

## *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

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### *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](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)

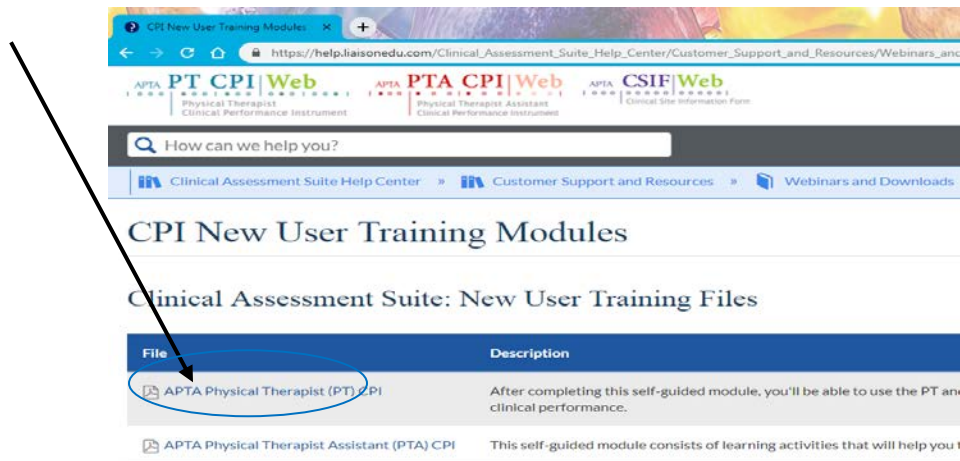


2. From the CPI New User Training Modules webpage:

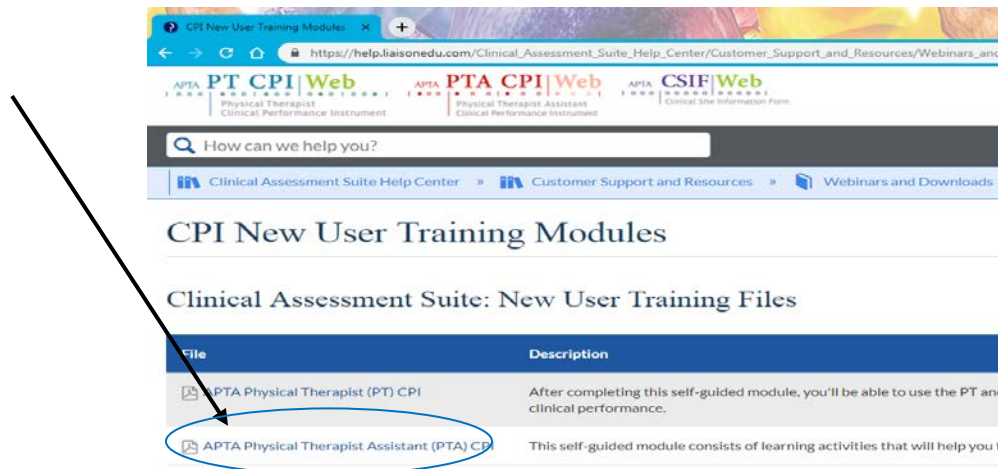
- a. Navigate to the CPI New User Training Modules at:  
[https://help.liaisonedu.com/Clinical\\_Assessment\\_Suite\\_Help\\_Center/Customer\\_Support\\_and\\_Resources/Webinars\\_and\\_Downloads/CPI\\_Training\\_Files](https://help.liaisonedu.com/Clinical_Assessment_Suite_Help_Center/Customer_Support_and_Resources/Webinars_and_Downloads/CPI_Training_Files)

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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.

