

# TRAVEL APPROVAL FORM

**Department:** Extension Office

**Event Name:** National Child Passenger Safety Cert.


**Location:** Anna, TX 75409

**Event Dates:** 3/3/26 - 3/5/26

**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**  
LeAnne Pollock  
\_\_\_\_\_  
\_\_\_\_\_

**Court Decision:**  
This section to be completed by County Judge's Office



**2-9-2026**

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

**Signature of Elected Official/Department Head:** *LeAnne Pollock*

## Becky Kozera

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**From:** LeAnne K. Pollock  
**Sent:** Friday, January 30, 2026 8:12 AM  
**To:** Becky Kozera  
**Subject:** Fw: CPS Certification | Registered for course

This is for my CPST cert in Anna, TX in March. It will need to go on Commissioners Court next time! The cert is March 3-5th. I have a hotel too let me send that over also!

LeAnne Pollock  
Johnson County Extension Agent – Family and Community Health  
Texas A&M AgriLife Extension Service  
109 W. Chambers St.  
Cleburne, TX 76033  
Office Phone: 817-556-6370  
leanne.pollock@ag.tamu.edu

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**From:** CPSCert@safekids.org <CPSCert@safekids.org>  
**Sent:** Wednesday, January 14, 2026 11:41:46 AM  
**To:** LeAnne K. Pollock <leanne.pollock@ag.tamu.edu>  
**Subject:** CPS Certification | Registered for course

You don't often get email from cpscert@safekids.org. [Learn why this is important](#)



Dear Leanne,

Thank you for registering to become a Child Passenger Safety Technician. We have received your completed course registration for course TX2026011361. Please note the course information below:

Delivery Method	In Person
Lead Instructor	Michael Munson
Lead Instructor Phone	281-674-4629
Lead Instructor Email	TxLEL.Munson@gmail.com
Location	Anna ISD Administration Building
Address	151 W Rosamond Pkwy. Anna, TX 75409

<b>Date</b>	<b>Time</b>	<b>Hours</b>
03/03/2026 (Tue)	08:00 am - 06:00 pm	10.00
03/04/2026 (Wed)	08:00 am - 06:00 pm	10.00
03/05/2026 (Thu)	08:00 am - 06:00 pm	10.00
	Total:	30.00

If you are not able to attend the course, options are posted at <http://cert.safekids.org/cant-attend-course>

**Safe Kids cancellation policy is as follows:**

- Any registrant can cancel their course registration at any time through the first day of the course but there are cancellation fees.
- If the cancellation date is more than 10 business days from the start date of the course, the system will refund the registration fee minus \$10 Cancellation fee.
- If the cancellation date is between 9 and 1 business days prior to the start date of the course, the system will refund the registration fee minus \$30 Late Cancellation Fee.
- If the cancellation is made on the first date of class, the system will NOT refund any of the registration fee.
- Substitute registrants cannot cancel registration, but can reschedule to another public course.

If you have questions, please email us at [CPSCert@safekids.org](mailto:CPSCert@safekids.org) or call us at 202-875-6330 for help.

Sincerely,

CPS Certification Program  
Safe Kids Worldwide  
[cert.safekids.org](http://cert.safekids.org)

# NATIONAL CHILD PASSENGER SAFETY CERTIFICATION

A Program of  
Safe Kids Worldwide

| [Translate](#)

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[Home](#) > [Become A Tech](#)

## The Certification Course

The Certification Course and all official written documentation and correspondence for CPS certification are in English.

In order to become a nationally certified child passenger safety (CPS) technician, you **must be 18 or older** and pass a CPS Certification Course. Students pass the course if they:

- attend every part of the course and
- earn passing grades for three sets of tests:
  - written quizzes;
  - hands-on skills assessments, including a checkup event.

Before registering for the course, please be confident that you can meet all the course requirements:

- **Attend every part of the course.** The CPS Certification Course is usually three to four days long and combines classroom instruction, indoor and outdoor hands-on activities, skills assessments with car seats and vehicles, and a community safety seat checkup event. You will receive a copy of the technician guide and will be expected to read it as part of the course instruction. All course materials, including the workbook, are included in your registration fee. You can get a head start on the course by checking out the technician guide.

If you have special needs or requests, we want to work with you. Talk with the course Lead Instructor about what we can do to help make sure your CPS certification experience is a good one.

