Level 2

Credentialed Clinical Instructor Program

Policies and Procedures

American Physical Therapy Association
1111 North Fairfax Street
Alexandria, Virginia 22314

Revised June 2017
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Advanced
Credentialed Clinical Instructor Program
Policies
Advanced Credentialed Clinical Instructor Program

I. PROGRAM DESCRIPTION

A. This voluntary program is designed for physical therapists in health professions interested in or involved with clinical education (Clinical Instructors [CIs], Center Coordinators of Clinical Education [CCCEs], and Academic Coordinators/Directors of Clinical Education [ACCEs/DCEs]) and is recognized by the American Physical Therapy Association (APTA) as the Advanced Credentialed Clinical Instructor Program (ACCIP).

The Advanced Credentialed Clinical Instructor Credentialing Program brings 2 constructs together in one professional development program that advances both clinical teaching and best practice when providing student clinical education. Using a case-based and applied approach to education, this program provides participants with the essential knowledge and skill to more effectively teach and mentor students in the context of a doctoring profession, across core areas of contemporary professional education and clinical practice that foster best clinical teaching and best practice in patient/client management. Through the program’s unique philosophy and design, best outcomes will be achieved for student learning by concurrently advancing concepts of clinical teaching and clinical practice.

B. The program outcomes for the Advanced Credentialed Clinical Instructor Program include:

1. At the conclusion of the Advanced Credentialed Clinical Instructor Credentialing Program, CIs will be able to teach using pedagogical methods that enable learners with patients/clients to integrate more complex concepts by demonstrating:

   a. Consistent application of professional standards and regulations in clinical education, including appropriate direction and supervision of PTAs and other support personnel;

   b. Autonomous practice, professionalism, evidenced-based practice, and elements of Vision 2020, in a consistent and clinically relevant manner in the process of clinical instruction of students;

   c. Appropriate use of the patient/clinical management model to include screening, examination, evaluation, diagnosis, prognosis, outcomes, and prevention, wellness, and health promotion;

   d. Clinical decision making using patient values, professional skills, and the best available evidence;

   e. Demonstrate the importance of lifelong learning through an individual professional development plan;
f. Professional responsibilities through participation in professional association activities;

g. Professional communication in clinical practice, including documentation.

2. CIs will be more effective and efficient practitioners and clinical teachers by:

a. Advancing clinical teaching concepts learned in the Credentialed Clinical Instructor Program (Level I) as applied to the novice-mastery clinical practice continuum;

b. Synthesizing information from APTA, FSBPT, CAPTE, and State and Federal regulations in understanding the relationships and distinctions between and among these organizations;

c. Modeling, integrating, and promoting behaviors that are congruent with and reflective of the six elements of Vision 2020 and the core values;

d. Demonstrating (best practice) in documentation that includes clinical practice, risk management, regulations, and reimbursement;

e. Managing patient/clients using the patient/client management model, evidenced-based practice, clinical decision-making approach, and professional ethics as applied in every day practice to achieve successful patient/client and student outcomes.

3. Living the philosophy of lifelong learning as a part of one’s professional development toward achieving clinical and teaching mastery.

II. ADVANCED CREDENTIALED CLINICAL INSTRUCTOR BENEFITS

Benefits to those physical therapist (PT) clinical educators who have successfully completed the Advanced Credentialed Clinical Instructor Program are as follows:

A. Advanced knowledge and skills in the provision of physical therapist practice and clinical education.

B. Career development opportunity within clinical education.

C. Individualized credential that recognizes personal and professional achievement regardless of setting.

D. Earned continuing education units (1.7 CEUs/17 contact hours*) for the program.

E. National recognition by APTA.

F. Registration in a national APTA Advanced Credentialed Clinical Instructor database.

III. PROGRAM CONFIGURATION

The Advanced Credentialed Clinical Instructor Program consists of the following components:

A. Pre-course assignments.
B. Didactic curriculum via an interactive course format.

C. Credentialing process to assess participant’s achievement of curricular outcomes through competency assessment in 6 areas. This process provides PT participants with an opportunity to apply information learned from the didactic curriculum in 6 simulated situations. Encouraging use of the course manual during the Assessment Center will demonstrate the manual’s usefulness as a reference document. Successful completion of all stations in the open-book Assessment Center results in the awarding of APTA Advanced Credentialed Clinical Instructor Certificate. Candidates for Advanced clinical instructor credentialing must achieve a passing score of 44 on all stations of the assessment center to be considered successful.

D. Design a Professional and Clinical Instructor Development Plan.

IV. ELIGIBILITY CRITERIA FOR THE ADVANCED PT CLINICAL EDUCATOR

Any physical therapist is eligible for the Advanced Credentialed Clinical Instructor Program with ALL of the following:

A. Current license as a physical therapist.

B. Clinical competence in providing physical therapy services as a physical therapist in the USA and Canada and in accordance with state/province laws and regulations, as authorized by the individual’s direct supervisor.

C. Credentialed Clinical Instructor status.

D. Since receiving the APTA CI Credential has supervised at least 1 student in clinical practice, overseen the supervision of at least 1 student in clinical practice, or have been actively involved in student learning and education.

V. APPLICATION PROCESS

Advanced Credentialed Clinical Instructor Programs are co-sponsored with APTA and consortia, academic institutions, clinical facilities or individual Advanced Credentialed Clinical Trainers. APTA maintains a current list of Advanced Credentialed Clinical Instructor Programs being co-sponsored around the country.

1. To be eligible to attend, all participants must complete and submit, as part of the registration process, the Advanced Credentialed Clinical Instructor Program Participant Dossier, accompanying documentation, and program registration fees to the Advanced Credentialed Clinical Trainer or other designee.

2. Physical Therapist applicants paying the APTA member course fee (see Program Registration Fees policy) must submit evidence of APTA membership.

3. The Advanced Credentialed Clinical Trainer or a designee reviews all documentation to determine the individual’s acceptance into the program based on established criteria (see Eligibility Criteria above).
VI. NOTIFICATION OF ADVANCED CREDENTIALED CLINICAL INSTRUCTOR STATUS

A. The Advanced Credentialed Clinical Trainer will notify the PT participant of the learning outcome of the ACCIP after reviewing the participant’s scoring of his/her Assessment Center responses.

B. A participant who does not earn a passing score on the Assessment Center may seek assistance and clarification of his/her responses and receive remediation with the Advanced Credentialed Clinical Trainer.

C. In a typed and electronic format, the Advanced Credentialed Clinical Trainer submits to APTA’s Clinical Instructor Credentialing staff:

1. Participant Dossiers for each individual who successfully completed the course. Advanced Credentialed Clinical Trainers are responsible for collecting participant dossiers in a typed and electronic format to ensure readability and reduce errors during the data entry and credentialing process.

2. Completed ACCIP Participant Summary Form. This form lists the participants who completed the Didactic Program and Assessment Center and if they are to be awarded Advanced Credentialed Clinical Instructor status and CEUs/contact hours.*

3. An Aggregate Trainer Evaluation that summarizes the participants’ course evaluations. Do not send individual program evaluations; instead, please submit a synopsis of the evaluations that will remain in the Advanced Credentialed Clinical Trainer's file for use in future revisions to the program and for renewal status of the trainer.

4. If there is any financial reconciliation needed, the ACCIP Refund Request Form must be completed. Reconciliation may be needed for participant cancellations that meet the Cancellation/Refund Policy, changes in participants, and/or use or return of any extra manuals ordered.

D. An Advanced Clinical Instructor Credential Certificate and CEU certificates of 1.7 CEUs/contact hours* will be mailed to the PT participant from APTA’s Clinical Instructor Credentialing staff 6-8 weeks after completion of the program and receipt of post-course course materials from the trainer or course sponsor.

E. A PT participant who does not satisfactorily complete the Assessment Center or fails to attend the entire didactic curriculum as part of the program will be notified by the Advanced Credentialed Clinical Trainer that he/she has not met the competencies required and is not being recommended for APTA Advanced CI credentialing. If the participant disagrees, he/she should be referred to the Appeals Process for Denial of Credentialed CI or Trainer Status Policy.

