

Quick Start Guide for the CPI Web Training Modules and Assessment

FOR NEW USERS

Access to PT and PTA CPI Web will only be provided if you complete the training session and complete the PT and PTA CPI/WEB Assessment (*CPI Assessment*). You will only have to complete the CPI Assessment once. However, you are encouraged to review the freely-available training modules prior to each supervised student.

This document contains instructions on how to access the required:

- I. *CPI New User Training Modules (Training Modules)* on the Clinical Assessment Suite Help Center (hosted by Liaison International)
- II. *CPI Assessment* on the APTA Learning Center

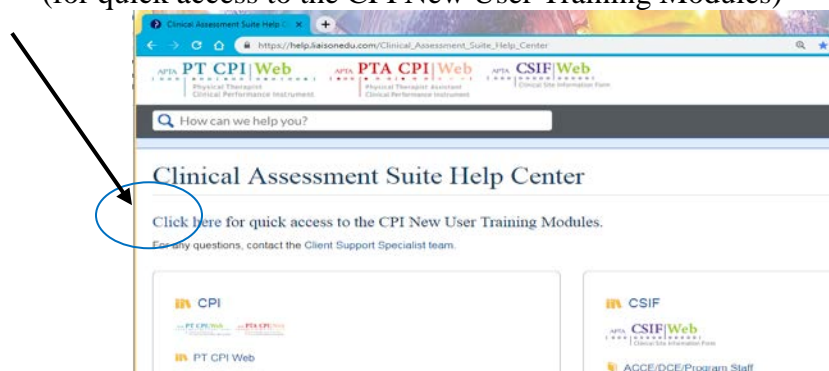
PT and PTA CPI New User Training Modules

- The self-guided training includes PowerPoint modules to help you successfully use the CPI Web.
- You can complete the training module-by-module or all at once.
- They are accessible anytime and the training is FREE.

The *Training Modules* can be accessed in 2 ways:

1. From the Home Page of the Clinical Assessment Suite Help Center

- a. Navigate to the Clinical Assessment Suite Help Center at:
https://help.liaisonedu.com/Clinical_Assessment_Suite_Help_Center
- b. Click on the “**Click here**”
(for quick access to the CPI New User Training Modules)

