

## PTA CPI Web Instructions for a Student

Login to PTA CPI Web at <https://cpi2.amsapps.com>

1. Your **username is your email address** provided to the school you are working with.
2. **If you have previously created a password in PTA CPI Web, please use that password to login.** If you do not have a password or forgot your password, please follow these steps to create your password:
  - i. Go to the CPI Web address (<https://cpi2.amsapps.com>).
  - ii. Click on the link "I forgot or do not have a password".
  - iii. Enter your User Name in the box provided.
  - iv. Click on the Continue button.
  - v. Check your email account inbox for further instructions on how to set/update your password.

**PLEASE NOTE: Make sure to close out of any internet browsers containing CPI Web prior to accessing the link in your email as this may result in an error when trying to set/reset your password. The link to change/create your password that is included in this message will expire 24 hours after the message has been created. If you try to access the link after 24 hours, you will receive a notification that the temporary authorization link is invalid. If this should occur, you will need to click on the 'I forgot or do not have a password' link located on the login page for CPI Web to receive a new password reset link.**

**Update Information – This needs to be done at least once per year (If your information is up-to-date, please go to Editing the CPI)**

1. Click on the **'My Info'** tab to update your information. You **must update the APTA Data Release Statements** found in the Data Authorization section.
2. When you are finished editing, hit the **'Update'** button.

**Verify APTA PTA Training – This can only be done if you are assigned to a CI on an Open evaluation (If you've previously done this, please go to Editing the CPI)**

1. **Click on the name of your clinical site in the 'My Evaluations'** section on your home page or click on the **Edit link** found in the **Actions column** in the **Evaluations tab**.
2. You are prompted to verify if you have completed the APTA PTA CPI Training. **If you have completed the training, please click the 'I have completed the APTA PTA CPI online training and assessment.'** button.
  - a. If you have not completed the training, please follow the directions on the page to take the APTA PTA CPI Training.
  - b. If the email address you took the training with is different than your username, you will be prompted to enter the email address registered with APTA.
  - c. If you are having issues verifying you've completed the training, please contact PTA CPI Web Support at [ptcpiwebsupport@liaison-intl.com](mailto:ptcpiwebsupport@liaison-intl.com). Please provide your name, email address used to take the training, and the date you completed the training so that we can manually verify your training completion.

## Editing the CPI

1. Once you have verified you have completed the APTA PTA CPI Training, you will see all 14 sections of the CPI.
  - a. You can edit one criterion at a time by clicking on the **'Edit Now'** link on the right.
  - b. You can edit all criteria at the same time by clicking on the **'Edit All'** column header link.
2. Click on 'View Essential Skills', 'View Introduction', and 'View Instructions' to view the details of how to fill out the CPI.
3. Mouse over any underlined word to view an APTA glossary definition. This is available for the Performance Dimensions and the Anchor Points on the APTA Rating scale.
4. **Add comments to the comment box and select the rating for the student on the slider scale. For the Interventions, please make sure to select whether a skill was Performed, Observed, or Not Available.**
5. When you are done editing a section, click on the **'Section Sign Off'** checkbox and hit the **'Save'** button. **Hitting Save will save the work edited on all criteria. Be sure to save your work!! If you leave the page without saving, your comments could be lost!!**

## Signing off on the CPI

1. Once all sections are marked as **'Completed'**, please sign-off on your CPI. In order to sign-off, you would need to click on the **Evaluations tab** and then on the **'Sign-off'** link found in the **Actions column**. Once this has been done, you would need to scroll to the bottom of the page, select the checkbox associated with the signature, and then click on the **'Save'** button.
2. **Once you sign off on your CPI, you are unable to make any further edits!** Your CI will be able to view your CPI only if they have also signed off on their own CPI.

## Viewing your CPI with your CI and Signing-Off on your CI's CPI

1. Click on the **Evaluations** tab.
2. Click on **'View'** link in the **Actions column**.
3. Use the filters to see the comments from both the student and the CI at the same time.
4. In the **Evaluations** tab, you will also see a **link to 'Sign-off'** on your CI's CPI indicating you've discussed the performance with your CI. Please follow the Sign-off procedures listed in the previous section to complete the sign-off on your CI's CPI.

## Additional Features/Tips:

### Adding Post-Assessment Comments to the CPI:

1. Once you sign-off on the CPI, you cannot go back in to make further edits. After your meeting and review with the CI, if you needed to enter in additional comments about the CPI, you would be able to add **post-assessment** comments to the CPI by clicking on the **'View'** link in the **Evaluations** tab and then adding in the comments in the appropriate box near the bottom of the page. Post-assessments can only be made by the CI or student once they have signed-off on their own evaluation as well as signed-off on each other's evaluations.

If you have any questions, comments or run into any issues using PTA CPI Web, please contact Support at [ptcpiwebsupport@liaison-intl.com](mailto:ptcpiwebsupport@liaison-intl.com).