F. The PT participant who does not complete the Advanced Credentialed Clinical Instructor Program and the Assessment Center must re-register and pay the appropriate fee when re-taking the program.

*Please note: Licensees should verify with their state licensing board for acceptance of continuing education units by reviewing the relevant state practice act and/or administrative code. For more information about licensure, visit http://www.apta.org/Licensure/.
ADVANCED CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (ACCIP)

Steps to Organize and Coordinate an ACCIP Course

Prior to Course Start Date

Step 1:
If you are interested in offering an Advanced Credentialed Clinical Instructor Program (ACCIP) course, you will first need to find an Advanced Credentialed Clinical Trainer. A list of Advanced Credentialed Clinical Trainers, organized by state, may be found on APTA’s website. Reach out to one (or some) to discuss the specifics of your upcoming course and decide on a date and location. You will also need to determine the costs associated with your trainer. If desired, Advanced Credentialed Clinical Trainers may request an honorarium of a maximum of $1200 per course. If there are multiple trainers teaching the course, the trainers will determine how the honorarium will be divided. The course sponsor should also cover the trainer’s costs for travel, hotel, food, supplies, and expenses for duplicating materials; these costs are not included in the trainer honorarium.

Step 2:
Once you have decided to offer an ACCIP course, please notify APTA by sending a typed ACCIP Course Announcement Form to accip@apta.org at least 3 months prior to the course. This form may be found on the ACCIP website under the Sponsoring a Course heading. After the form has been submitted, APTA staff will provide additional forms and information to guide you through the process.

Step 3:
Participant registration information should be collected, as per your registration deadline. Completed ACCIP Participant Dossiers (typed and electronic format) should be collected from each registrant as part of your registration process. Trainers may access this form within the ACCIP Trainer Community on the APTA website in the Pre-Course Documents folder.

Step 4:
Complete the ACCIP Manual Order Form and e-mail to accip@apta.org at least 3 weeks prior to the start date of the program. Participant Dossiers should also be submitted at this time. Trainers may access these forms within the ACCIP Trainer Community on the APTA website in the Pre-Course Documents folder. Print a copy of the ACCIP Manual Order Form and send with payment in one envelope to:

Adv. Credentialed Clinical Instructor Program (ACCIP)
American Physical Therapy Association
Postprofessional Credentialing Department
1111 N. Fairfax Street
Alexandria, VA 22314
The ACCIP Manual Order Form, APTA course fees, and Participant Dossiers must be received by APTA by mail at least 3 weeks prior to the start date of the program to ensure that the manuals will arrive within adequate time (please relay this policy to the sponsor if they are responsible for processing the payment). Note: in compliance with Payment Card Industry (PCI) standards, payment information may not be e-mailed or faxed to APTA.

Orders and payments received after the 3 week deadline may be assessed a $100.00 late fee.

The APTA course fee is $100.00 for members and $225.00 for non-members. Payment for the course can be made by each individual registrant or via one lump sum payment. Payment can be made via check or money order payable to APTA or via credit card. Purchase orders are not accepted as a form of payment for the ACCIP.

The order form should include the name of the individual to whom all the course manuals should be shipped, along with their preferred shipping address (street addresses only, NO PO Boxes). The manuals and Advanced CI Credential Pins will be shipped from APTA’s external warehouse to the address provided.

After the Program

Participants who successfully complete the program are awarded their Advanced CI Pin onsite by the trainer, and can expect to receive their ACCIP Certificate and CEU* Certificate up to 8 weeks after the post-course materials have been delivered to APTA.

Please submit the following information to APTA within 2 weeks of course completion:

- **UPDATED ACCIP Manual Order Form**
  As of November 2016, the ACCIP Participant Summary Form is no longer being used. To avoid duplicate data entry, the ACCIP Manual Order Form has been re-designed to serve as the official record of participant attendance. After the course, please confirm each participant’s attendance in the final two columns of your original ACCIP Manual Order Form (“Attended Course” and “Passed Assessment” columns) and email the updated form to accip@apta.org. Also indicate the participants who registered for the course but withdrew or were otherwise unable to participate.

While course sponsors may be the ones to submit program forms to APTA, trainers are ultimately held responsible for pre- and post-course logistics, including document submission. As such, sponsors need to be timely in completing their responsibilities for hosting a course. Trainers, please retain copies of the files listed above for your records and for your future portfolio submission.

To request a refund for course payments, please submit a Refund Request Form. Trainers may access this form within the ACCIP Trainer Community on the APTA website in the Post-Course Documents folder.

**APTA Post-Course Responsibilities**

Once APTA staff have received the post-course materials mentioned above:

- Participant data will be entered into APTA’s Advanced Clinical Instructor database.
Any refunds or credits will also be processed at this time.
CI and CEU* Certificates will be sent to participants within 8 weeks.

*Please note: Licensees should verify with their state licensing board for acceptance of continuing education units by reviewing the relevant state practice act and/or administrative code. For more information about licensure, visit http://www.apta.org/Licensure/.

If you have any questions regarding the content in this document, please contact Clinical Instructor Credentialing staff at accip@apta.org or 800/999-2782, extension 8528.
I. INTRODUCTION

As part of each Advanced Credentialed Clinical Trainer’s responsibility in managing and coordinating the Advanced Credentialed Clinical Instructor Program (ACCIP), there are inherent timelines, documentation, and payments that must be fulfilled. To assist trainers in better managing these responsibilities while continuing to ensure the high quality of the ACCIP, the information below is provided for managing the administrative aspects of the program.

II. PRE-COURSE RESPONSIBILITIES

A. Three Months Prior to Course:

1. Advanced Credentialed Clinical Trainers are to provide APTA’s Clinical Instructor Credentialing staff with a completed ACCIP Course Announcement Form at least 3 months prior to the course start dates.
   
   a. Course Announcement Forms are to be typed and submitted electronically to accip@apta.org. Upon receipt, Advanced Trainers will receive a message of confirmation.
   
   b. Following this timeline allows APTA staff to prepare for ACCIP courses in a timely manner, which will ensure smooth operations.

2. Advertising the APTA Advanced Credentialed Clinical Instructor Program
   
   If course registration is open to the public, APTA’s Clinical Instructor Credentialing staff will advertise ACCIP courses through APTA’s website. Additional advertising done by course sponsors must include the following:

   a. Cancellation/course refund policy: Individuals must cancel their ACCIP registration and request a refund 72 hours prior to the start date of the course and return the ACCIP course manual. The refund amount will be equivalent to the APTA portion of the registration fee only.

   b. CEU policy: Please be aware that neither the Advanced Clinical Instructor Credential nor CEU credit will be awarded to any participant who does not attend the full program. As the course requirements clearly stipulate, individuals must attend all of the program to earn CEUs and the Advanced CI Credential. Licensees should verify with their state licensing board for acceptance of continuing education units by reviewing the relevant state practice act and/or administrative code. For more information about licensure, visit http://www.apta.org/Licensure/.
Four Weeks Prior to Course:

Advanced Credentialed Clinical Trainers are responsible for the following administrative functions related to the delivery of the APTA Advanced Credentialed Clinical Instructor Program:

1. Collecting and screening ACCIP Participant Dossiers to ensure applicants meet eligibility criteria.
   a. Electronic completion of Participant Dossiers is a requirement; handwritten dossiers result in a significantly greater amount of typos in the name and/or address fields and often require correcting, reprinting and resending certificates after the course has concluded.
   b. Participant Dossiers must be submitted prior to the program so that the Advanced Credentialed Clinical Trainer is able to: review the forms, become familiar with the audience, check that the correct payments have been submitted, and ensure that the registrant’s supervisor has signed off on the Participant Dossier, which determines the registrant’s eligibility to attend.