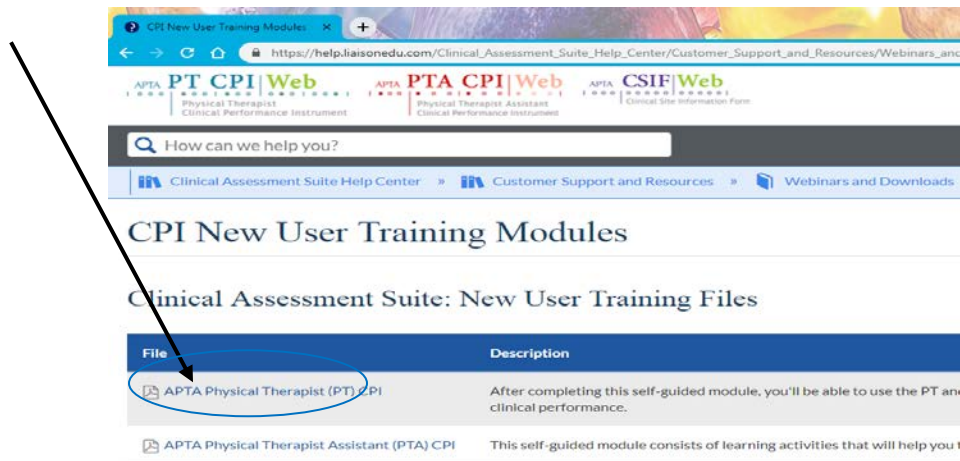


2. From the CPI New User Training Modules webpage:

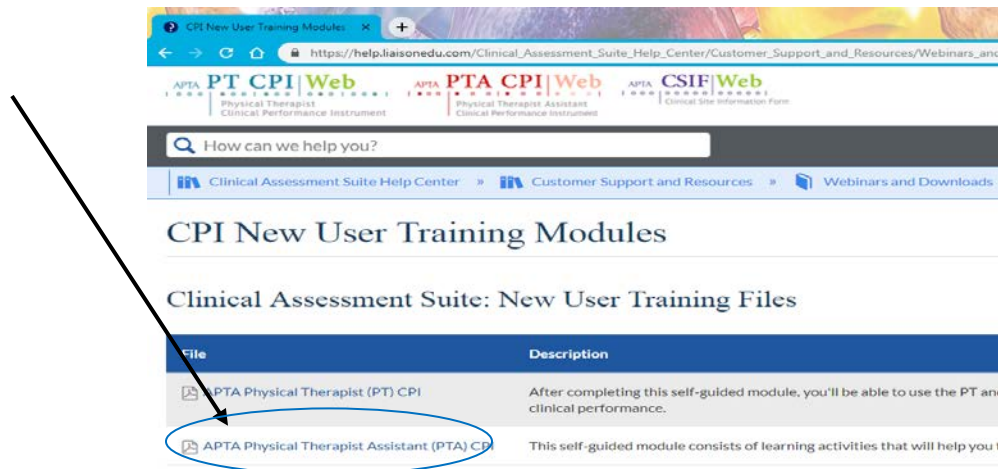
- a. Navigate to the CPI New User Training Modules at:
https://help.liaisonedu.com/Clinical_Assessment_Suite_Help_Center/Customer_Support_and_Resources/Webinars_and_Downloads/CPI_Training_Files

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- b. To access the PT Web CPI Training Module, click on the “APTA Physical Therapist (PT) CPI” link.



- c. To access the PTA Web CPI Training Module, click on the “APTA Physical Therapist Assistant (PTA) CPI” link.



After clicking any of the access links described above, you will be taken to the first slide of the pdf file of the *Training Modules* where you can scroll to advance the slides.

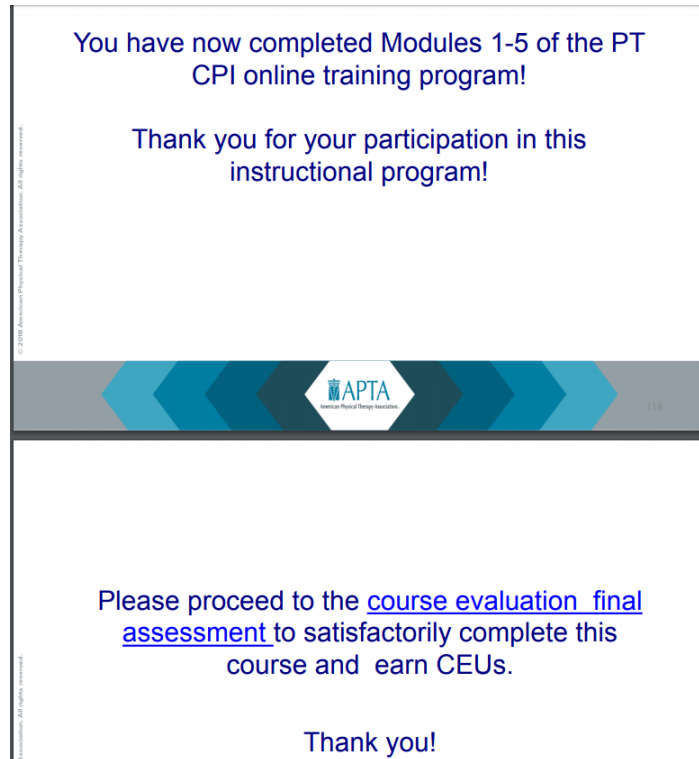


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Accessing the PT-CPI/WEB or PTA-CPI/WEB Assessment (Assessment)

The Assessment can be accessed in 2 ways:

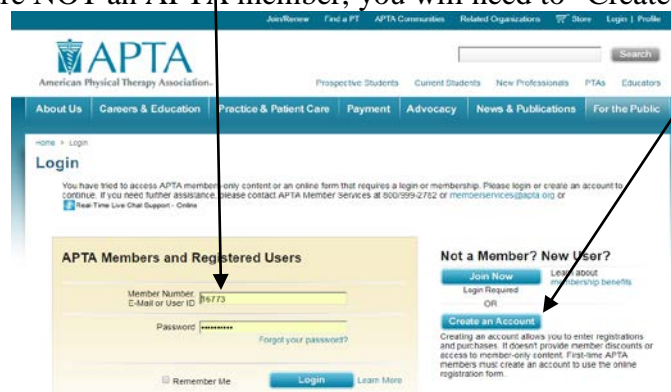
1. Once you have completed the Training *Module*, the link on the last slide will direct you to the Post-test on the APTA Learning Center.



