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Credentialed Clinical Instructor Program Policies
CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (CCIP)

Credentialed Clinical Instructor Program

I. PROGRAM DESCRIPTION

A. This voluntary program is designed for persons 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 Credentialed Clinical Instructor Program (CCIP). The Program is divided into 2 distinct parts:

- Part I — CI didactic curriculum via an interactive course format
- Part II — credentialing process to assess participant’s achievement of curricular outcomes through a 6-station Assessment Center.

Parts I and II are designed to be used together to first provide and then assess the knowledge and skill identified as essential for physical therapist and physical therapist assistant CIs of physical therapist and physical therapist assistant students. This body of knowledge can be applied to students and clinical instructors in other health care professions. Credentialed Clinical Trainers recognized by the APTA can provide the CCIP. Non-physical therapy providers can take the didactic portion (Part I) only of the Credentialed Clinical Instructor Program.

B. The Guidelines for Clinical Instructors, endorsed by the APTA House of Delegates in June 1993, provide the foundation for this education program.

C. The Credentialed Clinical Instructor Program addresses the following topics:

1. Describe the parallels between the characteristics of the practitioner and clinical educator.

2. Plan and prepare for students during their clinical education experiences.

3. Identifying student learning needs and areas of competence.

4. Designing high-quality learning experiences for students at all levels of experience.

5. Implement clinical teaching methods and supervisory techniques that support ongoing adult learning.

6. Providing effective and summative evaluation.

7. Identify legal and supervisory implications for clinical educators, including issues presented by American Disabilities Act (ADA) legislation, Medicare regulations, and the Patient’s Bill of Rights.

8. Manage the student who is demonstrating problem performance and exceptional performance.
D. Learning outcomes for each PT/PTA participant completing the didactic portion of the CCIP (Part I) are measured through an open-book Assessment Center (Part II—credentialing process). This process provides PT/PTA 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 Assessment Center results in the awarding of the APTA Clinical Instructor Credential. Candidates for Clinical Instructor Credentialing must achieve a passing score on all stations of the Assessment Center to be considered successful. Non-physical therapy providers are not eligible to receive the Clinical Instructor Credential however, they will receive continuing education credits/contact hours.

II. CREDENTIALED CLINICAL INSTRUCTOR BENEFITS

A. Benefits to those PT/PTA clinical educators who have successfully completed the CCIP are as follows:

1. Enhanced knowledge and skills in the provision of physical therapy clinical education.
2. Career development opportunity within clinical education.
3. Individualized credential that recognizes personal and professional achievement regardless of setting.
4. Earned continuing education units (1.6 CEUs/16 contact hours*) for the program.
5. National recognition by APTA, including registration in a national database.

B. Benefits to non-physical therapy providers who complete the didactic curriculum:

1. Opportunity to strengthen the process of clinical education within the respective discipline based on current education theory, literature, and experience.
2. Career development opportunity within clinical education.
3. Enhanced knowledge and skills in the provision of clinical education.
4. Earned Certificate of Completion for 1.2 CEUs/12 contact hours.*

III. PROGRAM CONFIGURATION

The Credentialed Clinical Instructor Program is designed to accommodate the needs of the learner. As a result, this program may be offered in 3 different formats: 1) Parts I and II together, 2) Part II alone or 3) Part I alone for non-physical therapy providers. Parts I and II are offered for a range of novice and experienced clinical educators. Part II alone is offered for the experienced PT/PTA clinical educator, who has supervised students and participated in clinical education continuing education programs. Part I alone is offered to non-physical therapy providers.
IV. ELIGIBILITY CRITERIA FOR THE PT OR PTA CLINICAL EDUCATOR (Parts I and II Format)

Any physical therapist or physical therapist assistant in the U.S. or Canada, regardless of experience supervising students or previous CI training, is eligible for the Credentialed Clinical Instructor Program with **ALL** of the following:

A. Current license as a physical therapist or license/registration/certification as a physical therapist assistant, if available.