2. Collecting all fees associated with the ACCIP to APTA per the ACCIP Program Fee Policy.

3. Providing participants with all pre-requisite course materials at least 3 weeks in advance of the on-site Advanced CCIP to allow sufficient time to complete the three Professionalism Modules, review the four articles, and to purchase the Guide to PT Practice, if needed.

4. Duplicating all materials required for providing the ACCIP and the Assessment Center.

5. Arranging for persons on-site to adequately cover all stations of the Assessment Center.

B. Three Weeks Prior to Course: Course Manual Orders, Payments, and Participant Dossiers

1. Completed ACCIP Manual Order Forms and Participant Dossiers must be submitted to APTA via email to accip@apta.org at least 3 weeks prior to the course.
   a. Trainers are encouraged to submit a manual order form first before moving forward with payment. This allows staff to review the form, assess any discounts applied for membership or corporate/group employment, and confirm final payment amount due to APTA.
   b. Orders that are received after the 3 week deadline may be assessed a $100.00 late fee to cover rush processing of the order and expedited shipping charges.
   c. Following the 3 week minimum timeline allows APTA staff enough time to process the manual order, confirm payment, ship the manuals from an offsite vendor, and resolve any problems that may arise related to shipping and delivery. This timeline also ensures adequate time to prepare the online participant evaluations.

2. All payments must be submitted by mail and received by APTA no less than 3 weeks prior to the course start date. Enclose a copy of the ACCIP Manual Order Form with payment and mail in one envelope to APTA. For direct routing, mail to the attention of “ACCIP.” To ensure the security of payment information and to be in compliance with Payment Card Industry standards, credit card information may not be emailed or faxed to APTA.
3. In the event of late registrations, extra manuals may be ordered at the nonmember rate. If extra manuals are ordered, payment for each additional manual must be submitted at the time of the order. If extra manuals are not used, they may be returned to APTA after the course for a full refund.

4. It is the responsibility of the Advanced Credentialed Clinical Trainer to ensure that payments are provided **accurately** and **in full** when ordering ACCIP course manuals prior to APTA fulfilling orders in the specified timeline.

5. If the Advanced Credentialed Clinical Trainer decides to allow the sponsor to collect payment, it is still **the trainer’s responsibility** to ensure that orders are correct and submitted as required by the timeline specified.

6. Forms of payment to APTA that are acceptable include credit cards, checks, and money orders. Purchase orders are not an acceptable form of payment.

7. Advanced Credentialed Clinical Trainers have the authority to decide what methods of payment are acceptable for the courses they teach.

### III. POST-COURSE RESPONSIBILITIES

A. **Within two weeks of course completion**, Advanced Credentialed Clinical Trainers are to provide all of the following documentation in a **typed and electronic format** to accip@apta.org for processing. Trainers are held responsible for pre- and post-course logistics, including document submission. As such, sponsors also need to be timely in completing their responsibilities for hosting a course.

1. **Updated ACCIP Manual Order Form.** As of November 2016, the ACCIP Participant Summary Form is no longer being used. To avoid duplicate data entry, the ACCIP Manual Order Form has been re-designed to serve as the official record of participant attendance. After the course, please confirm each participant’s attendance in the final two columns of your original ACCIP Manual Order Form (“Attended Course” and “Passed Assessment” columns) and email the updated form to accip@apta.org. Also indicate any participants who registered for the course but withdrew or were otherwise unable to participate.

2. As of November 2016, participant evaluations are being administered electronically by APTA staff. During the final day of the course, participants will receive an email containing a link to a survey requesting feedback on their ACCIP experience. The survey questions are the exact same items that previously appeared on the paper versions of the ACCIP Participant Program Evaluation forms. Aggregation of the evaluation results will also be conducted by APTA staff. Aggregated results will be sent to Trainers approximately 1 week after the course has ended.

3. If there is any financial reconciliation needed, the **ACCIP Refund Request Form** must be completed. Reconciliation may be needed for participant cancellations that meet the **Cancellation/Refund Policy**, changes in participants, and/or use or return of any extra manuals ordered.
B. File retention

Advanced Credentialed Clinical Trainers are required to retain the following files in paper or electronic format:

1. Updated ACCIP Manual Order Forms and aggregated participant summary evaluations should be retained until the Advanced Credentialed Clinical Trainer has received renewal of their trainer status.

2. CCIP Refund Request Forms should be maintained until the refund has been issued.

3. Assessment Center response forms for individuals who have successfully completed the course should be maintained until APTA issues certificates.

4. Assessment Center response forms for individuals who did not successfully complete the course should be maintained until all appeals are exhausted.

5. Statement of Confidentiality for all individuals who have attempted the Assessment Center should be maintained for 3 months.

When discarding original documents, all items with identifiable information should be shredded.

C. APTA Post-Course Responsibilities

Once APTA staff have received the post-course materials mentioned above:

1. Any refunds or credits will be processed.

2. Advanced CI and CEU Certificates will be sent to participants within 8 weeks.

VII. MINIMUM TIMELINE REQUIREMENTS FOR PROGRAM DOCUMENTATION

<table>
<thead>
<tr>
<th>Task to Complete</th>
<th>Facility-Based Program Format (No Marketing)</th>
<th>Open Program Format (Marketing to External Groups)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to course being held:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disseminate marketing materials</td>
<td>2 months</td>
<td>3-4 months</td>
</tr>
<tr>
<td>Notify APTA of course via ACCIP Course Announcement Form</td>
<td>2 months</td>
<td>3-4 months</td>
</tr>
<tr>
<td>Close course registration</td>
<td>4 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Collect ACCIP Participant Dossiers and finalize all payments</td>
<td>3-4 weeks</td>
<td>3-4 weeks</td>
</tr>
<tr>
<td>Send completed ACCIP Manual Order Form, payment(s), and Participant Dossiers to APTA</td>
<td>3 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Manuals mailed to location specified on ACCIP Manual Order Form</td>
<td>1-2 weeks</td>
<td>1-2 weeks</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td><strong>Upon completion of course:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send updated ACCIP Manual Order Form (with final two columns completed)</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>APTA staff will send aggregated participant evaluations to trainers</td>
<td>1 week</td>
<td>1 week</td>
</tr>
</tbody>
</table>

VIII. PAYMENT OPTIONS WITH IMPLICATIONS

<table>
<thead>
<tr>
<th>Payment Options</th>
<th>Processing</th>
<th>Potential Problems/Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acceptable Methods of Payment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card</td>
<td>Submit by 3 week deadline</td>
<td>Credit card declined; trainer must go back to let the person know they are not enrolled in the course, unless an alternative payment option is provided.</td>
</tr>
</tbody>
</table>
| Checks/Money Orders | Submit by 3 week deadline | **Potential problems:** 1) Amount paid is incorrect due to a calculation error, error in category of payment (member vs. non-member), or group discount. 2) Check may not clear bank processing. 3) Check not payable to APTA.  
**Implications:** 1) $100 late fee may be added to total due to cover expedited processing and rush shipping. 2) Processing of certificates may be delayed until amount due is paid in full. |
<p>| Corporate Fees (either check or credit card) | Submit by 3 week deadline | When not submitted in time, the participant needs to provide his/her own payment and then get reimbursed by the corporation. |</p>
<table>
<thead>
<tr>
<th><strong>Unacceptable Method of Payment</strong></th>
<th><strong>This option is NOT acceptable as payment for the ACCIP</strong></th>
<th>Delays routinely occurred well beyond the date the ACCIP course was offered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Orders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at accip@apta.org or 800/999-2782, extension 8528.
I. STANDARD COURSE FEES

Included, as part of the sponsoring organization’s course registration, is APTA’s fee of $100.00 for members and $225.00 for non-members.

The purpose of this fee is to cover the cost of producing and mailing the ACCIP course manual, ACCIP pin, APTA Advanced Clinical Instructor Credential Certificate, CEU Certificate, and registry in an APTA database of Advanced Credentialed Clinical Instructors for Physical Therapists.

