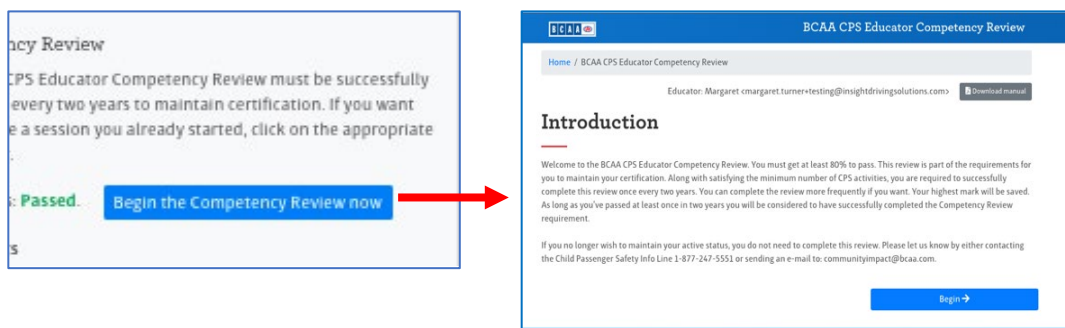
To resume the review, click on the date you started the review from the left column.



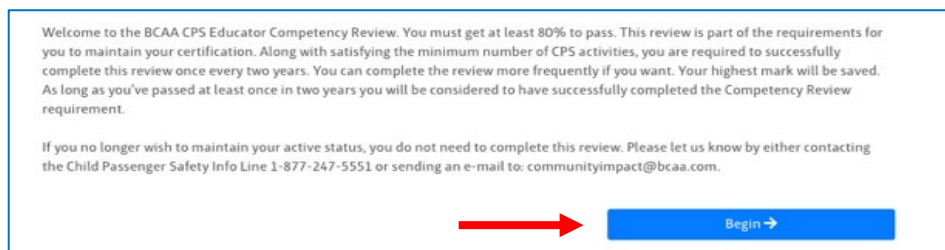
You will be taken to the question where you left off.

To start the review:

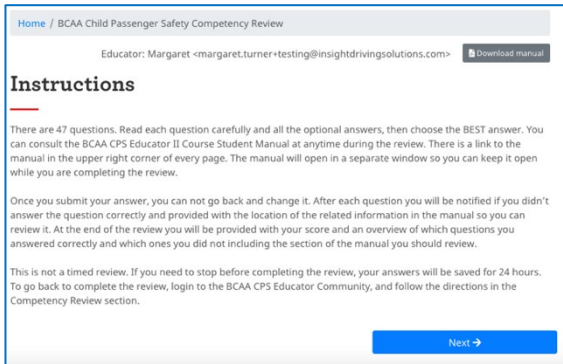
1. Choose *Begin the Competency Review now*. The Introduction page opens:



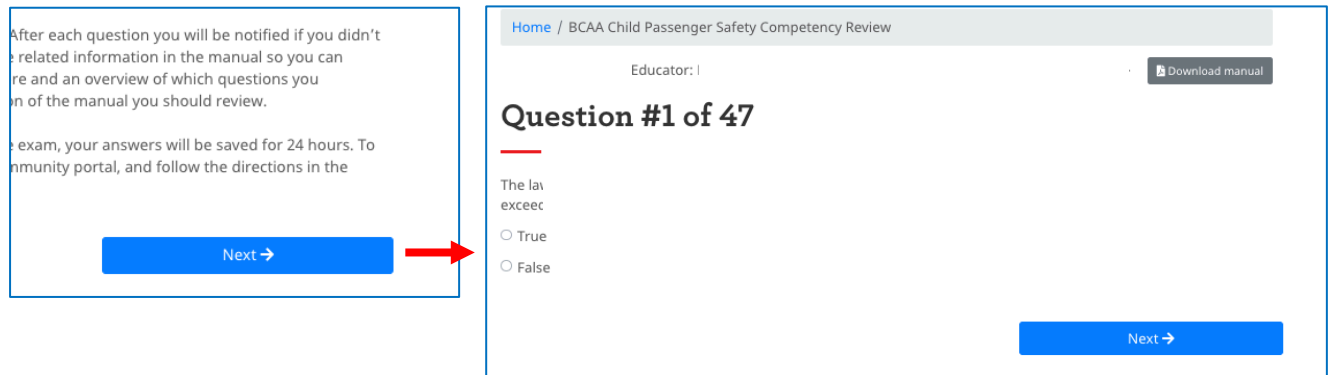
2. Read the Introduction and choose *Begin*.