B. Clinical competence in providing physical therapy services as either a physical therapist or physical therapist assistant, in accordance with state laws and regulations, as authorized by the individual’s direct supervisor.

V. ELIGIBILITY CRITERIA FOR NON-PHYSICAL THERAPY PROVIDERS (Part I Only)

A. Non-physical therapy providers outside of the United States are not eligible to attend the APTA Credentialed Clinical Instructor Program.

B. Persons from disciplines other than physical therapy are permitted to complete Part I (the didactic curriculum) component of the program. However, they are neither eligible nor permitted to take Part II (the Assessment Center) component of the program.

C. Upon successful completion of Part I (the didactic curriculum), persons from disciplines other than physical therapy will receive a Certificate of Completion of 1.2 CEUs/12 contact hours.* However, because they are not eligible to take the Assessment Center, they cannot receive an APTA CI Credential Certificate.

VI. ELIGIBILITY CRITERIA FOR THE EXPERIENCED PT OR PTA CLINICAL EDUCATOR (Assessment Center Only)

Candidates who meet **ALL** of the following criteria may consider applying for the Assessment Center only, if available. The decision to offer only the Assessment Center is the sole prerogative of the Credentialed Clinical Trainer. The criteria are:

A. Acceptable candidate who meets all the criteria to be eligible for the Credentialed Clinical Instructor Program (Parts I and II) as a novice clinical educator.

B. Ability to apply the principles of teaching and learning in the instructional process.

C. Ability to define student readiness and to plan and conduct relevant learning experiences.

D. Ability to conduct and document formative and summative evaluation of student performance.

E. Ability to adjust supervisory approach based on students' need.

F. Ability to communicate effectively in a variety of situations including those involving conflict.

G. Understanding of and experience with the management of the "exceptional" student.

H. Knowledge of legal issues and federal regulations related to clinical education.
Participants will be awarded .4 CEUs/4 contact hours* for successful completion of the Assessment Center.

VII. APPLICATION PROCESS (Part I and Part II)

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

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

B. Physical Therapist and Physical Therapist Assistant applicants must submit a copy of their professional license.

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

D. The 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).

VIII. NOTIFICATION OF CREDENTIALED CLINICAL INSTRUCTOR STATUS

A. The Credentialed Clinical Trainer will notify the PT/PTA participant of the learning outcome of the CCIP 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 receive 1.2 CEUs/contact hours* or seek assistance and clarification of his/her responses and possible remediation with the Credentialed Clinical Trainer.

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

1. Participant Dossiers for each individual who successfully completed the course. 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 CCIP Participant Summary Form. This form indicates the names of participants who successfully completed the course and whether they completed the didactic program and assessment center, the didactic program only, or the assessment center only. Also included on the form are the names of participants who registered for the course, but withdrew or were otherwise unable to participate.

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 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 [CCIP 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. A Clinical Instructor Credential Certificate and CEU certificate of 1.6 CEUs/contact hours* will be mailed to the PT/PTA participant from APTA’s Clinical Instructor Credentialing staff 6-8 weeks after completion of the program and receipt of post-course materials from the trainer or course sponsor. Non-physical therapy providers will receive their CEU (1.2 CEUs/contact hours*) certificate within the same time frame.

E. A PT/PTA 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 Credentialed Clinical Trainer that he/she has not met the competencies required and is not being recommended for APTA CI Credentialing. If the participant disagrees, he/she should be referred to the [Appeals for Denial of Credentialed Clinical Instructor or Trainer Status Policy](#).

F. The PT or PTA participant who does not satisfactorily complete the CCIP and/or the Assessment Center must re-register and pay the appropriate fee when re-taking the course.

*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/](http://www.apta.org/Licensure/).