OR

You can access directly at the APTA Learning Center

1. To be able to access the *CPI Assessment* on the Learning Center, :
 - a. Ensure that you are logged in (with APTA member #) **OR**
 - b. If you are NOT an APTA member, you will need to “Create an Account”

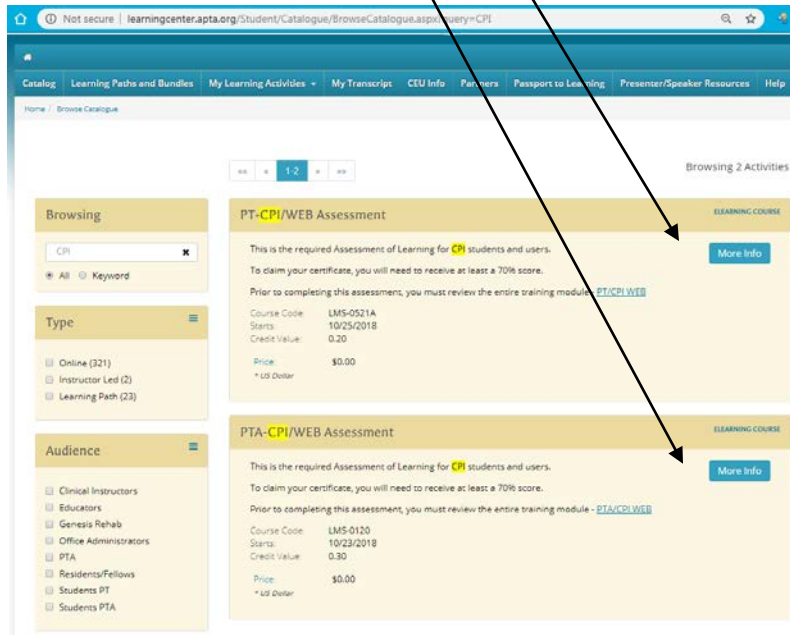


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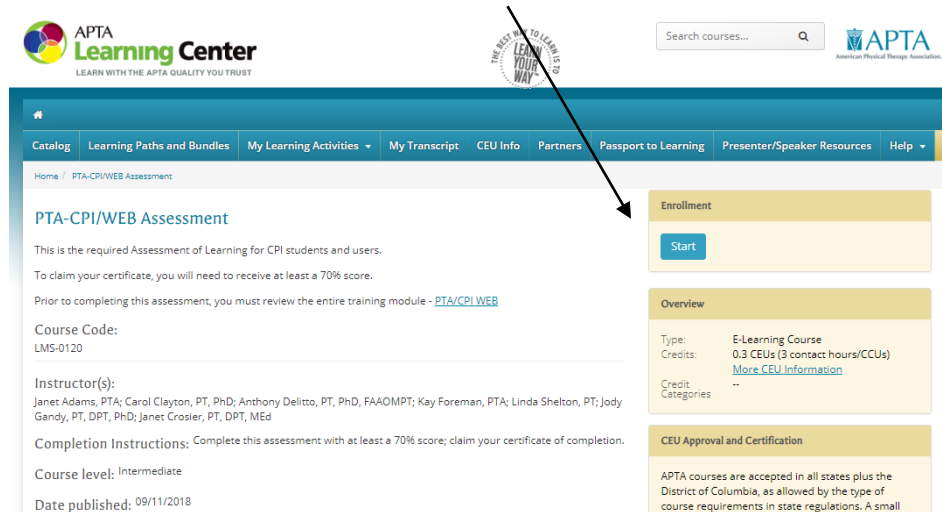
2. Navigate to:

<http://learningcenter.apta.org/Student/Catalogue/BrowseCatalogue.aspx?query=CPI>

