**EVENT TYPE SELECTION:** Please select the CPS Event you would like to be approved.

Technician Certification Course  Renewal Testing  CEU Update Training  Car Seat Check Event

**DIRECTIONS:** Email this completed form along to CPS State Coordinator, Aubrey Feldman, [Aubrey.Feldman@dmv.ny.gov](mailto:Aubrey.Feldman@dmv.ny.gov) for approval. Next, post this event to the GTSC website via the following link: <http://nysdmv.gtsc-cps-event-submission.sgizmo.com/s3>. Please submit at least **FOUR weeks prior** to the event.

TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_ SAFE KIDS COURSE ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # OF STUDENTS: \_\_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT DATE/S AND TIMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENT CITY/COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTOR COMPENSATION:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSTRUCTOR NAME** | **LEAD** | **FULL TIME** | **PART TIME** | **HOURS** | **MILEAGE TOLLS** | **CAR RENTAL** | **HOTEL** | **NONE** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\*\*\*Certification Courses and Renewal Testing must follow the Safe Kids Ratio: **one instructor to five technician candidates**. \*\*\*CEU Update Trainings will be asked to justify if the same Safe Kids Ratio is requested. \*\*\*Hotel accommodations can be requested if event is more than 50 miles one way. \*\*\*Mileage is calculated from home or normal work location to the event location or hotel. If staying overnight, no mileage is compensated from your hotel to the CPS Event location. \*\*\*Car rental will be approved on case-by-case basis without mileage reimbursement.

**CATERER INFORMATION:**

CATERER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CATERER CITY/COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CATERING FOR CERTIFICATION CLASS, RENEWAL TESTING, CEU UPDATE OR CHECK EVENT:**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY | BREAKFAST / LUNCH / BEVERAGE – TOTAL $ PER DAY | # OF PEOPLE | MAX $$ |
| 1 |  |  | FEDERAL |
| 2 |  |  | FEDERAL |
| 3 |  |  | FEDERAL |
| 4 |  |  | FEDERAL |

\*\*\*Food and beverage allotment is based off of the federal per diem rates for LUNCH---which will vary depending on which county the event is being held in. To see what LUNCH rate you are eligible for, please visit the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For example, if you are holding an event in Dutchess County, you qualify for up to $17 per student (\*\*FFY 2021 rate) per day. \*\*\*Please note that federal per diem rates often change each year.\*\*\*

☐ I have informed my Child Passenger Safety Regional Representative of this Child Passenger Safety Event

If changes occur after a CPS Event has been approved, prior approval is needed before the changes can be reimbursed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Instructor/Course Administrator Signature Date