

PT CPI WEB

❖ **Starting Summer 09**

- ALL CPI's for CSUN students will be completed ONLINE by Students and Clinical Instructors
- The PT CPI WEB is administered through Academic Management Systems, a company contracted through the APTA.
- All CI's must complete the APTA training module first to use the PT CPI WEB

What are the benefits for CIs and CCCEs moving to PT CPI Web?

PT CPI Web allows the CI to quickly, anytime, and anywhere, evaluate all their students' performance in one place, as well as enter comments about the student's progress throughout the clinical experience. This Web site also serves as a central point of communication between the ACCE/DCE, CCCE, CI and student through internal messaging. The CCCE will be able to track the progress of all students and CIs at their clinical site and the CI can see a comparative view of their completed students' CPIs.

How do I start the process?

Please forward to the PT program via the email listed below: **1) Names of the CCCE and the CI(s) for your PT student(s) for this rotation ASAP** – The PT program must upload this information into the PT CPI WEB system in order for your site to start using the system. **2) An individual email address for each user** - your PT CPI WEB system username will be your email address, so each person will need their own unique email address to submit. **3) A work phone number for the CCCE and each CI.** Once we have this information, we will upload you into the PT CPI WEB system.

Does it cost anything?

No, not for our clinical education sites. All access to the site and training modules are free! You even get CEUs for completing the training modules (2 Contact Hours).

Is there anything different about the PT CPI WEB?

All users will need to complete an online training session to review the changes in the format and rating scale for the 2006 version of the CPI **prior** to being able to access the PT CPI WEB. The training takes about an hour to complete. There is a brief quiz at the end that must be submitted before you can access the actual PT CPI WEB.

How do I access the Training Modules?

The URL is as follows: www.apta.org/ptcpievaluation, **password: ptcpweb08**

Once you enter the password and click "Login", you will see complete instructions for accessing and completing the course through the APTA's Learning Center.

How do I access the PT CPI Web site?

The URL is as follows: <https://cpi2.amsapps.com>

Your username will be the full email address you provided CSUN (for example: susieqDPT@hospital.org). Your initial password will be csunpt09 however if the login is not successful, please click on the "I Forgot My Password" link for an updated password that will be emailed to you. You will NOT be able to access the PT CPI WEB unless you have completed the training modules FIRST.

What if I have already gone through the PT CPI WEB training for CSUN or another university?

No problem! Just be sure you remember your username/email address for the PT CPI WEB that you used in the past and provide the above requested information to the PT program to make sure you are still uploaded to the system.

What if I have additional questions or concerns?

Upon arrival at your facility, students will have been trained in the use of the tool, so they may assist you in the training process.