3. Choose the appropriate *CPI Assessment* (PTA or PT) by clicking “More Info”



4. To enroll in *CPI Assessment*, click on “Start”

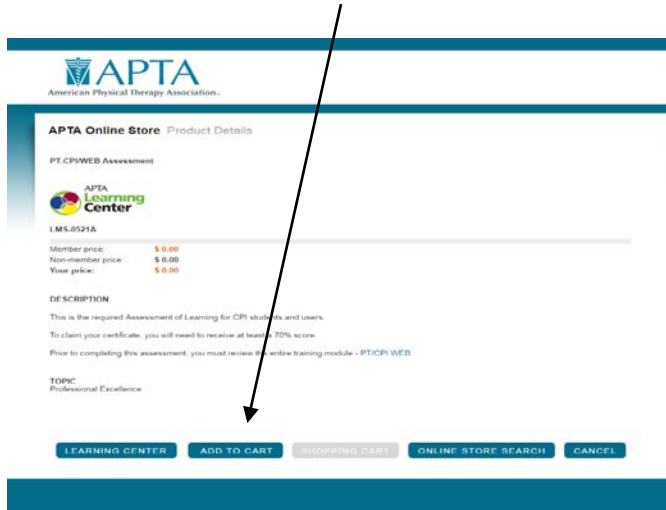


5. You will be led to a webpage to “Purchase” the course.

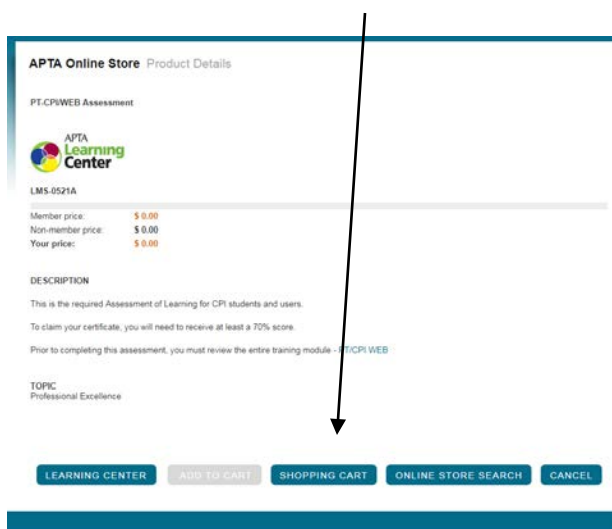
***The course is free. You are not required to be an APTA member to complete the training.**

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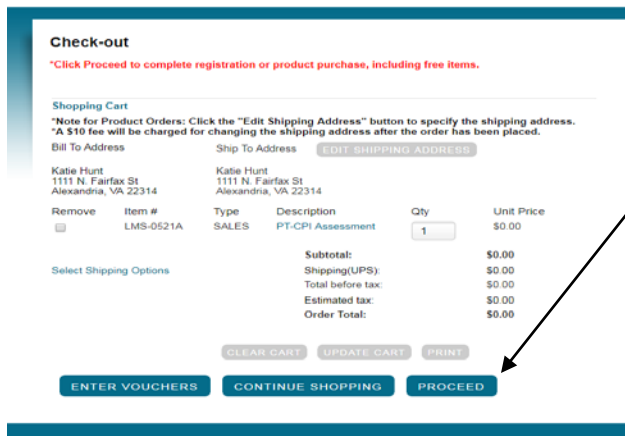
6. Click on “ADD TO CART”



7. Then Click on “SHOPPING CART”

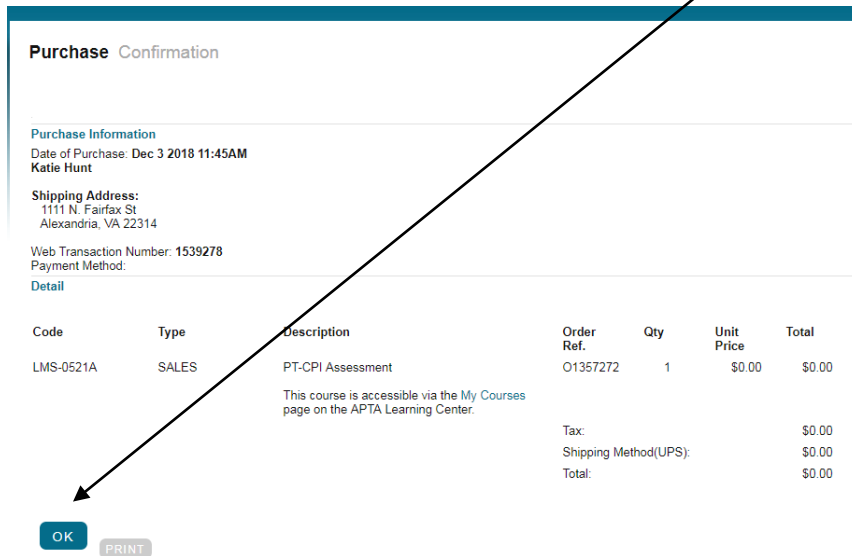


8. You will now be in the Check-out Screen. Click “Proceed”.



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9. From the Confirmation Screen, click on the “OK” button