II. INTERNATIONAL PARTNERS PROGRAM

APTA offers an International Partners Program for $50 that entitles a Canadian physical therapist/physiotherapist to access all of the APTA member information on APTA’s website as well as reduced costs on conferences, courses, and more. If an ACCE or CI joins the International Partners Program, they will pay the APTA member fee of $100.00 plus the same additional costs required by the host/sponsor site.

III. CANCELLATION/REFUND POLICY

It is mandatory that all registration materials for the ACCIP include the following refund policy in writing:

Individuals must cancel their ACCIP registration and request a refund 72 hours prior to the start date of the course and return the ACCIP course manual. The refund amount will be equivalent to the APTA portion of the course fee only.

IV. ESTABLISHING TOTAL COURSE COSTS FOR PARTICIPANTS

The total course cost should be established by the sponsoring organization. In addition to APTA fees, the sponsor may charge additional fees to cover course related expenses.

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at accip@apta.org or 800/999-2782, extension 8528.
ADVANCED CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (ACCIP)

Course Refund Policy

It is mandatory that all ACCIP registration materials include the program refund policy in writing. The refund policy is as follows:

Individuals must cancel their ACCIP registration and request a refund 72 hours prior to the start date of the course and return the ACCIP course manual. The refund amount will be equivalent to the APTA portion of the registration fee only.

Refunds:

- Refunds will be issued once the updated ACCIP Manual Order Form (with final two columns completed) is returned to APTA after completion of the course.

- Refunds will be issued in the same method as the original payment was received by APTA – either via check or a credit issued to the original credit card – and issued to the original payer.

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at accip@apta.org or 800/999-2782, extension 8528.
Advanced
Credentialed Clinical Trainer
Policies
I. PROGRAM DESCRIPTION

A. The Advanced Credentialed Clinical Instructor Program (ACCIP) Trainer Course is designed to prepare physical therapists who are Credentialed Clinical Trainers to teach and administer the Advanced Credentialed Clinical Instructor Program. Only physical therapist Credentialed Clinical Trainers, who have successfully passed the ACCIP Trainer Course, can teach the Advanced Credentialed Clinical Instructor Program.

B. APTA’s ACCIP Trainer course is a 2-day instructional course established for the purpose of training Credentialed Trainers to provide the voluntary APTA Advanced Credentialed Clinical Instructor Program. Training is based on adult and active experiential case-based learning approaches and focuses on the participant’s ability to teach a valid and reliable curriculum to others. It is presumed that physical therapist Credentialed Trainers will have a command of didactic content related to professionalism, clinical reasoning, documentation, evidence-based practice and technology, Guide to Physical Therapist Practice, and advanced clinical teaching upon entering this course. By the end of this course, participants will be expected to demonstrate competency in teaching content contained within the Advanced Credentialed Clinical Instructor Program and to satisfactorily manage the Assessment Center. In addition, participants will be expected to competently teach selected content by integrating active teaching strategies to different levels of learners and to demonstrate the ability to independently conduct the APTA Advanced Credentialed Clinical Instructor Program.

C. Outcomes of the ACCIP Trainer course are measured through self-assessment and evaluation by course faculty. Only Advanced Credentialed Clinical Trainers may serve as faculty to teach the ACCIP Trainer course. Faculty evaluations include assessment of the participant’s performance in multiple dimensions as observed throughout the course and overall recommendations provided by faculty regarding successful attainment of the course criteria. The Credentialed Clinical Instructor Program Advisory Work Group (CCIW) makes the final decision regarding the awarding of Advanced Clinical Trainer credentials by determining if the participant has successfully met the criteria to be awarded Advanced Credentialed Clinical Trainer status based on faculty evaluations, ability of candidates to accurately self-assess, and the attainment of performance criteria.

1. ACCIP Trainer courses can only be provided by APTA Advanced Credentialed Clinical Trainer.

2. Faculty members are required to make recommendations regarding candidates’ performance for Advanced Credential Clinical Trainer status to the CCIW. Faculty members provide feedback and input into the final performance appraisal for candidates completing the course and are also responsible for providing individual feedback to candidates during a designated time for debriefing.

3. CCIW-approved candidates will receive a certificate from APTA indicating their status as an Advanced Credentialed Clinical Trainer for a period of 5 years.
II. ADVANCED CREDENTIALED CLINICAL TRAINER BENEFITS

The benefits to the individual, his/her employer, and the profession by becoming an Advanced Credentialed Clinical Trainer include:

A. Support for career enhancement in areas such as promotion, tenure, educational advancement, and career ladder advancement.

B. National recognition as both an Advanced Credentialed Clinical Trainer and an Advanced Credentialed Clinical Instructor.

C. Listing in a national database of Advanced Credentialed Clinical Trainers to provide the voluntary APTA Advanced Credentialed Clinical Instructor Program.

D. Access to trainer resources posted to the password protected ACCIP trainer online community managed by APTA’s Clinical Instructor Credentialing staff.

E. Support from APTA’s Clinical Instructor Credentialing staff to assist Advanced Credentialed Clinical Trainers in finding partners, where feasible, to co-teach the voluntary APTA Advanced Credentialed Clinical Instructor Program.

F. Opportunities to network with other Advanced Credentialed Clinical Trainers through an annual Credentialed Clinical Trainer Education Update and Recognition Forum at Combined Sections Meeting.

G. Opportunity, if desired, to receive an honoraria for services (in addition to travel, hotel, food, supplies, and expenses for duplicating materials, if applicable), of a maximum of $1200 per program. If there are multiple trainers teaching the program, the trainers will determine how the honorarium will be divided. Trainers are eligible to receive this honorarium for each course.

   1. The particular fee was set to provide a mechanism for the Advanced Credentialed Trainer to be able to pay to maintain APTA National, Chapter, and Education Section dues to continue to meet one of the eligibility requirements to maintain status as an Advanced Credentialed Clinical Trainer.

   2. The only exception to the above honoraria is when the Advanced Credentialed Trainer teaches the Advanced Credentialed Clinical Instructor Program as a part of an institution’s academic program (i.e., Transition DPT). Under this circumstance, the Advanced Credentialed Trainer has the latitude to negotiate remuneration for teaching services consistent with other adjunct faculty associated with that institution. Thus, the Advanced Trainer is not to be constrained by the $1200 limit which is the maximum honoraria that the Advanced Trainer can received when the program is taught as a continuing education model (for CEUs/contact hours) rather than for academic course credit.

III. ELIGIBILITY CRITERIA FOR APPLYING FOR THE ACCIP TRAINER COURSE

Regardless of the applicant’s current position or title, he/she must demonstrate evidence of ALL of the following:
A. Status as a physical therapist as evidenced by current documentation that meets state/province regulations to provide physical therapy services as a physical therapist.

B. Current membership in APTA or International Partners Program.

C. APTA Credentialed Clinical Trainer for a minimum of 3 years and successfully having completed one portfolio renewal without conditional status.

D. APTA Advanced Credentialed Clinical Instructor status.

E. Commitment and willingness to provide ongoing training of clinical educators for a minimum of 5 years.

F. Completion of application materials by the stated deadline to include all of the following:
   1. Advanced Applicant Dossier.
   2. Self-assessment form completed by the applicant.

IV. APPLICATION PROCESS FOR THE ACCIP TRAINER COURSE

A. Coordination of the application process, courses, and credentialing is managed by APTA’s Clinical Instructor Credentialing staff.

B. A call for applicants is made available, based on need for new Advanced Credentialed Clinical Trainers and budget considerations, via an e-mail to all eligible Credentialed Trainers.

C. Applicants are required to submit completed documentation to APTA’s Clinical Instructor Credentialing staff by specified deadlines.

V. APPLICATION DECISION-MAKING PROCESS

A. Each trainer application is reviewed by all members of the CCIW and rated for acceptance according to specific, weighted criteria established by the CCIW. The criteria include all of the following:

   1. Fulfillment of eligibility requirements.
   2. Current employment setting.
   3. Consideration of geographical region.
   5. Applicant’s self-assessment.
   6. Decision making process may be influenced by the need for trainers in a specific credentialing program.
B. Rating decisions by the panel for inviting applicants to participate in the ACCIP Trainer course may be designated as “highly recommend,” “recommend,” “recommend with reservations,” or “not recommend” and include comments that substantiate their ratings.