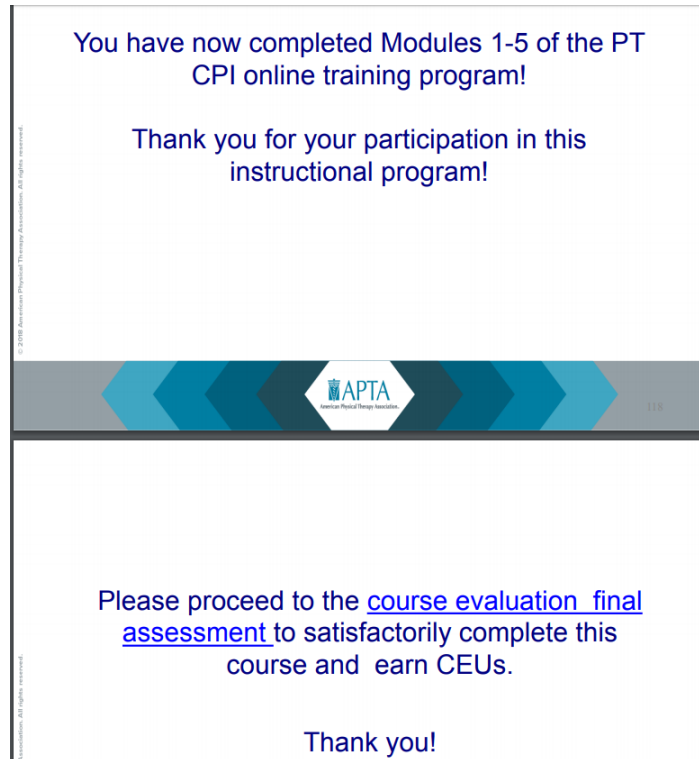


## Quick Start Guide for the CPI Web Training Modules and Assessment

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

#### The Assessment can be accessed in 2 ways:

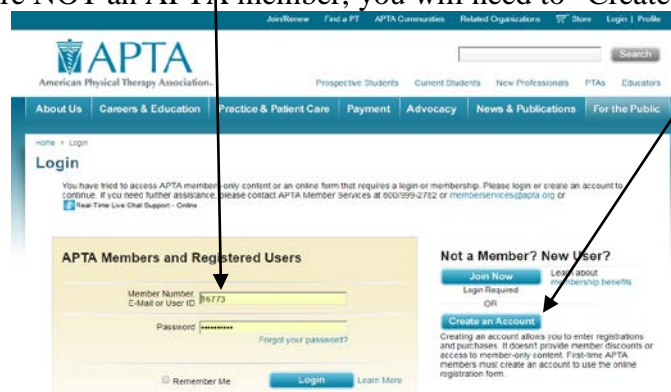
1. Once you have completed the Training *Module*, the link on the last slide will direct you to the Post-test on the APTA Learning Center.



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”