Purchase Confirmation

Purchase Information
Date of Purchase: Dec 3 2018 11:45AM
Katie Hunt

Shipping Address:
1111 N. Fairfax St
Alexandria, VA 22314

Web Transaction Number: 1539278
Payment Method:

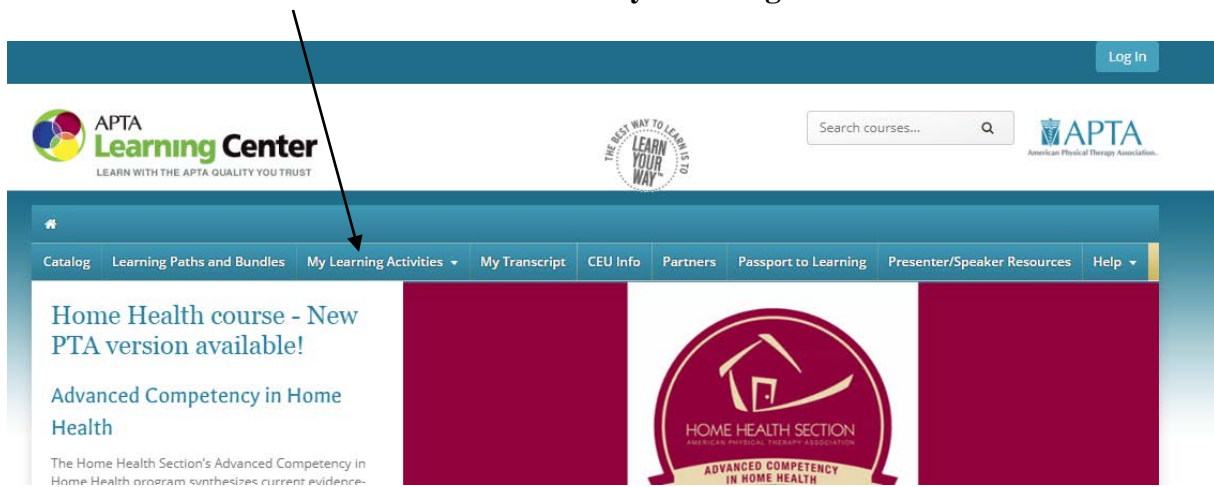
Detail

Code	Type	Description	Order Ref.	Qty	Unit Price	Total
LMS-0521A	SALES	PT-CPI Assessment <small>This course is accessible via the My Courses page on the APTA Learning Center.</small>	01357272	1	\$0.00	\$0.00
Tax:						\$0.00
Shipping Method(UPS):						\$0.00
Total:						\$0.00

OK **PRINT**

10. After clicking on the “OK” command, you will be redirected to the APTA homepage.

11. You can now return to the APTA Learning Center at: <http://learningcenter.apta.org/> to access the *CPI Assessment*. Click on “**My Learning Activities**”.



Log In

APTA Learning Center
LEARN WITH THE APTA QUALITY YOU TRUST

THE BEST WAY TO LEARN IS TO LEARN YOUR WAY

Search courses...

APTA
American Physical Therapy Association

My Learning Activities ▾

Home Health course - New PTA version available!

Advanced Competency in Home Health

The Home Health Section's Advanced Competency in Home Health program synthesizes current evidence-

HOME HEALTH SECTION
AMERICAN PHYSICAL THERAPY ASSOCIATION
ADVANCED COMPETENCY IN HOME HEALTH

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12. Click on “My Courses”

The screenshot shows the APTA Learning Center interface. At the top, there is a navigation bar with tabs for Catalog, Learning Paths and Bundles, My Learning Activities (selected), My Transcript, CEU Info, Partners, Passport to Learning, and Presenter/Speaker. Below the navigation bar, the page title is "My Learning Activities" with a subtitle "Find courses that you have purchased, access your CEU certificates, and more." There are six main sections, each with a button: "My Courses", "My Learning Paths and Kits", "My Schedule", "My Forums", "My Chats", and "My Chats". An arrow points to the "My Courses" button in the first section.