C. Ratings must be congruent between panel members for an invitation to be extended to an applicant, or for denial to occur.

D. In all cases, applicants are notified in writing of the panel’s decision by APTA’s Clinical Instructor Credentialing staff.

1. Approved applicants are scheduled for a course by APTA and provided with all course materials, including a Covenant. The course registration fee is due prior to the course.

2. Applicants who are not recommended to attend the ACCIP Trainer course are notified in writing, by APTA’s Clinical Instructor Credentialing staff on behalf of the CCIW, indicating the reasons for not inviting the individual at this time based on their application and other circumstances including space availability. Applicants may choose to reapply for a subsequent course offering.

VI. CREDENTIALING DECISIONS OF THE CCIW

A. Faculty members meet to discuss participants’ performance during the course and agree upon performance ratings based on the observations of all faculty members. Participant ratings on each of the criteria listed above must achieve a score of “adequate” (4 points on a 7-point scale) or above to be considered for Advanced Credential Clinical Trainer status. Participant self-assessments will be considered as part of the evaluation process.

B. Following each ACCIP Trainer course, course faculty provide the following to APTA’s Clinical Instructor Credentialing staff, who then present this information to the CCIW:

1. Participant self-assessments with developmental action plan.

2. Faculty assessment of the participant’s performance on the following rated criteria: participant’s comfort with the content, confidence in the delivery of the content, and readiness to independently organize and deliver the entire Advanced Credentialed Clinical Instructor Program.

C. Decisions of the CCIW from the review of the participant’s performance assessments for the ACCIP Trainer course are as follows:

1. Participant is approved for Advanced Credentialed Clinical Trainer status.
   a) The participant is notified and listed in the APTA database of Advanced Credentialed Clinical Trainers, with all associated benefits and responsibilities.
   b) Advanced Credentialed Clinical Trainer will receive a certificate from APTA.
   c) The CCIW may prescribe, on a case-by-case basis, remediation to achieve the criteria prior to awarding Advanced Credentialed Clinical Trainer status.
2. Participant is NOT approved for Advanced Credentialed Clinical Trainer status.
   
a) The CCIW notifies the participant that they have not successfully met the criteria for earning Advanced Credentialed Trainer status. The participant may appeal this decision in writing within 30 days following notification of Advanced Trainer status and provide a suggested, written plan for remediation to address deficits identified during the ACCIP Trainer course.

b) The individual has the option to repeat the course at full cost. The decision to reapply for a subsequent ACCIP Trainer course is left to the candidate and should be attempted only after improved teaching performance and content mastery after receipt of feedback after the course.

D. Candidates participating in the ACCIP Trainer Course are not eligible to teach the Advanced CCIP prior to notification of receiving their Advanced Clinical Trainer Credential following the review by the CCIW.

VII. ELIGIBILITY FOR ADVANCED CREDENTIALED CLINICAL TRAINER RENEWAL

A. For those Advanced Credentialed Clinical Trainers teaching only the Advanced CCIP to be eligible for renewal they must complete ALL of the following:

1. Provide, independently or team-teach, a minimum of 3 voluntary APTA Advanced Credentialed Clinical Instructor Programs within the 5 years of initial Advanced Clinical Trainer credentialing or Advanced Clinical Trainer credential renewal. There is no required minimum number of participants that the Advanced Credentialed Clinical Trainer must teach during this timeframe.

2. Independently teach all 5 sections of the Advanced CCIP didactic curriculum and coordinate and manage the Assessment Center (e.g., providing participant directions, answering questions, ensuring participants move through the stations, assisting participants with the review of their scoring) within a 5 year time period.

3. Consent to a minimum of a 5 year commitment to providing the Advanced Credentialed Clinical Instructor Program.

4. Maintain membership in APTA or International Partners Program.

5. Maintain access to a viable mechanism of support (e.g., consortia, academic institution, employer/clinical facility, Area Health Education Center [AHEC], other) to provide Advanced Credentialed Clinical Instructor Programs.

6. Complete the Trainer Renewal Portfolio in year 5 following the awarding of the Advanced Credentialed Clinical Trainer status.

7. Commitment to give evidence that all renewal criteria have been successfully met (See Process for Renewal of Advanced Credentialed Clinical Trainer Status).

8. Ability to manage administrative aspects within specified time frames using proper documentation and forms.
B. For those Advanced Credentialed Clinical Trainers teaching both the CCIP and the Advanced CCIP to be eligible for renewal they must complete ALL of the following:

1. Provide, independently or team-teach, a minimum of 5 APTA Credentialed Clinical Instructor Programs to a minimum of 50 persons within 5 years of initial Advanced Clinical Trainer credentialing or Advanced Clinical Trainer credential renewal. The trainer must teach: a) at least 2 CCIP courses, b) at least 2 Advanced CCIP courses, and c) the remaining course(s) may be either CCIP or Advanced CCIP.

2. Independently teach all 6 sections of the CCIP and all 5 sections of the Advanced CCIP and manage both Assessment Centers.

3. Consent to a minimum of a 5 year commitment to teach both the CCIP and the Advanced CCIP.

4. Maintain membership in APTA or International Partners Program.

5. Maintain access to a viable mechanism of support (e.g., consortia, academic institution, employer/clinical facility, Area Health Education Center [AHEC], other) to provide both the CCIP and Advanced CCIP.

6. Complete the Trainer Renewal Portfolio in year 5 following the awarding of the Advanced Credentialed Clinical Trainer status.

7. Commitment to give evidence that all renewal criteria have been successfully met.

8. Ability to manage administrative aspects of both the CCIP and the Advanced CCIP with specified time frames, using proper documentation and forms.

VIII. PROCESS FOR RENEWAL OF ADVANCED CREDENTIALED CLINICAL TRAINER STATUS

A. Advanced Credentialed Clinical Trainer will have fulfilled all administrative responsibilities as delineated in the Administrative Aspects of the Advanced Credentialed Clinical Instructor Program.

B. Every 5 years the Advanced Credentialed Clinical Trainer will complete ALL of the following:

1. Review and sign a new covenant.

2. Submit a Trainer Renewal Portfolio to APTA via email by at least 4 weeks prior to the summer CCIW meeting of the renewal year. The deadline for trainer renewal portfolio submissions will be communicated by January 15 of that year. Trainer renewal portfolios shall include documentation to evidence ALL of the following:

   a) Teaching of all 5 sections of Advanced CCIP didactic curriculum (for those teaching both programs, teaching all 6 sections of the CCIP and all 5 sections of the Advanced CCIP).

   b) Coordination and Management of the Assessment Center (for those teaching both programs, managing both CCIP and Advanced CCIP Assessment Centers).
c) Compilation of aggregate data on Advanced Credentialed Clinical Instructor Programs provided (for those teaching both programs, aggregate data for all CCIP and Advanced CCIP programs provided).

d) Meeting the responsibilities of the Advanced Credentialed Clinical Trainer.

e) Provide any additional learning experiences that enhanced his or her capabilities as an Advanced Credentialed Clinical Trainer.

f) Indicate their willingness to continue providing the APTA Advanced Credentialed Clinical Instructor Program at least 3 times for an additional 5 years (for those teaching both programs, providing a minimum of 5 courses to a minimum of 50 persons for an additional 5 years).

3) A late fee of $100.00 will be assessed for any trainer renewal portfolio that is received past the deadline.

IX. ADVANCED CREDENTIALED CLINICAL TRAINER RENEWAL DECISIONS OF THE CCIW

A. The CCIW will review the Advanced Clinical Trainer’s portfolio to determine if the individual has met the competencies for Advanced Credentialed Clinical Trainer renewal.

