



# CPSI HOST HANDBOOK

FOR SCHOLARSHIP COURSES



**Certified  
Playground  
Safety Inspector**

# **Your Guide to Hosting a Successful CPSI Classroom Course and Exam**

## **Secure a site location**

- Site selection is one of the key components to hosting a successful CPSI class. Course sites range from local community centers to educational facilities to hotels to conference centers. One of the most important considerations before selecting the site is location. Choose a site that is within reasonable proximity to major transportation, has a playground within walking distance, has a number of hotels nearby and has adequate parking at the facility for the number of participants expected.
- It is important that the site also be conducive to providing a proper learning environment. The room must be large enough to accommodate the number of students in the class. The seating should be comfortable with enough room for each individual to take notes and manipulate their course material freely. The room should be in an area that is quiet and free of distractions. The room temperature should be adjustable by the course instructor.
- Much of the course is presented using the projector screen. Please make sure the screen is large enough and viewable by all students in the room. The room must have adjustable lighting and have the appropriate window treatments to allow for control of outside lighting as well. The screen for the presentation must be a minimum of 8' by 8'. If a sign language interpreter is necessary, arrangements must be made for a spotlight that can be placed on the interpreter but will not interfere with the rest of the presentation.

## ***Site Requirements***

1. A meeting room large enough to seat 25 people.
2. Classroom style seating, 2 people per 6' table.
3. Adjustable room lighting and appropriate window treatments that control outside lighting, to allow for the PowerPoint presentation to be seen clearly.
4. Power to an AV cart, table, etc. via two in-floor receptacles or a secured extension cord with a companion power strip for two or more plugs.
5. Site should be close to hotel/hotels. Please set up a room block at special rate if possible.

6. Room must be able to be secured when the class is off-site at playground visit.
7. Room must be accessible for persons with disabilities. Make sure the recommended hotel has the appropriate accommodations for persons with disabilities.
8. Speakers' table with a chair and ice water for the instructor. No podium is required.
9. Electrical outlet at the instructor table for instructor laptop.
10. 8' x 8' (minimum) screen centered in front of the room, bottom of screen 3' to 4' from floor. Ceiling must be at least 12' high.
11. Sound amplification system with one wireless lavalier microphone, with extra batteries. This is a preference, please let NRPA know if you do not have a lavalier microphone during the planning process.

## **Set up the playground site visit**

Hosting agencies are responsible for locating a playground for the offsite visit. The instructor will be in contact with the hosting agency to assist in planning and coordinating the playground visit. The following are the criteria for the site visit:

### ***Site Location***

1. Permission to use the playground for the site inspection must be obtained from the owner of the facility.
2. Must be within reasonable walking/driving distance from the classroom location. No more than 15 minutes.
3. There must be enough play equipment present on the site to accommodate the number of participants.
4. Most of the equipment must be at least five years old. Do not select a brand-new playground. The purpose of the visit is to find hazards, or non-compliant equipment.
5. A variety of equipment must be present. (Swings, slides, climbers, spring toys, composite playground equipment, etc.)
6. Equipment should be spread out to ensure that the entire class can occupy the playground at the same time.

## Set up the classroom

Please arrive one hour early to ensure that the room is set up and all AV equipment is working properly. Course materials used in hands-on exercises will be shipped to arrive at least one day prior to the course. The instructor will help unpack and set up these materials. The instructor will also assist with preparing the materials to be shipped back to NRPA.

### *Classroom Setup*

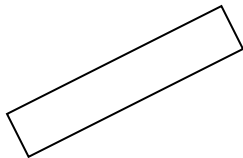
The following recommended room setup has proven to be the most effective for the course. The importance of the audio/visual arrangements cannot be stressed enough. The need for speaker mobility, possibility of the need for sign language interpreter, and student interaction all require a usable room setup.

Please review the setup with the instructor prior to the final arrangements at the site.

Screen minimum of 8' by 8'  
(preferably larger – 10' x 10' or 12' x 12')

Screen 3-4 ft. from ground

Speaker Table (with access to electrical outlet)

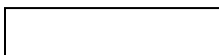
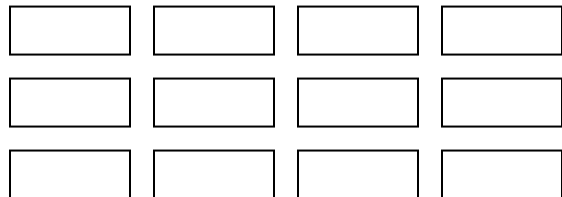
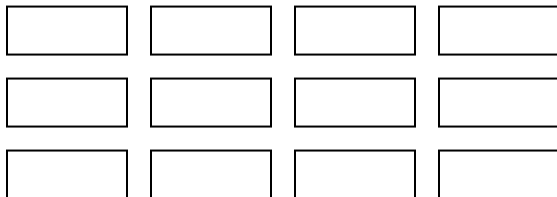


LCD projector & laptop  
on an elevated table



Demo Table

Center Aisle



Extra Supply table/handouts

## **During the course**

Please arrive early on the course days to greet the arriving course participants and help them check in. Ensure that the room is set up and all AV equipment is working properly. Meet with the instructor to go over any last-minute details.

Begin the course by introducing yourself as the host. Additionally, remind the course participants that two ID's are required to take the exam before turning the floor over to the instructor.

Hosts are required to have someone in attendance the entire time the course is taking place. Meet with the instructor at the end of each day to see if they need anything.

### **Course Schedule**

#### **Day 1**

7:30-8:00am	Registration
8:00-9:00am	Course Introduction and Injury Statistics
9:00-12:00pm	Hazard ID Parts 1 & 2
12:00-1:00pm	LUNCH
1:00-2:00pm	Applied Exercise 1 – Use of test probes and gauges
2:00-4:30pm	Hazard ID Parts 3 & 4
4:30-5:00pm	Exam Prep/Q & A Period/Homework Assignment

#### **Day 2**

8:00-9:30am	Surfacing Parts 1 & 2
9:30-11:00am	Risk Management
11:00-12:00pm	Applied Exercise 2 – Hazard ID Prioritization
12:00-1:00pm	LUNCH
1:00-3:00pm	Applied Exercise 3 – Site Investigation
3:30-4:30pm	Site Investigation Wrap Up
4:30-5:00pm	Question & Answer Period (Program Ends)

\*Breaks will be taken as needed

## **Exam preparation & room set up**

Please remind course participants that two IDs are required to take the exam. Have a table set outside the exam room for the test administrators to check in test takers.

1. Classroom style seating, 2 people per 6' table. Exam seating must be in one (1) room as the testing company only provides enough proctors to supervise one room.
2. Non-Skirted tables.
3. Sufficient space between rows for exam staff to circulate without distraction.
4. Tables should be clear of any items including: water glasses, pitchers, pencils, notepads, books, soda cans, etc.
5. Table and chairs at the head of the room to be used by testing vendor staff.
6. A clock in the room visible to all exam takers.

### **Exam Schedule**

8:00-9:00am	Check in
9:00-9:15am	Exam Instruction
9:15-11:15am	2-Hour Certification Examination