





HOW TO REGISTER FOR A CPST 4-DAY CLASS

STEP 1: REGISTRATION

You must first create your profile for Safe Kids Worldwide. To do this, follow these steps:

- Go to www.safekids.org/certification 
- Go to the right-hand side of the page, click on **Online Services/Log In**.
- On the next page, click on the first yellow box entitled: "Click Here for Certification Management: CPS Tech Log In". 
- On the Safe Kids Online Services Login page, click on the "here" under **New Signup**.

Safe Kids Online Services - Login

Login

Username

Password

New Signup
Please click [here](#) if you have never registered with Safe Kids before.

First Time Here?
Please use your **SK ID** as username and **your Last Name** as password. If you do not know your SK ID, please contact customer service for assistance.

If you have already been assigned a username and password with the old system, please use them instead.

Forgot Your Password?
Please [click here](#) to have your password emailed to you.

- You will then be asked to enter your information.
- Once you have completed setting up your profile page, you will receive a Username (SK ID). Your default Password is your last name. At the bottom of this page, "Click" to Login
- You can now signup for a CPST Class.

Register

Register

► Step 1 - Identify yourself

Please enter your name and press the Submit button:

First Name* Last Name*

Email*

Confirm Email*

* All fields marked with an asterisk are required

STEP 2: REGISTERING FOR A CPST CLASS

- At the bottom of your Online Services Homepage, click on **Find/ Register for a Course**.
- You can search for a 4 Day CPST Course in two ways:
 - Using a Course ID or Date (see next page for GTIPI Course ID #s).
 - After entering your search information, you **MUST** check the box entitled "Also Show Invitation Only/Controlled Courses" for GTIPI courses to appear in your search results.

Course Search

CourseID

State

Course Type

Language

Start Date Between

Start End

Also Show Invitation Only/Controlled Courses



- Once you locate the course you would like to register for, click the select button.

Course ID	Course Type	Class Type	Language	Start Date	Open Seats	Location	
GA20080717607	Certification	Controlled	English	12/9/2008	5	Conyers, GA	Select
GA20081005854	Certification	Controlled	English	1/6/2009	4	Jesup, GA	Select

- This will take you to a page giving you information on the class you have chosen.
- At the bottom, of the page click **“Request Instructor Approval to Register for this Course”**

GA20081005854 is Controlled course.

In order to register for this course, you must first obtain the lead instructor's approval.

- Request Instructor Approval to Register for this Course.**
- Search for Another Course

- On the next screen, you MUST click **“Complete the Registration Process”** in order for your request to be submitted.

- Complete the Registration Process**
- Search for Another Course

- Note:** This will reserve you a seat in the course temporarily.

STEP 3: COMPLETING YOUR REGISTRATION

- Once your registration has been approved by the Lead Instructor, you will be able to pay for the class, securing your seat in the class.
- To review your Registration Request, simply Login to your profile using your User Name and Password. Then at the bottom of the page, click on **“View Course Registration History”**
- On the next page, click the **select** tab for the course you requested.
- If you do not complete the registration process by paying your registration fee within 10 business days, your reservation will time out, making your seat available to other prospective students. You can re-acquire your seat in the class by contacting the Lead Instructor, asking to be re-approved and completing the registration process by paying the registration fee promptly. Registration fees are for your national certification management by the certifying body, SafeKids World Wide. The University of Georgia DOES NOT receive any part of this fee.

GTIPI CPST COURSE NUMBERS		
2009		
October 13-16	Conyers	GA20090706634
October 27-30	Milledgeville	GA20090709646
November 17-20	Statesboro	GA20090727695
December 8-11	Cedartown	GA20091005892
December 8-10	Conyers	GA20090928867
2010		
January 12-15	Thomasville	GA20091008897
January 26-29	Sandy Springs	GA20091006894
February 9-12	Conyers	
March 2-5	Buena Vista	
March 23-26	Conyers	
April 13-16	Rock Spring	
May 11-14	Conyers	
May 25-28	Athens	
June 8-11	Conyers	
July 20-22	Lawrenceville	GA20091001880
August 17-20	Baxley	
September 14-17	Conyers	

IMPORTANT NOTE:

The most up-to-date course numbers, dates, and locations are listed online at www.ridesafegeorgia.org