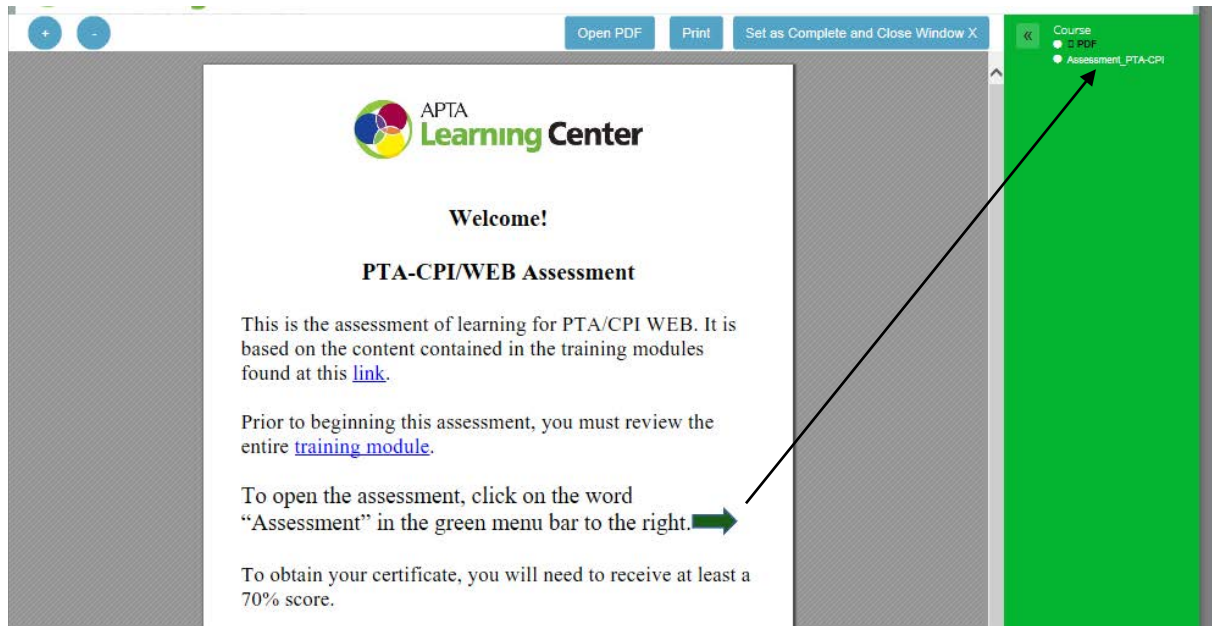
13. Select the CPI Web Assessment

The screenshot shows a list of courses in the APTA Learning Center. The courses are listed in a table-like format. The first course is "Eliminate Uncertainty: Integrating Cash-Based Services into Your Practice" (LMS-673, Webinar, 0.20 CEUs). The second course is "Physical Therapy and the Future of Regenerative Medicine" (LMS-426, Audio, 0.20 CEUs). The third course is "PTA-CPI/WEB Assessment" (LMS-0120, Online, 0.30 CEUs). An arrow points to the "Start" button for the "PTA-CPI/WEB Assessment" course.

Course Title	Course Code	Delivery Method	Instructor(s)	Status	Credits
Eliminate Uncertainty: Integrating Cash-Based Services into Your Practice	LMS-673	Webinar	Aaron LeBauer PT, DPT, LNBST	Not Started	0.20 CEUs (2 contact hours/CCUs)
Physical Therapy and the Future of Regenerative Medicine	LMS-426	Audio	Presenters: Fabrisia Ambrosio, PT, MPT, PhD	Not Started	0.20 CEUs (2 contact hours/CCUs)
PTA-CPI/WEB Assessment	LMS-0120	Online	Instructor(s): Janet Adams, PTA; Carol Clayton, PT, PhD; Anthony Delitto, PT, PhD, FAAOMPT; Kay Foreman, PTA; Linda Shelton, PT; Jody Gandy, PT, DPT, PhD; Janet Crosier, PT, DPT, MEd	Not Started	0.30 CEUs (3 contact hours/CCUs)

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14. Click on “Assessment” in the green menu bar to right (per instructions):



Step 15. Complete the post-test
(a score of at least 70% is required to receive a course completion certificate)

Step 16. **Print and save a copy of your course completion certificate**

Difficulty in Accessing the CPI Assessment?