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

Steps to Organize and Coordinate a CCIP Course

Prior to Course Start Date

Step 1:
If you are interested in offering a Credentialed Clinical Instructor Program (CCIP) course, you will first need to find a Credentialed Clinical Trainer. A list of 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, 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 a CCIP course, please notify APTA by sending a typed Course Announcement Form to ccip@apta.org at least 3 months prior to the course. This form may be found on the CCIP 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 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 CCIP Trainer Community on the APTA website in the Pre-Course Documents folder.

Step 4:
Complete the CCIP Manual Order Form and e-mail to ccip@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 CCIP Trainer Community on the APTA website in the Pre-Course Documents folder. Print a copy of the CCIP Manual Order Form and send with payment in one envelope to:

Credentialed Clinical Instructor Program (CCIP)
American Physical Therapy Association
Postprofessional Credentialing Department
1111 N. Fairfax Street
Alexandria, VA 22314

The CCIP Manual Order Form, APTA course fees, and Participant Dossiers must be received by APTA 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
Orders and payments received after the 3 week deadline may be assessed a $100.00 late fee.

The APTA course fee is $90.00 for members, $180.00 for non-members, and $230.00 for non-physical therapy providers. 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 CCIP.

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 participant manuals and CI Credential pins will be shipped from APTA’s external warehouse (course participants from disciplines outside of physical therapy are not eligible to receive the CI Credential Pins).

Please note that non-physical therapy providers (i.e. OT, SLP, etc.) are eligible to participate in the CI Education Program only and NOT the Assessment Center. Priority is always given to physical therapists and physical therapist assistants interested in participating in the program. If space is available, then persons from other disciplines may participate and will receive 1.2 CEUs/contact hours* for attending the program. Please review the policies related to persons participating in this program from disciplines outside of physical therapy.

If you are offering only an Assessment Center, you must still complete Steps 1 and 2. To ensure that participants have sufficient time to study the materials in the CI Manual in advance of completing the Assessment Center, the APTA CCIP Manual Order Form, registration fees, and Participant Dossiers must be received by APTA at least 3 weeks prior to the Assessment Center to ensure sufficient time to fulfill the order and mail the manuals to the contact person. It is the contact person or organization that is responsible for distributing the CI Manuals to the individual participants in advance of the program.

After the Program

Participants who successfully complete the program are awarded their CI pin onsite by the trainer, and can expect to receive their CCIP 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 CCIP Manual Order Form**
  As of November 2016, the CCIP Participant Summary Form is no longer being used. To avoid duplicate data entry, the CCIP 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 CCIP Manual Order Form (“Attended Course” and “Passed Assessment” columns) and email the updated form to ccip@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 with the CCIP 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 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 ccip@apta.org or 800/999-2782, extension 8528.
I. INTRODUCTION

As part of each Credentialed Clinical Trainer’s responsibility in managing and coordinating the Credentialed Clinical Instructor Program (CCIP), 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 CCIP, the information below is provided for managing the administrative aspects of the program.

II. PRE-COURSE RESPONSIBILITIES

A. Three Months Prior to Course:

1. Credentialed Clinical Trainers are to provide APTA’s Clinical Instructor Credentialing staff with a completed 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 ccip@apta.org. Upon receipt, Trainers will receive a message of confirmation.

   b. Following this timeline allows APTA staff to prepare for CCIP courses in a timely manner, which will ensure smooth operations.

2. Advertising the APTA Credentialed Clinical Instructor Program

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

   a. Cancellation/course refund policy: Individuals must cancel their CCIP registration and request a refund 72 hours prior to the start date of the course and the CI course manual must be returned to APTA. The refund amount will be equivalent to the APTA portion of the registration fee only. Refund amounts less than $90.00 will be issued in the form of a credit voucher, applicable towards the purchase of any product from the APTA store or toward registration fees for courses or conferences. Credit vouchers will expire 6 months after the date of issue.

   b. CEU policy: Please be aware that neither the 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 CI Credential (if a physical therapist or physical therapist assistant). 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/.
B. Four Weeks Prior to Course:

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

1. Collecting and screening 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 Credentialed Clinical Trainer is able to: review the forms, become familiar with the audience, check that the correct payments have been submitted (member, non-member, non-physical therapy provider), 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 CCIP to APTA per the CCIP Program Fee Policy.