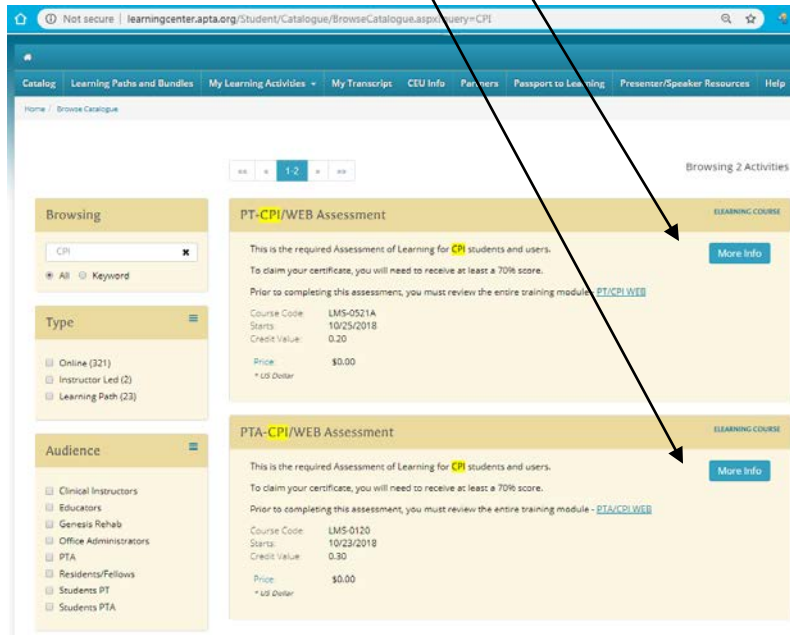


## Quick Start Guide for the CPI Web Training Modules and Assessment

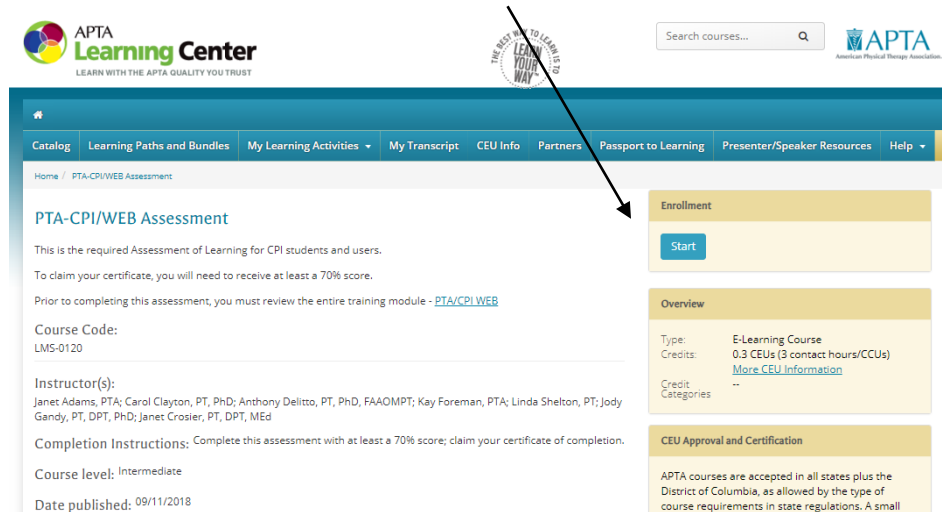
2. Navigate to:

<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”

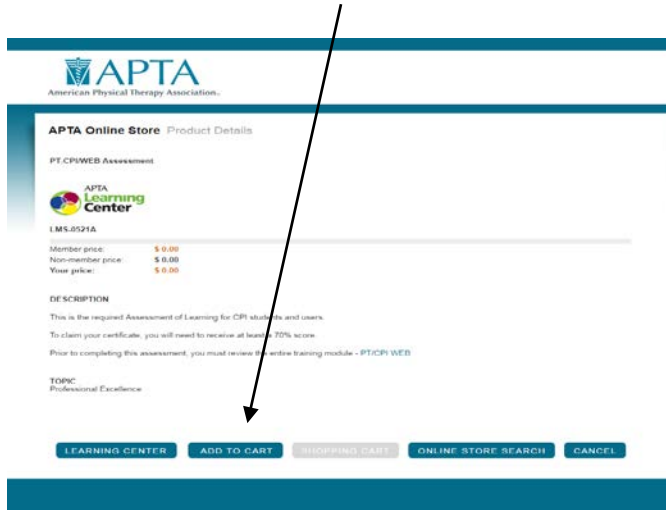


5. You will be led to a webpage to “Purchase” the course.

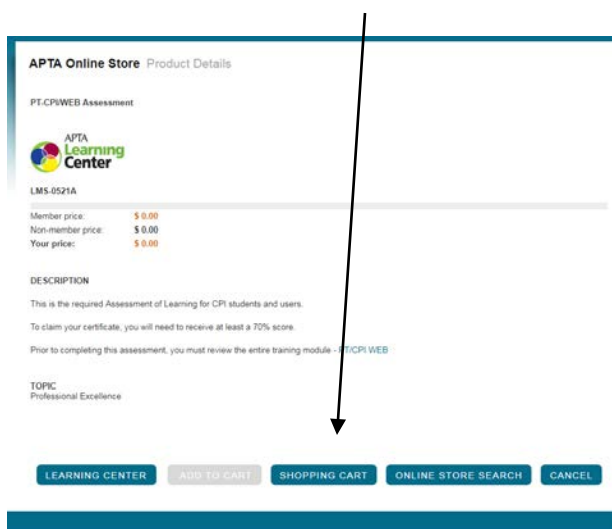
**\*The course is free. You are not required to be an APTA member to complete the training.**