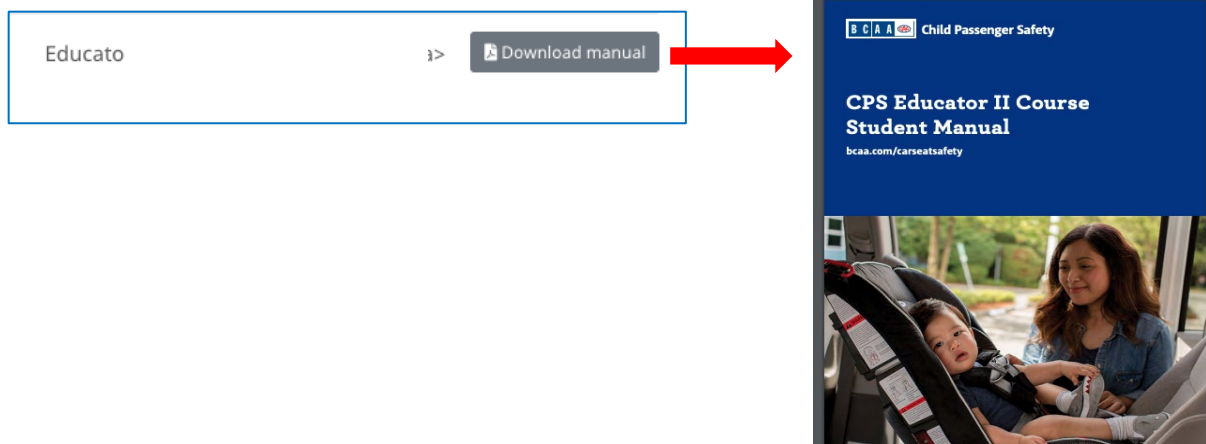
3. The Instruction page opens:



4. Read the instructions and choose *Next* to advance to the first question



5. Every page of the review has a *Download Manual* button which opens a copy of the BCAA CPS Educator II Course Student Manual in another window to allow you easy access to it during the review:



6. Read each question carefully and choose the best answer from the options and choose *Next* to advance to the next question.

7. If you answer the question correctly, you will advance to the next question. If you answer a question incorrectly, a notification will appear that lets you know your answer was incorrect and the location in the BCAA CPS Educator II Student Manual where you can find the correct answer.

Incorrect response

In the BCAA CPS Educator II Manual review: Step 1: Adjust Harness to the Correct Harness Strap Slots (page 31)

Click 'Next' to continue to the next question.

8. If you need to exit the review before you are finished, your results to that point will be saved and you can return after 24 hours to continue with the review
9. When you finish the review, a results page will open: The information on this page includes:

Results section:

- The date you completed the review
- Number of questions you answered correctly
- Your grade
- The status of your result

BCAA Child Passenger Safety Competency Review Results

Educator			
Date	Sep 11, 2019		
Answered correctly	Grade	Passing grade	Result
46/47	98%	80%	Passed

Questions and responses

Every question is listed whether you got it correct or incorrect.

Questions & responses

QUESTION #1 OF 47

Correct

The lav...
exceed t

Answer: True

Incorrect answers

For every incorrect answer, your answer is provided along with the correct answer.

QUESTION #2 OF 47

Incorrect

The thi

Your Answer

Correct Answer: I

Explanation

Where you can find the correct answer in the student manual

Explanation:

In the BCAA CPS Educator II Student Manual review:
• Choosing the Vehicle Seating Position (page 12)



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