



National Digital Car Seat Check Form (NDCF) Frequently Asked Questions

The [National Digital Car Seat Check Form](#) is a free resource available to all U.S. certified Child Passenger Safety Technicians. This digital tool walks a CPST through a structured car seat check, streamlining data collection while also capturing detailed data points. CPSTs and program managers can easily download their seat check data in a format that reduces reporting burdens, allows for monitoring trends and tracking car seat distributions.

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Account Information

Who can use the NDCF?

All currently certified Occupant Protection Specialists (OPS) and Child Passenger Safety Technicians (CPST) can use the NDCF. Certified OPSs have the necessary knowledge to provide current and technically correct information to parents and caregivers.

Learn more about OPS at op.nsc.org.

How do I access the NDCF?

A free account is automatically created once a nationally certified Occupant Protection Specialist completes the certification training. Check your email for log-in information then log in at carseatcheckform.org.

Program managers can request access to agency data by emailing info@carseatcheckform.org

Once my account is created, how soon will I be able to access and use the NDCF?

Allow 1 to 3 business days to activate a new account. Check your email to confirm account activation. Plan ahead to ensure the account has been approved prior to a car seat check event.

OPSS are strongly encouraged to practice using the NDCF prior to their first event.

Do I need to have an agency affiliation to use this resource?

No. Agency affiliation is not required to use the NDCF. Any currently certified OP Specialist can use the NDCF to track seat check data.

What resources are included with the NDCF?

The NDCF contains the following live links:

- NHTSA recall site to [check for car seat recalls](#)
- Check To Protect recall site to [check for vehicle recalls](#)
- GHSA website to [view child passenger safety state laws](#)
- NOTE: Links require internet connection

Note: Have a printed copy of a current car seat recall list available when using the app without internet connection, or in case connection is lost when using the web-based platform.

Accessing and Using the NDCF Form

What type of device do I need to use the NDCF?

The National Digital Car Seat Check Form (NDCF) can be used on any device with data or internet access, or on a device where the mobile app can be downloaded for offline use. The check form can be completed in three ways:

- **Web-based** check form (requires internet access) on a computer, tablet, or phone
- **Mobile app**, available in the Apple App Store, Google Play Store, and Amazon Appstore
- **NDCF paper check form**, with data entered into the system afterward

Where do I find the NDCF app?

The NDCF app is available free of charge for iOS, Android, and Amazon Kindle devices. Visit the app store and search “**car seat check form**”. Look for the green and white icon.

- A NDCF user account must be created and approved at carseatcheckform.org before the NDCF app can be downloaded and used.



Is there a specific browser that should be used?

The NDCF has been extensively tested using Google Chrome and is the preferred browser when working with the web application. However, it will work on other current browsers.

What operating system is needed?

Devices must have an operating system of 8.0 or newer to run smoothly.

I often work in areas with limited data connection; how can I use the NDCF?

Follow these simple tips to ensure a successful experience while using electronic devices:

- Preparation is key. Familiarize yourself with the NDCF prior to your first car seat check by using the “practice” option.
- Consider working with a partner who is using a hard copy (PDF/printable version) of the NDCF for the first few car seat checks. One CPST can enter data on a device as the other OPS conducts the car seat check using a paper form.
- ALWAYS be sure to check that the device has not been left in a vehicle before the caregiver leaves.
- Familiarize yourself with how the device operates and the life of the device battery.
- Be sure to charge electronic devices before a car seat check event.
- Have portable chargers on hand to recharge the device if necessary.
- Consider purchasing an antiglare screen protector for events held outside in the sun.
- Be prepared in the event a device overheats and becomes non-operational.
- Have up-to-date copies of the NDCF paper form on hand as a backup in the event of unexpected challenges with the device. Verify the current version by visiting carseatcheckform.org.

What resources are included with the NDCF?

The NDCF contains the following live links when using with data/internet access:

- NHTSA recall site (car seat recalls)
- Check To Protect recall site (vehicle recalls)
- GHSA website (state laws)

These links require internet connection.

Personal Identifiable Information

Why is demographic Personally Identifiable Information (PII) not collected on the NDCF?

PII is not collected through the NDCF and all data is saved on a secure HIPAA-compliant server to respect the privacy rights of caregivers.

- The NDCF is meant to serve as a tool to assist certified Occupant Protection Specialists and Instructors in collecting car seat data on the seats they inspect. We have an obligation to respect the privacy rights of caregivers, therefore, demographic data is not collected through this digital resource.
- All local level data and information not collected on the NDCF may be collected and stored on a separate document. A sample Sign In Sheet is available in the “Resources” section of carseatcheckform.org
- Local data can help plan for programming needs, apply for grants and funding sources, and is sometimes requested by state agencies. As an alternative, demographic data is available by zip code at the U.S. Census Bureau.

Since the NDCF does not contain family identifiers, how can I easily find the form later?

Each family is assigned a unique Form ID number when a new car seat check form is created using the web-based platform. Forms completed using the app will be issued a Form ID number once uploaded to the online user account. This unique Form ID number may be used to reference specific car seat check information if the form needs to be reviewed after submission.

- The corresponding NDCF paper car seat check form contains a caregiver information section. Local agencies may choose to gather and maintain local level data collection, as needed.
- Caregivers can sign in on a paper form and the OPS can record the corresponding NDCF ID number for the caregiver on the sign in form.
- The caregiver sign-in form should be maintained with all other local level records. A sample Sign-in Sheet is available in the “Resources” section of carseatcheckform.org.

Data Collection

Who has access to data collected through the NDCF?