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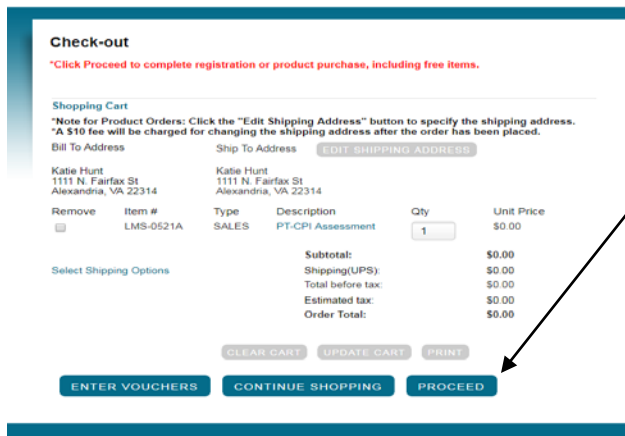
## 6. Click on “ADD TO CART”



## 7. Then Click on “SHOPPING CART”

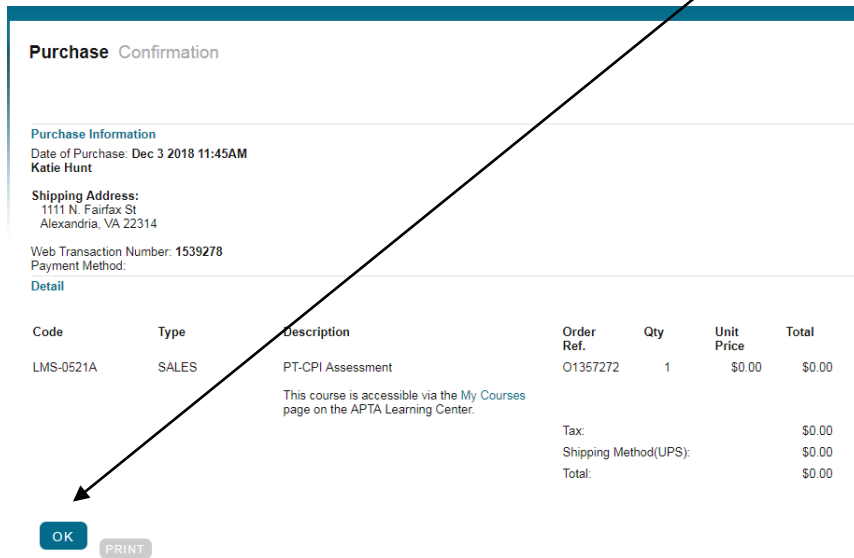


## 8. You will now be in the Check-out Screen. Click “Proceed”.



## Quick Start Guide for the CPI Web Training Modules and Assessment

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:

