



Physical Therapy Program

SCHOOL OF MEDICINE

UNIVERSITY OF COLORADO

ANSCHUTZ MEDICAL CAMPUS

Getting Started in the CPI Web

Step 1: Take the APTA training

1. Log-in to www.apta.org

If you are a current APTA member:

- Enter your username and password and select “click here to continue.”

If you have never been an APTA member:

- Create an account at <https://www.apta.org/APTALogin.aspx>
- Complete the required information and write down your username and password.

Please make note of the email address associated with your APTA account or you use when completing this registration information as you will need to use the same email address to verify your training completion in PT CPI Web.

2. Set up your computer

- Enable pop-ups for <http://www.apta.org> and <http://learningcenter.apta.org> .

3. “Purchase” the FREE PT CPI online course

- Go to: http://learningcenter.apta.org/free_membercourses.aspx (this is the “Free Member” course catalog, accessible from the public course catalog)
- Click “**Purchase now**” underneath the course title “Online: PT CPI”
- Log-in using the user name and password you just created.
- After you have logged in, click the “**Click here to continue**” link
- Click the “**Purchase Now**” link again
- Click the “**Add to cart**” button
- Click the “**View shopping cart button**”
- Click the “**Proceed**” button (Please note, this course is FREE of charge to all CIs/students associated with an institution using the CPI Web)
- From the confirmation page, click the “**Ok**” button

4. Take the course

From the “My Courses” page on the APTA Learning Center website:

Click the “**Launch**” link under the Action column next to the “Online: PT CPI” course.

The training and quiz will take 1-2 hours to complete. A passing score of 70% is required to access the CPI web.



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Step 2: Send your email address to the PT Clin Ed email

Send the email address you used to register for the APTA website to PT.ClinEd@ucdenver.edu when you have successfully completed the APTA training quiz with a passing score of 70% or higher. We will send you the link to the CPI Web version 2.0 login page. This link is NOT available publicly through the APTA website.

Step 3: Log in to the CPI Web

1. Set your password

- a. Follow the link to the CPI Web version 2.0 login page found in the e-mail you receive from the PT ClinEd email. ***This link is NOT available publicly through the APTA website.***
- b. Enter the e-mail address you submitted in your APTA registration as your user name
- c. Click "**I forgot or do not have a password**"
- d. Check your e-mail inbox for instructions on how to set your password

2. Update your data authorization

- a. Log into the CPI Web version 2.0
- b. Click the "**My Info**" tab and
 - i. Update your **APTA Data Release Statements** found in the **Data Authorization** section.
 - ii. Click "**Update**"
- c. Click the "**Home**" tab
 - i. You are now ready to start your student's CPI Eval by clicking the student name listed under "**My Evals**" on the left side of the page.