To: Center Coordinators of Clinical Education (CCCE) and Clinical Instructors (CI).

From: Sue Wenker, ACCE

Re: Preparation for Version 2006 CPI

The University of Wisconsin-Madison Physical Therapy Program utilizes the on-line CPI V 2006 for each of the final internships. In preparation for future students learning modules need to reviewed, an online test needs to be successfully completed, and you (as the CI) need to be connected electronically with the student (this step occurs upon the students arrival).

The UW-Madison PT program may have already collected information from the facility in regards to the CCCE and CI. You may disregard the following information if you have already utilized the CPI with the UW-Madison or another academic institution. If you have not utilized the online CPI prior to the current UW Madison intern the following steps apply.

Prior to the student’s arrival, both the CI and student need to successfully complete the online CPI 2006 learning module and quiz. A score of 70% is required to successfully complete the course. The learning module instructs the learner on how to interpret the anchors and assists with how to rank a student using the new definitions.

The online learning modules need to be accessed from the APTA’s learning center. You do not have to be a member of the APTA to access the module; however, you do have to log on as a new customer if you are not a member. Specific requirements of the computer system are also needed in order to have the module run. System requirements can be located from the APTA LMS Training User Guide located at: www.ptcpidocuments.academicmanagement.com, by clicking on “APTA LMS Training User Guide”. The user guide provides step-by-step instructions with visual aides to guide the learner through the process to log on to the course. The course can also be accessed by going to http://www.apta.org/am/aptaapps/restricted/ptcpi/index.cfm and using the password: ptcpiweb08. The latter link connects you to additional instructions on how to access the online training module.

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The clinical education team will be collecting information about each CCCE and CI no later than the first week of the students’ arrival at the facility. The information requested will include the following:

- First and last names of the CCCE and CI(s)
- Specific clinic name and clinic zip code where the CCCE and CI(s) are located
- Email of CCCE and CI(s)
- Phone number of CCCE and CI(s)

Once this information is entered into the database, it is processed such that a password can be set-up to access the on-line version of CPI 2006. The password will be provided to you by the UW-Madison PT program via a general email. You can change the password once you log on to the online tool and don’t hesitate to contact Sue Wenker at wenker@pt.wisc.edu with any problems you may have accessing the tool.

The CI and student also need to be able to gain an understanding on how to actually use the online system. There are several ways for this learning to occur. The first is to go to: www.ptcpidocuments.academicmanagement.com. This webpage provides links to the following information:

- Power points on how to use the CPI from a CCCE, CI, or student perspective
  - Getting Started in PT CPI Web for CCCEs
    - Getting Started in PT CPI Web for CIs
    - Getting Started in PT CPI Web for Students
- A link on how to access the learning module from the APTA learning center
- Contact information for academic management staff.

The second is to register for a free webinar course. These courses are offered on Wednesdays and Thursdays of each month. A third way to learn more about the process is to feel free to contact me at 608-265-8619 or wenker@pt.wisc.edu to set-up a brown-bag lunch meeting to ask questions.