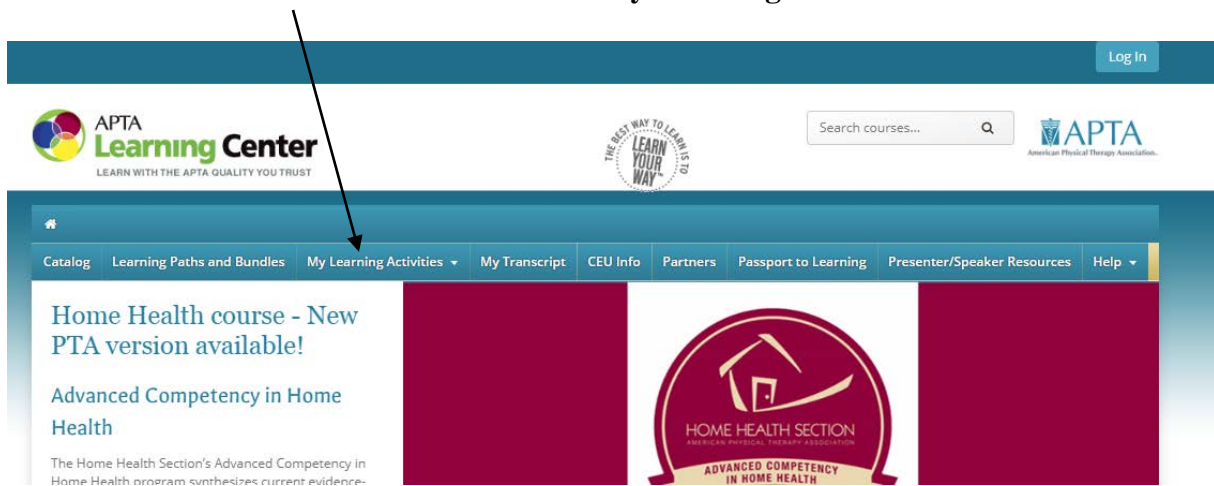
**Detail**

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

Catalog Learning Paths and Bundles **My Learning Activities** My Transcript CEU Info Partners Passport to Learning Presenter/Speaker Resources Help

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

# Quick Start Guide for the CPI Web Training Modules and Assessment

## 12. Click on “My Courses”

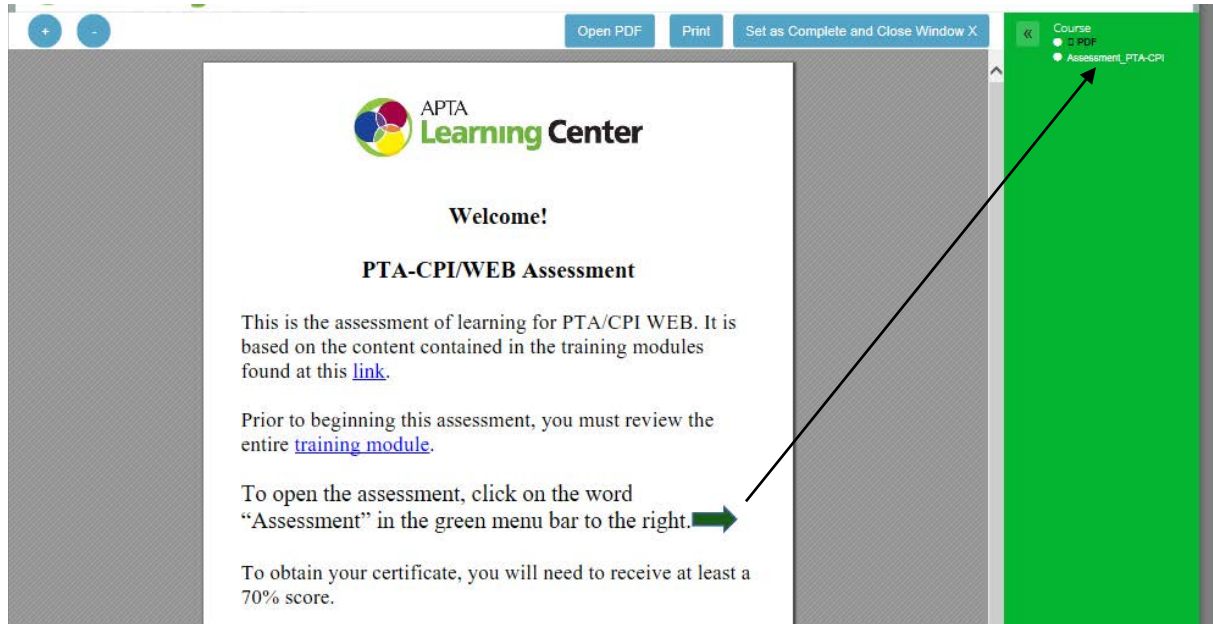
The screenshot shows the APTA Learning Center interface. At the top left is the APTA Learning Center logo with the tagline 'LEARN WITH THE APTA QUALITY YOU TRUST'. To the right is a search bar labeled 'Search courses...'. Below the header is a navigation menu with tabs: Catalog, Learning Paths and Bundles, My Learning Activities (selected), My Transcript, CEU Info, Partners, Passport to Learning, and Presenter/Speaker. The main content area is titled 'My Learning Activities' and includes a sub-header 'Find courses that you have purchased, access your CEU certificates, and more.' There are six widget boxes: 'My Courses' (with a button and description), 'My Learning Paths and Kits' (with a button and description), 'My Schedule' (with a button and description), 'My Forums' (with a button and description), 'My Chats' (with a button and description), and 'My Learning Paths' (with a button and description). A black arrow points from the text '12. Click on “My Courses”' to the 'My Courses' button in the 'My Courses' widget.