- **Written quizzes.** Your instructor will test you with three written, open-book quizzes. "Open-book" means that you are encouraged to use your CPS technician guide while you are taking the quiz. To pass the combined quizzes, you must answer at least 42 out of 50 questions correctly, which means a passing score of 84 percent or better.

will be notified during the course and may continue attending the class as an observer, but only at the discretion of the lead instructor.

- **Checkup event.** The checkup event is the fourth hands-on skills assessment. To pass the checkup event, you must successfully demonstrate:
  - skills learned during class;
  - the ability to follow event procedures and instructions;
  - proper use and installation of child restraints and safety belts; and
  - the ability to teach parents and caregivers how to properly protect their family on the road.

The lead instructor will enter all your grades online at the end of the course. You can see your grades by logging on to your CPS online profile. Safe Kids will mail official notification letters directly to newly certified technicians within 20 business days after the lead instructor finalizes the course. Notifications of failure to qualify for certification will also be sent at that time.

#### WHEN YOU PASS THE COURSE

Successful completion of this course certifies you as a U.S. CPS technician for two years. Newly certified technicians are encouraged to log into their CPS online profiles and print a wallet card/certificate.

#### IF YOU DON'T PASS THE COURSE

If you received a failing grade for any part of the CPS Certification Course, you did not pass the course. Please don't be discouraged. Many students do much better the second time they take the course and some of our best technicians went through the course more than once before passing.

If you want to try again, please register for another course and pay the course fees. Safe Kids is not able to provide a refund to a candidate who does not pass the course, as all applications and course materials will have already been processed and delivered.

If you take the CPS Certification Course more than once, please use your existing online profile and register for a new course using your current username and password. Please do not create a duplicate online profile.

National CPS Certification Training is a program of Safe Kids Worldwide, which is the certifying body and responsible for managing all aspects of the program. We work closely with the National Highway Traffic Safety Administration (responsible for the curriculum), the National Child Passenger Safety Board (provides recommendations and guidance), and State Farm (our sponsor).

Course Administration

Organization Management

Course Administrator FAQs

Course Administration Forms

Purchase Orders & E-Vouchers

**Becky Kozera**

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**From:** LeAnne Pollock <leannekate7@gmail.com>  
**Sent:** Friday, January 30, 2026 8:12 AM  
**To:** Becky Kozera  
**Subject:** Fw: You're All Set: Reservation Confirmation #92805EE000895


You don't often get email from leannekate7@gmail.com. [Learn why this is important](#)

This is my hotel for CPST Cert!

LeAnne Pollock  
Johnson County Extension Agent – Family and Community Health  
Texas A&M AgriLife Extension Service  
109 W. Chambers St.  
Cleburne, TX 76033  
Office Phone: 817-556-6370  
leanne.pollock@ag.tamu.edu

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**From:** Wyndham Garden <wyndhamhotels&resorts@emails.wyndhamhotels.com>  
**Sent:** Friday, January 30, 2026 8:09:21 AM  
**To:** leannekate7@gmail.com <leannekate7@gmail.com>  
**Subject:** You're All Set: Reservation Confirmation #92805EE000895



Leanne Pollock  
Join Wyndham Rewards Now!

✔

**Your Reservation Is Confirmed, Leanne!**

**Wyndham Garden Anna**

600 N Standridge Blvd, Anna, TX 75409 US (469) 840-2553

Confirmation Number: **92805EE000895**

**MAR 03** TUE 2026 → **MAR 05** THU 2026

[Hotel Details](#) | [Cancel](#) | [Modify](#) | [Directions](#)



### Reservation Details

1 Room(s) / 2 Night(s)  
1 King Bed, Non-Smoking

### Number of Guests

1 Adult(s) / 0 Child(ren)

**Check-In**  
3:00 p.m.

**Checkout**  
11:00 a.m.

### Room Description

Intuitive design and convenient amenities will put your mind at ease. Our thoughtfully appointed, non-smoking room features 1 King bed with a flat-screen HDTV, a laptop-sized safe, and desk. Stay connected using free high-speed WiFi and unwind with crisp linens and a bathroom featuring a soothing shower, complimentary natural bath products, and hair dryer. Additional amenities include a coffee/tea maker, ironing amenities, and bottled water.

### Rate Details

Standard Rate \$258.00 USD

Taxes & Fees \$33.54 USD

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**Total for Stay \$291.54 USD**

### Deposit Policy

Reservations have to be guaranteed with a valid credit card number and expiry date

### Cancellation Policy

Cancel 24 Hours prior to 3pm day of arrival to avoid 1 Night charge plus applicable tax



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