3. Duplicating all materials required for providing the CCIP and the Assessment Center.

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

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

1. Completed CCIP Manual Order Forms and Participant Dossiers must be submitted to APTA via email to ccip@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 program 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 CCIP Manual Order Form with payment and mail in one envelope to APTA. For direct routing, mail to the attention of “CCIP.” 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 Credentialed Clinical Trainer to ensure that payments are provided accurately and in full when ordering CI course manuals prior to APTA fulfilling orders in the specified timeline.

5. If the 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. 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, Credentialed Clinical Trainers are to provide the following documentation in a typed and electronic format to ccip@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 CCIP Manual Order Form. As of November 2016, the CCIP Participant Summary Form is no longer in use. To avoid duplicate data entry, the CCIP 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 CCIP Manual Order Form (“Attended Course” and “Passed Assessment” columns) and email the updated form to ccip@apta.org. Also indicate the 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 CCIP experience. The survey questions are the exact same items that previously appeared on the paper versions of the CCIP Participant Program Evaluation forms. Aggregation of the evaluation results will 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 CCIP 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

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

1. Updated CCIP Manual Order Forms and aggregated participant evaluations should be retained until the 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. CI and CEU Certificates will be sent to participants within 8 weeks.

III. 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>
<th>Assessment Center Only Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prior to course being held:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disseminate marketing materials</td>
<td>2 months</td>
<td>3-4 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Notify APTA of course via CCIP Course Announcement Form</td>
<td>2 months</td>
<td>3-4 months</td>
<td>3 months</td>
</tr>
<tr>
<td>Close course registration</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Collect Participant Dossiers and finalize all payments</td>
<td>3-4 weeks</td>
<td>3-4 weeks</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Send completed CCIP Course Manual Order Form, payment(s), and Participant Dossiers to APTA</td>
<td>3 weeks</td>
<td>3 weeks</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Manuals mailed to location specified on CCIP Manual Order Form</td>
<td>1-2 weeks</td>
<td>1-2 weeks</td>
<td>5 weeks</td>
</tr>
<tr>
<td>(participants must have manual at least 3 weeks prior for study)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Upon completion of course:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send updated CCIP Manual Order Form (with final two columns completed)</td>
<td>2 weeks</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>
<td>1 week</td>
</tr>
</tbody>
</table>
V. PAYMENT OPTIONS WITH IMPLICATIONS

<table>
<thead>
<tr>
<th>Payment Options</th>
<th>Processing</th>
<th>Potential Problems/Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Methods of Payment</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 (PT/PTA or other discipline, member or 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. |
| 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. |

**Unacceptable Method of Payment**

| Purchase Orders       | **This option is NOT acceptable as payment for the CCIP** | Delays routinely occurred well beyond the date the CI program was offered. |

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.
CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (CCIP)

Program Course Fees

I. STANDARD COURSE FEES

Included, as part of the sponsoring organization’s course registration, is APTA’s fee of $90.00 for members, $180.00 for non-members and $230.00 for non-physical therapy providers. The fee to complete the Assessment Center (Part II only) is $90.00 for members and $180.00 for nonmembers.

The purpose of this fee is to cover the cost of producing and mailing the CCIP course manual, CCIP lapel pin, CI Credential Certificate, CEU certificate, and registry in an APTA database of Credentialed Clinical Instructors for PTs/PTAs. The fee for non-physical therapy providers covers the cost of the CCIP course manual, CEU certificate, and program administration.