B. The CCIW will review Advanced Credentialed Clinical Instructor Program participants’ course evaluation in the aggregate as compiled by the Advanced Credentialed Clinical Trainer.

C. Outcomes of the CCIW review of Advanced Clinical Trainers for renewal are as follows:

1. The Advanced Clinical Trainer is renewed for an additional 5 years.

   a) The Advanced Clinical Trainer is notified of the decision for renewal as an Advanced Credentialed Clinical Trainer for another 5 years within 3 weeks after the CCIW has met to review all documentation.

   b) The Advanced Clinical Trainer is retained in the APTA database of Advanced Credentialed Clinical Trainers, with all associated benefits and responsibilities.

   c) The Advanced Clinical Trainer will be mailed a certificate awarding Advanced credentialing status for another 5 years.

2. The Advanced Clinical Trainer is not approved for renewal status.

   a) Advanced Clinical Trainer is notified that Advanced Credentialed Clinical Trainer status has been revoked within 3 weeks after the CCIW has met to review all documentation.

   b) Advanced Clinical Trainers who want to be reconsidered must follow the Process for Reinstatement Following Revocation of Advanced Clinical Trainer Credential.
3. The Advanced Clinical Trainer is awarded a “conditional renewal.”

a) The CCIW, may, at its discretion, provide the Advanced Clinical Trainer with a “conditional renewal” if the Advanced Clinical Trainer has not met all of the renewal criteria due to extenuating circumstances. Specific conditions will be identified by the CCIW in writing that the Advanced Clinical Trainer must meet within a specified time period. If those conditions are not met within the parameters provided, then the Advanced Trainer Credential shall be revoked.

b) The Advanced Clinical Trainer will be issued a new Advanced Credentialed Clinical Trainer certificate for a period of 6 months to fulfill the conditions that are specified at the time of awarding a “conditional renewal.” During this period of time the Advanced Trainer will be required to schedule a program to meet the condition(s), submit the relevant written documentation to demonstrate that the specified condition(s) have been met including program evaluation(s), and to permit time for the CCIW review to review and discuss the documentation to determine Advanced Credential Clinical Trainer status.

c) The CCIW will review written documentation provided by the Advanced Clinical Trainer by a date specified in the conditional renewal. The Advanced Trainer will identify specifically how he or she has met the conditions specified by the “conditional renewal.” Following a review of the Advanced Clinical Trainer’s written documentation within 60 days of submission:

1. If the CCIW finds that the individual has met the conditions as established by the conditional renewal then the Advanced Clinical Trainer will be issued another Advanced Credentialed Clinical Trainer certificate for an additional 4.5 years to complete the 5 year cycle.

2. If the CCIW finds that the individual has not met the conditions as established in the conditional renewal, then the Advanced credential will expire on the 6 month date indicated on the conditional renewal certificate. At that time, the Advanced Clinical Trainer can no longer provide the Advanced Credentialed Clinical Instructor program.

3. If the Advanced Clinical Trainer elects not to fulfill the conditions as specified in the conditional renewal or delays in submitting documentation, then the Advanced credential will expire on the 6 month date indicated on the conditional renewal certificate. At that time, the Advanced Clinical Trainer can no longer provide the Advanced Credentialed Clinical Instructor Program until such time as written documentation is submitted and a formal review is provided by the CCIW.

4. During the conditional renewal process (60 days) by the CCIW, the Advanced Trainer is not entitled to schedule or teach the Advanced Credentialed Clinical Instructor Program until final disposition of his/her credential status has been determined by the CCIW.

5. Conditions that are fulfilled as a result of the conditional renewal status cannot be applied to future portfolio renewal documentation.
D. The CCIW reserves the right to review an Advanced Credentialed Clinical Trainer mid-renewal cycle.

* Anything **bolded** in this document references an item of importance or a policy or form that can be found elsewhere.

If you have any questions regarding the content in this document, please contact Clinical Instructor Credentialing staff at accip@apta.org or 800/999-2782, extension 8528.
ADVANCED CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (ACCIP)

Revocation of Advanced Credentialed Clinical Trainer Status

The Credentialed Clinical Instructor Program Advisory Work Group (CCIW) reserves the authority to revoke the active status of an Advanced Credentialed Clinical Trainer, pending a review of relevant information and a group consensus. Any trainer whose status is in question will be made aware of the situation and asked to provide his or her perspective as an important part of the review process.

Conditions which mandate the revocation of an individual’s status as an Advanced Credentialed Clinical Trainer include the following:

- The individual fails to maintain APTA membership. Canadian trainers must maintain participation in APTA’s International Partners Program.

- The individual fails to meet part of the renewal commitment requirements.

- The participant evaluations of the individual’s performance at 2 or more courses are sufficiently adverse, in the judgment of the CCIW, to compel the conclusion that the individual has not satisfactorily demonstrated mastery of presentation and content of the Advanced Credentialed Clinical Instructor Program (i.e., presentation scores with more than 50% below “above average” category).

- The CCIW determines (after giving the individual notice and an opportunity to respond to any adverse evidence) that the individual engaged in fraud, misrepresentation, or other irregular behavior in attaining the status of an Advanced Credentialed Clinical Trainer or in carrying out responsibilities in connection with the credentialing of Advanced clinical instructors.

- The individual fails to complete the Advanced renewal portfolio, or voluntarily surrenders his/her Advanced Clinical Trainer credential status.

Additionally, the CCIW may revoke an individual’s status as an Advanced Credentialed Clinical Trainer if reliable evidence indicates that a state licensing authority has taken licensing action against this individual.

Advanced Credentialed Clinical Trainer status may also be revoked if the CCIW determines that an individual has plead guilty or nolo contendere to a charge involving a serious crime (i.e., one classified as a felony or punishable by imprisonment for 6 months or more) substantially related to the qualifications, functions, or duties of a physical therapist, has been found guilty of such a crime after a trial, or has been convicted of such a crime.

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at accip@apta.org or 800/999-2782, extension 8528.
ADVANCED CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (ACCIP)

Appeals Process for Denial of Advanced Credentialed Clinical Instructor or Trainer Status

I. PROCEDURE FOR REVIEW OF ADVANCED CREDENTIALING DENIALS—JURISDICTION OF CREDENTIALED CLINICAL INSTRUCTOR PROGRAM ADVISORY WORK GROUP (CCIW)

A. Credentialing decisions are based on a candidate’s performance during prescribed education programs:

1. Participants of the Advanced Credentialed Clinical Instructor Program (ACCIP) are recommended for Advanced Clinical Instructor credentialing by Advanced Credentialed Clinical Trainers based on their performance and successful completion of the Assessment Center.

2. Participants of the ACCIP Trainer Course are credentialed as Advanced Clinical Trainers by the CCIW based on faculty evaluations and recommendations, with consideration of participants’ self-assessments.

B. The candidate must make appeals for denial of Advanced Credentialing in writing to the CCIW within 30 days of notification of the denial. The written request for reconsideration must specify the grounds on which the reconsideration is based and the specific remedy requested.

1. The chair of the CCIW will review the request, including any additional information provided by the candidate.

2. The Chair will seek input from the Advanced Trainer(s)/Faculty who taught the course.

3. The Chair will present the request for reconsideration and pertinent information to the CCIW.

4. The CCIW will review the request for reconsideration and will notify the candidate with the results within 60 days of receipt of the request for reconsideration.

5. Following this process, there is no further appeal mechanism.

II. PROCEDURE FOR REVIEW OF CONSUMER GRIEVANCE

A. Any individual who provides in writing a grievance or concern regarding any aspect of the Advanced Credentialed Clinical Instructor Program and/or the Advanced Trainer process will be reviewed by the CCIW within 60 days of the receipt of the grievance. The process to be used in responding to this grievance is as follows:

1. Complaints must be submitted in writing to the CCIW.

2. CCIW will review and discuss the complaint within 60 days.
3. CCIW will investigate the facts of the complaint to clarify the issues of all parties involved.

