



## FY26 Automotive Safety Program

### Child Passenger Safety

### Course Assistant Evaluation

Course Assistant Name: \_\_\_\_\_ Certification Number # \_\_\_\_\_

Course ID: \_\_\_\_\_

Lead instructor Name: \_\_\_\_\_ Certification Number # \_\_\_\_\_

This Course Assistant evaluation tool is designed to support **Safe Kids Worldwide and Automotive Safety Program Course Assistant (CA) expectations** and to guide the professional development of CAs as they progress toward potential Instructor Candidacy. This CA evaluation tool **does not** replace the Safe Kids Instructor Candidacy Course Assistant Testimonial requirements.

The form provides daily structured feedback on strengths and areas where additional coaching may be helpful. It is intended as a **progress check, not a pass/fail assessment**. This CA evaluation should be used to encourage growth, identify opportunities for mentoring, and provide standardized Course Assistant experience and preparation for future instructors.

### Lead Instructor and/or designated Mentor Instructor Responsibilities

**Each day**, you will complete a summary of tasks and responsibilities given the CA as well as feedback on the following daily Review and Feedback forms.

Feedback must be given to Course Assistant **daily**.

At the end of the course, the Lead Instructor or designated Mentor Instructor/s must complete the overall CA evaluation. For each evaluation category, select:

**YES** if the CA meets the expectations

**Building Skills** if the CA needs coaching, mentoring, and/or more experience

**N/A** if the category was not applicable or not observed



## **Course Assistant Daily Review & Feedback**

**Course Assistant Name:** \_\_\_\_\_

**Date (Day \_\_\_ of \_\_\_)**

**Instructor Completing Form:** \_\_\_\_\_

Use this form to provide daily feedback. List assigned duties, note areas for improvement, and highlight strengths.

### **Course Assistant Assigned Duties**

### **Comments/Recommendations/Kudos**



## **Course Assistant Daily Review & Feedback**

**Course Assistant Name:** \_\_\_\_\_

**Date (Day \_\_\_ of \_\_\_)**

**Instructor Completing Form:** \_\_\_\_\_

Use this form to provide daily feedback. List the duties assigned to Course Assistant and not any areas where you recommend additional coaching, mentoring, or experience. Also note areas where the Course Assistant excels.

### **Course Assistant Assigned Duties**

### **Comments/Recommendations/Kudos**



## **Course Assistant Daily Review & Feedback**

**Course Assistant Name:** \_\_\_\_\_

**Date (Day \_\_\_ of \_\_\_)**

**Instructor Completing Form:** \_\_\_\_\_

Use this form to provide daily feedback. List the duties assigned to Course Assistant and not any areas where you recommend additional coaching, mentoring, or experience. Also note areas where the Course Assistant excels.

### **Course Assistant Assigned Duties**

### **Comments/Recommendations/Kudos**



## **Course Assistant Daily Review & Feedback**

**Course Assistant Name:** \_\_\_\_\_

**Date (Day \_\_\_ of \_\_\_):** \_\_\_\_\_

**Instructor Completing Form:** \_\_\_\_\_

Use this form to provide daily feedback. List the duties assigned to Course Assistant and not any areas where you recommend additional coaching, mentoring, or experience. Also note areas where the Course Assistant excels.

### **Course Assistant Assigned Duties**

### **Comments/Recommendations/Kudos**

## Professionalism & Participation

Expectation	Yes	Building Skills	N/A
CA was present and participated for the entirety of the course, including all pre-course meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CA assisted with classroom set-up, and activity and skill evaluation set-ups, and class breakdown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CA responded appropriately to constructive feedback from the instructor team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CA maintained a positive and encouraging attitude while interacting with students and instructors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Technical Knowledge

Expectation	Yes	Building Skills	N/A
CA demonstrates familiarity with a variety of car seat features and installation techniques such as locking-clips, lock-offs, load legs, and LATCH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CA demonstrates familiarity with vehicle occupant protection systems (retractors, latch plates, airbags).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CA can identify potential car seat/vehicle incompatibilities and communicate corrective strategies effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Instructional Support

Expectation	Yes	Building Skills	N/A
CA provided hands-on assistance to students while staying within curriculum guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When appropriate, CA accurately explained/demonstrated correct harnessing and installation techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CA appropriately referred questions to instructors when unsure, was willing to seek guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Communication

Expectation	Yes	Building Skills	N/A
CA used correct CPS vocabulary and terminology consistent with the current curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CA communicate clearly with plain language without jargon or acronyms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Instructor Comments/Recommendations:

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### Next Steps:

- More experience as a Course Assistant
- Ready to apply for Instructor Candidate
- Additional mentoring recommended?

- **In which technical areas or caregiver education topics could the CA gain additional experience or practice??**

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## Resources

Safe Kids Policies and Procedures Manual: <https://cert.safekids.org/policy-and-procedure-manual>



Safe Kids Course Assistant FAQ: <https://cert.safekids.org/resources-faqs/faqs/course-assistant>



Safe Kids Instructor Candidacy FAQ and Application: <https://cert.safekids.org/resources-faqs/faqs/instructor-candidacy>



For more information and resources visit the Automotive Safety Program website at: <https://preventinjury.medicine.iu.edu/>



To inquire about the Child Passenger Safety Mentor program, send an email of interest to [autosfty@iu.edu](mailto:autosfty@iu.edu), subject: CPS Mentor Program.