## 13. Select the CPI Web Assessment

The screenshot shows a list of e-learning courses. At the top are tabs for 'Active' and 'Completed'. The list includes three courses: 'Eliminate Uncertainty: Integrating Cash-Based Services into Your Practice', 'Physical Therapy and the Future of Regenerative Medicine', and 'PTA-CPI/WEB Assessment'. Each course entry includes a 'new' badge, course code, delivery method, instructor(s), and a 'Show Resources' button. The 'PTA-CPI/WEB Assessment' course is highlighted with a black arrow pointing to its 'Start' button. The course details for 'PTA-CPI/WEB Assessment' are: Course Code: LMS-0120, Delivery method: 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. Status: Not Started, Credits: 0.30 CEUs (3 contact hours/CCUs). A link for 'More CEU Information' is provided.

## Quick Start Guide for the CPI Web Training Modules and Assessment

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](mailto: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/>**



# Quick Start Guide for the CPI Web Training Modules and Assessment

## 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**

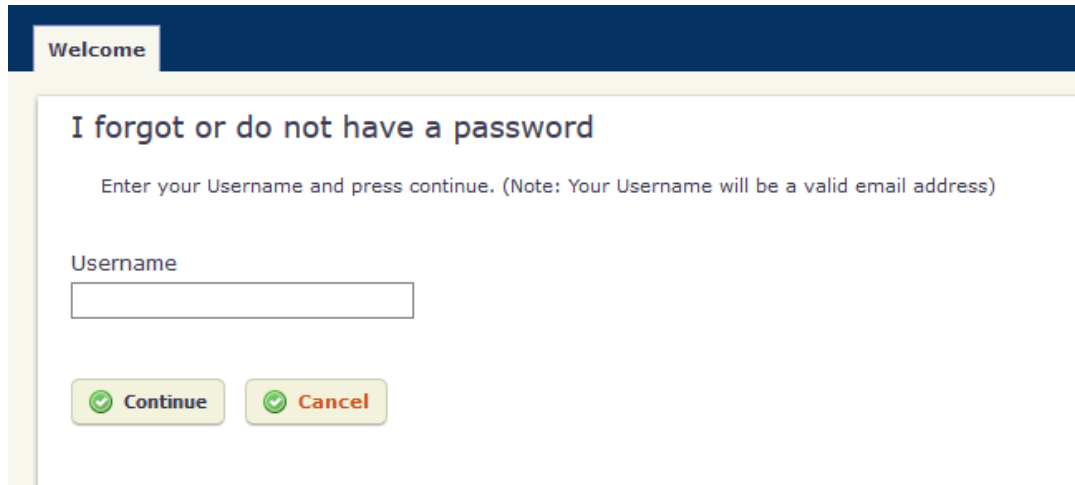
\* Your password must be at least six (6) characters long.  
\* It should have at least one character from each of the following categories:  
Alpha - Uppercase (A-Z)  
Alpha - Lowercase (a-z)  
Number (0-9)

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](#)

## *Quick Start Guide for the CPI Web Training Modules and Assessment*



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

### **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](mailto:ptcpiwebsupport@liaisonedu.com) or [ptacpiwebsupport@liaisonedu.com](mailto: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.