4. Staff will consult APTA legal counsel regarding any legal issues that may be associated with the grievance.

5. Based on the facts of the grievance and consultation of legal counsel the CCIW will render a decision on a case-by-case basis and provide a written response to the individual who filed the grievance.

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at accip@apta.org or 800/999-2782, extension 8528.
The Credentialed Clinical Instructor Work Group (CCIW) reserves the authority to reinstate the active status of an Advanced Credentialed Clinical Trainer, pending a review of relevant information and a group consensus. Trainer reinstatements will be issued for a 3 year term, after which the Advanced Credentialed Clinical Trainer will return to a 5 year renewal cycle.

I. An individual whose status as an Advanced Credentialed Clinical Trainer was revoked for failure to maintain membership in the APTA may petition the CCIW for reinstatement upon rejoining the APTA. The CCIW shall grant the petition upon satisfying itself that this individual is a member of APTA.

II. An individual whose status as an Advanced Credentialed Clinical Trainer was revoked for failure to meet the portfolio commitment requirements; who fails to complete a portfolio renewal; or voluntarily surrenders their credentialed trainer status may petition the CCIW for reinstatement by detailing the circumstances of his/her lapse in teaching or decreased enrollment with a plan to remedy both situations. The CCIW will determine on a case-by-case basis whether the Advanced Clinical Trainer may continue to provide the Advanced Credentialed Clinical Instructor Program (ACCIP) and will specify the conditions and circumstances that the individual must meet in order to be reinstated.

Petition for the CCIW must include an explanation of the deficits listed above, including specific reasons why the individual was unable to meet the established performance criteria for acceptable portfolio renewal requirements or why the portfolio was not submitted.

A. With respect to the Petition for Reinstatement as an Advanced Credentialed Clinical Trainer, correspondence must include a comprehensive plan that specifically delineates how the individual will successfully meet the expected performance criteria for the next renewal period to meet the renewal requirements.

B. The individual will resubmit a current portfolio completing those sections that are applicable. Thus, for persons who have not been able to provide ACCIP courses during the initial credential or renewal period, Parts I and III will be completed. For persons who have been able to complete a portion of the criteria, Parts I, II and III are to be completed with current information. The CCIW will review the portfolio focusing on the individual’s goals, ongoing professional development in clinical education, and any other related aspects to assist in the decision making process.

C. Upon receipt of this information, members of the CCIW will review the correspondence and portfolio documentation to make a status decision regarding reinstatement of the applicant and the conditions that are to be met if reinstatement is to be awarded to include:
1. Issuing of the Advanced Credentialed Clinical Trainer certificate and the dates for which the individual has been renewed. In the case where the individual might be penalized for remaining within the prior scheduled renewal period, the dates for credential renewal will move forward providing additional time for the individual to be able to meet the criteria.

2. Requiring that the first time that the individual provides the program it will be co-taught with another active Advanced Credentialed Clinical Trainer. This will allow the individual to be supported, updated on any changes or documentation, and to share ideas and obtain feedback from another Advanced Credentialed Trainer who has been current in providing the ACCIP.

3. Option of asking the individual to audit the next available ACCIP Trainer course if deemed necessary to ensure currency and competence.

D. An individual whose Advanced Credentialed Clinical Trainer status has lapsed or who has voluntarily elected not to submit portfolio documentation, will be permitted only one opportunity to seek reinstatement as an Advanced Credentialed Clinical Trainer from the CCIW.

III. An individual who fails to maintain mastery of both content and the presentation of the ACCIP, which includes aggregate presentation scores with more than 50% below the “above average” category as supported by participant comments including but not limited to lack of familiarity with the material, inability to answer questions, inability to adequately cover the material in the allotted time, or changing the content or sequence must complete ALL of the following:

A. Petition the CCIW, explaining the deficits listed above.

B. Describe a plan to remediate the deficits that includes an estimated time for remediation. Remediation may include but is not limited to:
   1. Repeating the ACCIP Trainer course at the Advanced Clinical Trainer’s expense;
   2. Co-teaching with an Advanced Credentialed Clinical Trainer willing to mentor those sections of the course that have been critiqued for delivery issues;
   3. Mentoring and assessment by an Advanced Credentialed Clinical Trainer for active teaching techniques;
   4. Submission of letters of support in relation to remediation plans;
   5. Other specific requirements as determined by the CCIW.

IV. An individual whose status as an Advanced Credentialed Clinical Trainer was revoked on account of fraud, misrepresentation, or irregular behavior may petition the CCIW for reinstatement. The CCIW may grant such a petition if it determines that doing so would be in the best interest of the profession.
V. An individual whose status as an Advanced Credentialed Clinical Trainer was revoked on account of licensing action by state authorities or evidence of his/her commission of a serious crime may petition the CCIW for reinstatement. The CCIW may grant such a petition if it determines that doing so would be in the best interest of the profession.

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at accip@apta.org or 800/999-2782, extension 8528.
Credentialed Clinical Instructor
Program Advisory Work Group (CCIW)
Information
I. MISSION OF THE CREDENTIALED CLINICAL INSTRUCTOR PROGRAM ADVISORY WORK GROUP (CCIW)

The mission of the CCIW is to enhance the education of physical therapist and physical therapist assistant students through comprehensive, valid, and reliable education and credentialing of clinical instructors (CIs), and to further the professional development of clinical educators.

II. GOALS FOR THE CREDENTIALED CLINICAL INSTRUCTOR PROGRAM

A. Provide CI education to the broadest possible audience with intent of credentialing 100,000 physical therapy CIs by the year 2025.

B. Expand the use of technology in support of the American Physical Therapy Association’s (APTA) Credentialed Clinical Instructor Program.

C. Consider initiatives related to clinical education that expand the body of knowledge of and training in clinical education.

D. Forecast trends in clinical education and propose the development of credentialing or other voluntary professional development activities, which will enhance the education of PT and PTA students, and further the professional development of clinical educators.

E. Encourage collaboration with other health professions to advance clinical teaching.

III. PURPOSE OF THE CCIW

The purpose of the CCIW is to provide programmatic policy oversight and maintenance for the basic and advanced levels of APTA’s Credentialed Clinical Instructor Program (CCIP). Primary responsibilities include review of program policies, trainer applications, and trainer renewals, maintenance of CCIP and Advanced CCIP curricula, and formation of subgroups as needed when work is deemed necessary but beyond the scope of routine or standard work group responsibilities.

IV. CONFIDENTIALITY STATEMENT

All members involved in the Credentialed Clinical Instructor Program, Advanced Credentialed Clinical Instructor Program, Trainer Course, and the CCIW commit to holding confidential all personal information encountered about participants during the process. This includes information on candidate applications and portfolio reviews, as well as all information related to participants’ performance during an individual program or course.
CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (CCIP)

CCIP Advisory Work Group Structure and Guidelines

The CCIP Advisory Work Group (CCIW) exists to provide programmatic policy oversight and maintenance for the level I and advanced level of APTA’s Credentialed Clinical Instructor Program.

STRUCTURE

The work group is composed of 9 individuals, each of whom is a credentialed level I trainer of the CCIP, has accrued at least 3 years of service in this role, and has renewed his or her trainer credential at least once. Each member agrees to a term of service lasting 3 years, with service terms staggered to reflect 3 levels of experience (tenure) on the CCIW. Each year the 3 most senior trainers will complete their term of service and relinquish their responsibilities to 3 new members. This approach ensures continuity within the work group while promoting involvement of new members.

Procedural and content differences between the level I and advanced courses require that at least 1 member of each tenure be a credentialed trainer of the advanced course as well as level I. This approach ensures that at least 3 advanced course trainers are available to provide expertise and insight in service as part of the work group.

The work group’s activities will be coordinated by a chair, who is selected by staff from among the group’s members and who must have a minimum of 1 year of group experience to qualify. This individual’s 3-year CCIW trajectory is as follows: serve as a work group member during the first year; serve as chair during the second year; and serve as immediate past chair during the third year. This third year will allow the immediate past chair to mentor the next chair. Working in conjunction with APTA staff, the chair will be responsible for setting agenda items, facilitating group discussions, determining and assigning individual responsibilities, and providing general leadership and direction.

