

# NYS CHILD PASSENGER SAFETY PROGRAM INSTRUCTOR AGREEMENT FORM

**Please Print, Sign and Date**

## GENERAL INFORMATION FOR ALL INSTRUCTORS SEEKING COMPENSATION:

- You may not request compensation if your job is funded in whole or in part by a GTSC grant.
- You may not request compensation if assigned to be at the event and receiving payment to be there.
- All events must have prior approval by submitting the Event Approval Form to the NYS CPS coordinator.
- The lead instructor or course administrator must **sign all** Instructor Reimbursement Forms.
- The lead instructor or course administrator must gather
  - ✓ A Summary Form
  - ✓ All the individual Instructor Reimbursement Forms with documentation
  - ✓ Itemized receipts from the caterer for each day
  - ✓ Sign in sheet for each day
- Mail one copy the above forms and email a scanned copy of the forms to Denise Cashmere at [cashmere0606@gmail.com](mailto:cashmere0606@gmail.com).
- The forms with required receipts and travel documentation are to be mailed to:
 

**NYSATSB Grant Administrator**  
**949 Pearse Road**  
**Niskayuna, NY 12309**

## ADDITIONAL INFORMATION FOR A SAFE KIDS RELATED EVENT AND CEU UPDATE TRAINING

### Lead Instructor:

- Acquire Safe Kids Course ID.
- **Invite instructors within your region** before inviting instructors outside your region.
- Submit **Event Approval Form** and **Event Web Posting Form** to CPS coordinator **4 weeks before** the event.
- Create your teaching agenda and conduct a pre-event meeting.
- Gather training equipment and supplies as defined in planning and logistics guide.
- Confirm class registration.
- Be present at all classroom lectures, hands-on activities, testing activities and the course checkup event.
- Follow roles and responsibilities of lead instructor in “Planning and Logistics Guide.”
- Cannot serve as an instructor candidate mentor.
- Submit **Event Completion Form, Final Safe Kids Roster** and **Data Sheets** to CPS Coordinator.
- Submit Safe Kids roster with paperwork above to NYSATSB Grant Administrator
- Verify and sign all instructor forms.
- \$1,500 compensation, if applicable

### Full-time Instructors:

- Be present at all classroom lectures, hands-on activities, testing activities and course checkup event.
- Attend the pre-course instructor team meeting.
- Required to have teaching assignments.
- Shall assist with sign off on applicable paperwork.
- Follow roles and responsibilities of Technician Instructor in “Planning and Logistics guide.”
- \$1,000 compensation, if applicable

### Part-time Instructors:

- Be present at required classroom lectures, hands-on activities, testing activities and course checkup event.
- Attend the pre-course instructor team meeting.
- Required have teaching assignments.
- Shall assist with sign off on applicable paperwork.
- Follow roles and responsibilities of Technician Instructor in the “Planning and Logistics guide.”
- \$25/hour compensation, if applicable

**PLEASE NOTE:** All instructors for **CEU Update Trainings** will be compensated as a part time instructors and need to follow the applicable items that apply.

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Lead Instructor or Instructor Signature

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Date