The NDCF includes a tiered-access system:

- **OPSS** – Currently certified OPSS who have created user accounts have access to their own car seat check data that has been submitted.
- **Program Managers** – Program managers can request access to data collected for their agency by emailing info@carseatcheckform.org.
- **State Coordinators** – State CPS Coordinators can request access to data collected in their state. Access can be requested by emailing info@carseatcheckform.org.
- **Indian Health Service** – Indian Health Service program managers have access to all data collected in their IHS area. Access can be requested by emailing info@carseatcheckform.org.

- **Car Seat and Vehicle Manufacturers** – Car seat and vehicle manufacturers can request access to data collected about their product(s). Access can be requested by emailing info@carseatcheckform.org.

How do I generate a report with the car seat check data submitted?

Data is available to users in three different platforms.

- **Raw Data** – Real time data can be downloaded in a CSV file and can be opened in Microsoft Excel or any spreadsheet reader (LibreOffice, OpenOffice, etc.). Click on the “Home” tab and then click on the “Download Check Form Data” button.
- **Data Dashboards** – Data is cleaned monthly and a statistical analysis is completed to produce visualizations of misuse, car seat information, and vehicle information. OPSs and program managers can view their customized cleaned data file by selecting the appropriate dashboard. Data is analyzed, cleaned and made available to users monthly. Data available in the dashboards and table tools lags by approximately one month to allow the statisticians time to sort and clean the data.

I worked with another OPS on a car seat check and the information was entered into their NDCF account. Will I be able to retrieve data from the car seat check in my profile?

Yes. The data from that car seat check will be available to all OPSs listed on the check form. The data will be added to the cleaned data file for the account holder and made available in a raw data format to all other OPSs listed on the form.

- Each OPS must have a current account and all OPSs must be listed in the “Additional Techs” field.

Liability

Our agency has a specific liability statement that is required. How can an agency liability statement be added to the National Digital Car Seat Check Form?

Liability statement options:

- **General liability statement:** The NDCF general liability statement is available in English and Spanish.
- **Agency liability statement:** A customized liability statement may be added to an agency account in English and Spanish. Once uploaded, it will automatically appear as a menu option.
- Agencies may request a customized NDCF paper form with an agency liability statement and logo. Complete the Custom PDF form or contact info@carseatcheckform.org for more information.

Note: Logos cannot be added to the digital form. Allow 1 to 4 weeks for edits to be completed.

Practice Using the Form

Can I practice using the NDCF prior to using it in the field?

Yes. When creating a new seat check form, select "Training" in the state drop down menu "What state is this seat check taking place in?"

- Always select "Training" for any practice checks or mock seat check sign offs for recertification.
- Seat checks submitted using the "Practice" option will not be added to state data.

Making Changes to a Submitted Form

Can I correct a mistake on a seat check form after it is submitted?

Car seat check forms can be edited before the form is submitted. Once submitted, the form cannot be edited.

- If a mistake was made and the form must be corrected, complete the "Report Feedback" form at carseatcheckform.org. To protect the fidelity of the information collected, a record is kept of changes made to the submitted form.

Working with Other Occupant Protection Specialists

What if there is more than one team assisting the same family in the same vehicle, checking different seats on separate devices?

Option 1: Each OPS team should log into a separate device to create a new check form for the seats they inspected. • Only enter seat check information for the inspection in one NDCF account.

- Each check form will have its own unique ID number. This will be a different ID number than the one created on a separate device.
- Record the unique ID numbers for each car seat check form associated with the family if you are collecting PII on a separate form.

Option 2: If only one device is available, have one team use the corresponding paper form.

- The information collected on the paper form can be entered manually into one of the digital forms once the device is available at the check event or on a computer after the event.

How do I find an existing Tech ID number when creating a check form?

Begin typing the individual's last name or OPS ID number. If the CPST has an account, the last name will auto populate. Select the CPST's name.

- Up to three additional individuals may be added to a form.

Events and Seat Sign-Offs

My agency is hosting multiple events at different locations on the same day (e.g. National Seat Check Saturday). How is data separated?

Provide a description of the event in the event field. (e.g. Seat Check Saturday, one-on-one appointment, etc.).

- Use this field to differentiate between multiple events hosted by an agency on the same day.

Is there a place for a Senior OP Specialist/Instructor or Tech Proxy to sign off?

Yes. The individual responsible for a final inspection sign off should enter their name in the "Final Inspection Sign-Off" field at the end of section 5.

Recertification

Are car seat checks submitted through the National Digital Car Seat Check Form uploaded to my individual OPS certification profile for recertification?

Seat checks for recertification that have been approved and signed off by a Senior OP Specialist/Instructor or Proxy.

What if my certification expires? Can I continue using the NDCF?

No. An active account will be suspended until current proof of certification has been received.

Feedback, Questions and Training Opportunities

Can I provide feedback about the NDCF?

Yes! The NDCF programs welcomes your feedback. Log in to carseatcheckform.org and click on "Report Feedback". Complete and submit the form.

- All feedback submitted through carseatcheckform.org is stored and reviewed by the NDCF team.
- Improvements to the NDCF are made annually based on feedback received from the field and well as advancements in technology.

Who should I contact with technical questions?

Email technical questions to info@carseatcheckform.org

How can I schedule a training to learn how to use the National Digital Car Seat Check Form?

Orientation trainings are available to all programs interested in learning more about the use and benefits of the NDCF. Email training@carseatcheckform.org

How often will the form be updated?

Updates to the NDCF are made annually. Much like the Occupant Protection Specialists Certification Training curriculum, the National Digital Car Seat Check Form is an evolving resource and will continue to be updated in order to meet the changing needs of the field.