TERM OF SERVICE

Serving as a member of the work group requires commitment to a term of service lasting 3 years, beginning on July 1 and ending on June 30. Once a trainer has completed his or her term of service, he or she may choose to reapply for additional terms of service and will be considered eligible for reappointment.

ELIGIBILITY

Trainers interested in serving on the work group must have accrued at least 3 years of experience in teaching level I credentialing courses and renewed his or her trainer credential at least once in order to be eligible. Advanced trainer credentialing is not a prerequisite, but may serve as an important consideration as part of the application review process. Additional factors that may influence
consideration include but are not limited to prior service with other association work groups, committees or task forces as well as involvement with the association’s component or national leadership.

All trainers who meet the specified prerequisite requirements and who have an interest in serving on the work group are encouraged to apply. The deadline for applications is typically in mid-April. Following a 1 month review period, successful candidates will be notified no later than May 31.

Per APTA policy, selection to the work group is at the discretion of APTA staff.

**TASKS AND EXPECTATIONS**

The work group’s primary responsibilities include the following:

- **Policy Review:** The work group is responsible for the maintenance of program policies and review of relevant procedural guidelines. This includes updating and revising formal program documentation to reflect adjustments as necessary. The policy review process takes place on an annual basis, with any changes being put into effect July 1.
  - When required, the work group will preside over issues, conflicts or questions relating specifically to the interpretation and/or implementation of program policy. Actionable recommendations shall be decided upon and provided to staff by means of individual ballot. In such cases the chair shall not possess a vote, except in the event of a 4/4 tie, in which case he or she will issue the tie-breaking ballot.

- **Trainer Renewal:** Implement the review process necessary for credentialed trainers to renew their active status and conduct assessments of individual renewal applications, providing recommendations accordingly.

- **Trainer Applications:** Review and assess applications to the CCIP and ACCIP trainer courses, based on candidate qualifications and with concurrent consideration of the needs of the program. Review and assess evaluations of those completing the CCIP and ACCIP trainer courses, awarding credentialed trainer status to those who successfully meet the criteria.

- **Curriculum Maintenance:** Periodically review, assess, and determine appropriate changes to the CCIP and Advanced CCIP curricula.

- **Sub groups:** When necessary, sub groups may be formed to conduct work that is deemed necessary but beyond the scope of routine or standard work group responsibilities. Sub group membership will be at the discretion of APTA staff but will subsequently fall under the guidance of the work group. Each sub group will be led by a member of the work group who will serve as a liaison between the 2 groups and as chair for the sub group.

**MEETINGS**

The work group meets on a monthly basis via conference call for 1 ½ hours, and in person at APTA Headquarters for 2 days in July. The work group will meet on as needed basis at Combined Sections Meeting.

If you have any questions regarding the content in this document, please contact Clinical Instructor Credentialing staff at ccip@apta.org or 800/999-2782, extension 8528.
Glossary of Terms
Glossary of Terms

Academic Coordinator/Director of Clinical Education (ACCE/DCE) – Person employed by the academic institution responsible for maintaining the affiliation contract between the academic program and the clinical site. This individual reviews student performance evaluations from clinical instructors and assigns a grade for the course. Also acts as a resource for clinical instructors and sites for problem-solving with students and training clinical instructors. The ACCE/DCE may also teach in the educational program’s classroom setting. (ie, academic faculty, classroom instructor, academic program director, etc.) Note: In some models, faculty may also serve as clinical instructors (ie, nursing, dental, and medical models).

Advanced Credentialed Clinical Instructor – This physical therapist has completed the Advanced Credentialed Clinical Instructor Program and successfully passed the Assessment Center.

Advanced Credentialed Clinical Trainer – This physical therapist provides the Advanced Credentialed Clinical Instructor Program (ACCIP) to qualified individuals. The Credentialed Clinical Instructor Program Advisory Work Group (CCIW) awards this person with the Advanced Credentialed Clinical Trainer status based on his/her performance in and completion of the Advanced Credentialed Clinical Instructor Program Trainer course.

Advanced Credentialed Clinical Trainer Faculty – This individual serves as a faculty member for the Advanced Credentialed Clinical Instructor Program (ACCIP) Trainer course. This person serves as educator, evaluator, coach, and role model for participants during the trainer course and is appointed by the CCIW to serve in this role. He/she must have earned Advanced Clinical Trainer status.

Advanced Dossiers – Document that is completed by the physical therapist participant prior to attending the Advanced Credentialed Clinical Instructor Program to ensure competence as a clinician and clinical educator.

Center Coordinator of Clinical Education (CCCE) – Person employed by the clinical site responsible for scheduling student experiences, training clinical instructors, communicating with the educational program(s), monitoring contracts between the facility and the educational programs, and ensuring compliance with clinical experience standards. (ie, student coordinator, residency director, student program director, etc.)

Clinical Experience – Designated period of time scheduled at a clinical site for a student to practice skills under the supervision of a qualified instructor/preceptor. Written and verbal evaluation of the student’s performance is provided by the clinical instructor and contributes to the completion of an educational degree, postprofessional residency, fellowship, or certificate program. (ie, internship, preceptorship, residency, fellowship, etc.)

Clinical Instructor (CI) – Clinician employed by the clinical site who is responsible for teaching and supervising the student, approving the learning objectives for the clinical experience and evaluating the student’s performance at the clinical site. (ie, preceptor, field instructor, student supervisor, etc.)
**Clinical Site** – Location(s) where the clinical experience occurs; facility that agrees to supervise students under a contract/affiliation agreement with the student’s academic program. The clinical site is also a possible location/facility for a residency or fellowship program.

**Credentialed Clinical Instructor** – This PT or PTA has completed the Credentialed Clinical Instructor Program and successfully passed the Assessment Center.

**Credentialed Clinical Instructor Program Advisory Work Group (CCIW)** – The work group is composed of 9 individuals, each of whom is a Credentialed Clinical Trainer and has accrued at least 3 years of service in this role. The work group is selected and coordinated by APTA staff to provide programmatic policy oversight and maintenance of APTA’s Credentialed Clinical Instructor Program.

**Credentialed Clinical Trainer** – This physical therapist or physical therapist assistant provides the Credentialed Clinical Instructor Program (CCIP) to qualified individuals. The Credentialed Clinical Instructor Program Advisory Work Group (CCIW) awards this person with the Credentialed Clinical Trainer status based on his/her performance in and completion of the Credentialed Clinical Instructor Program Trainer course.

**Credentialed Clinical Trainer Faculty** – This individual serves as a faculty member for the Credentialed Clinical Instructor Program (CCIP) Trainer course. This person serves as educator, evaluator, coach, and role model for participants during the trainer course and is appointed by the CCIW to serve in this role. He/she must have earned Credentialed Clinical Trainer status.

**Dossier** – Document that is completed by the participant prior to attending the Credentialed Clinical Instructor Program course to ensure competence as a clinician.

**Evaluation Tools** – A form or instrument containing standards or criteria for assessing student’s clinical performance. A tool used to describe a specific incidence of performance. A tool used for the student to provide self-assessment. Examples: Clinical Performance Instrument (CPI), PTMACS, American Occupational Association Fieldwork Evaluation for the Occupational Therapist, Clinical Instructor Evaluation of Student Performance, Anecdotal Record, Weekly Planning Form, etc.

**Portfolio** – A compilation of the “work” of the Credentialed Clinical Trainer to be used by the CCIW to assess his/her ability to continue to offer the Credentialed Clinical Instructor Program and/or the Advanced Credentialed Clinical Program.

**Student** – Person enrolled in an educational program responsible for achieving a designated set of skills and performance behaviors at a clinical site. The student is also responsible for obtaining the necessary preparation for the clinical experience and providing feedback to the clinical instructor. (ie, intern, resident, trainee, etc.)

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