If you run into any problems with the CPI Assessment on the APTA Learning Center, please contact the APTA at 1-800-999-2782 x 3395 or send email to learningcenter@apta.org.

**Now that you have completed the Training Session,
you can access the PT or PTA CPI Web at: <https://cpi2.amsapps.com/>**

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Logging in to CPI Web



1. To log in to the site, navigate to <https://cpi2.amsapps.com>.
2. Enter your username and password.
 - o Your username is your email address.
 - o If you don't know your password, click **I forgot or do not have a password** then **Reset/Create New Password**. Enter your email address to receive an email with further instructions. Note: The link included in the email expires after 24 hours. Prior to using the link, close out of the site from your internet browser. If your email expires, repeat the steps above to receive another email.

– Table of contents
No headers

Welcome

Log In

Enter your user name and password to log into this site.

User Name

[Forgot Username ?](#)

Password

[I forgot or do not have a password](#)

Changing PT CPI Web Password:

- *It is highly-recommended that you change your password after you log in.*
- Note that your password is case sensitive and must be typed in exactly as it appears in the information box.

Welcome

Log In

Enter your user name and password to log into this site.

User Name

[Forgot Username ?](#)

Password

Password Hints

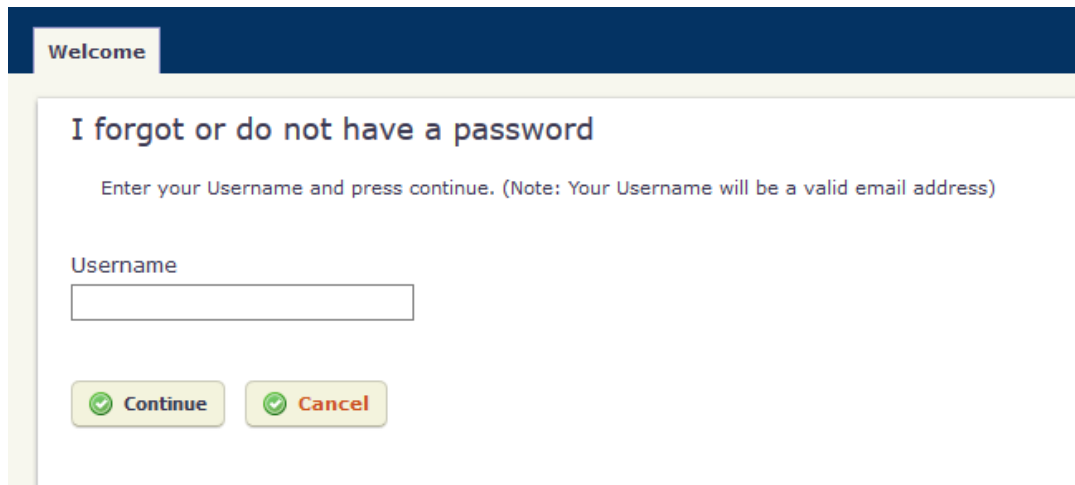
* Your password must be at least six (6) characters long.
* It should have at least one character from each of the following categories:
Alpha - Uppercase (A-Z)
Alpha - Lowercase (a-z)
Number (0-9)

If you are unable to recall your password or if you are creating a password for the first time, please click on the [Reset/Create New Password](#) link below and follow the prompts to reset your password.

Liaison International is responsible for the design, implementation, and support of CPI Web and CSIF Web. Our typical customer support hours are Monday thru Friday from 9:00am - 5:00pm ET.

[Reset/Create New Password](#)

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The screenshot shows a web interface with a dark blue header containing the word "Welcome" in a white box. Below the header, the main content area has a light beige background. The heading "I forgot or do not have a password" is displayed in a dark font. Underneath, a note reads: "Enter your Username and press continue. (Note: Your Username will be a valid email address)". A text input field labeled "Username" is provided. At the bottom of the form, there are two buttons: "Continue" and "Cancel", both featuring a green checkmark icon.

Problems with Accessing PT or PTA CPI Web?

If you are having difficulty logging into PT CPI Web after completing the training, please send an e-mail to ptcpiwebsupport@liaisonedu.com or ptacpiwebsupport@liaisonedu.com and include your name, e-mail address used to complete the training and the approximate date when the training was completed so that the help desk can look to grant you manual access to login to CPI Web.