

Safe Travel for All Children: Transporting Children with Special Health Care Needs

Policies and Procedures for Instructor Renewal

(Updated 10/01/2020)

As an instructor, you are required to renew every two (2) years. In September, near your expiration date, you will be sent an e-mail reminder with the renewal application and information. Please return the completed renewal materials within **thirty (30) days** of receipt.

In order to be eligible for renewal, you must:

- Be a certified child passenger safety technician or instructor;
- **Be employed** in a position that requires transportation evaluations of children with special health care needs;
- Have reported name changes and contact information changes in a timely manner;
- Have taught at least one (1) class of *Safe Travel for All Children* since your last renewal;
- Have registered all courses and submitted copies of required course materials according to instructor requirements;
- Submit a renewal application form that includes descriptions of three case study experiences;

Please submit all renewal materials within **thirty (30) days** of receipt to:

National Center for the Safe Transportation of Children with Special Health Care Needs

Attn: Instructor Renewals

Via mail - 1130 W. Michigan Street - Fesler Hall, Room 207 - Indianapolis, IN 46202

OR

Via fax: (317) 274-6710

OR

Via e-mail: ajmcgove@iu.edu

Questions can be directed to Anthony McGovern at 1-800-755-0912 or ajmcgove@iu.edu.