

## Documentation of Paid Field Hours

The certification program requires candidates to be prepared to document **600 (CPC) or 1600 (A-CPC) field hours to meet the experience requirement. Field hours must be from the past two years for CPC candidates and from the past three years for A-CPC candidates.** Although you might not bill your client by the hour, the certification program requires candidates to document hours (not services or number of clients).

The certification program requires candidates to affirm that they have met the field hour requirements on the application. A [form](#) is available to assist you in logging your hours. The form is for your use only and will not be submitted with your certification application. Great record keeping will assist you if your application is audited. The privacy of clients and candidates will be considered a high priority for audits.

Services accepted for paid field experience	Services NOT accepted for paid field experience
Home assessments, surveys, evaluations up to a maximum of 150 hours. One assessment = 1 point/credit/field hour regardless of how long the assessment takes. If you offer free assessments, they will count.	Invoicing & Proposal Time, Accounting, Business Management, Website Maintenance, Retail hours if you sell products online or in a store.
Daycare or commercial assessments	Travel time to/from the client
Installation time	Purchasing of tools, products and supplies
Installation preparation time if it involves the design, development or partial-installation of a childproofing product to be installed at a client's home.	Installation preparation time such as loading equipment
Training time for training new childproofers up to a maximum of 100 hours. Training time for services/work described under "Services NOT accepted for paid field experience" is excluded. If training at a client's home, you may only count that time once (classify it as installation or training, but not both).	Installations completed by an employee or subcontractor. You need to be directly involved for the hours to count.
<b>Other Safety-Related Services/Experience NOT accepted for paid experience hours*</b>	
Volunteer Hours	
Speaking Engagements	
Authoring books, articles or newsletters	
Training or apprenticeship (as trainee)	
Serving on a Child Safety Entity's board, committee, task force	
Relevant work experience in another profession such as nurse, rescue worker, child care provider. The paid hours must be for childproofing.	
Hours for other safety services that are not childproofing services such as car seat installations or senior safety services, CPR training.	
Time spent on course work, seminars, conferences. This will be part of the CEU requirement (the course is subject to approval).	

**\*Candidates may earn a maximum of 100 points of credit towards the required 600 or 1600 paid field experience hours for other safety-related services/experience. Please review [Substitute Field Hours](#).**