II. GROUP DISCOUNTS

The CCIP offers group discounts for participants attending the same program at the same time and employed by the same clinical facility/organization. Both APTA members and nonmembers are eligible to receive these discounts if all prerequisite qualifications have been met. Please see the Discount Fees for Group Participation policy for the full list of conditions required to implement discount fees for group participation.

Group Rate Discounts and Program Course Fee Structure:

- 0-4 persons: no discount; standard fees of $90.00 for members, $180.00 for nonmembers, and $230.00 for non-physical therapy providers
- 5-9 persons: 10% discount of the standard APTA fees ($81.00, $162.00, and $207.00 respectively)
- 10-14 persons: 15% discount of the standard APTA fees ($76.50, $153.00, and $195.50 respectively)
- 15 or more persons: 20% discount of the standard APTA fees ($72.00, $140.00, and $184.00 respectively)

III. INTERNATIONAL PARTNERS PROGRAM

APTA offers an International Partners Program for $50.00 that entitles a Canadian physical therapist/physiotherapist or physical therapist assistant access to 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 $90.00 plus the same additional costs required by the host/sponsor site.

IV. CANCELLATION/REFUND POLICY

It is mandatory that all registration materials for the CCIP include the following refund policy in writing:
Individuals must cancel their registration and request a refund 72 hours prior to the start date of the course beginning and return the CCIP course manual. The amount of refund will be equivalent to the APTA portion of the course fee only. Refund amounts less than $90.00 will be issued in the form of a credit voucher towards the purchase of any product from the APTA store or toward course fees for other courses or conferences (including the Advanced CCIP).

V. 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 ccip@apta.org or 800/999-2782, extension 8528.
Discount Fees for Group Participation

The CCIP offers group discounts for participants attending the same program at the same time and employed by the same clinical facility/organization. Please see the Program Course Fees policy for current group rate discounts and the course fee structure. Both APTA members and nonmembers are eligible to receive these discounts if the prerequisite qualifications below are met.

Conditions:

Participants from a clinical facility or academic institution, who are employed by the same employer, are eligible to receive group discounts only if all of the following conditions are met:

- A group rate would apply to any one discipline or any combination of disciplines or APTA members or non-members.
- Participants are part-time or full-time employees of the same facility or institution
- Participants register at the same time for the same program
- Participants attend the same program on the same dates

Rationale:

Instituting a group rate for the CCIP provides a strong incentive to any clinical facility or academic program to sponsor 5 or more persons to complete either the CI Education segment of the program (for non-physical therapy providers) or both the CI Education and Credentialing segments of the program (PTs and PTAs). This will move the profession closer toward the goal of having more physical therapist clinical educators complete this program, thereby ensuring greater consistency in the advanced knowledge and skill base of the clinical teacher.

Process:

Clinical Trainees may implement this group rate policy when scheduling and advertising this program. Trainers or sponsors completing the CCIP Manual Order Form must indicate both the registrant’s name and the name of their employer and check off those other individuals from the same facility/organization. The applicable discounted rate should also be indicated for those persons eligible for the discount.

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at ccip@apta.org 800-999-2782, ext. 8528.
CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (CCIP)

Course Refund Policy

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

Individuals must cancel their CCIP registration and request a refund 72 hours prior to the start date of the course and the CI course manual must be returned to APTA. The refund amount will be equivalent to the APTA portion of the registration fee only. Refund amounts less than $90.00 will be issued in the form of a credit voucher, applicable towards the purchase of any product from the APTA store or toward registration fees for courses or conferences. Credit vouchers will expire 6 months after the date of issue.

Refunds:

- Refunds will be issued once the updated CCIP 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.

Credit Vouchers:

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

- Credits will be issued for payments from individual registrants (refunds will continue to be issued to organizational payers, i.e. universities, hospitals, etc.).

- Credits will expire 6 months after the date of issue.

- Credit vouchers can be used towards the purchase of any items from the APTA store or toward registration fees for APTA courses or conferences.

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at ccip@apta.org or 800/999-2782, extension 8528.
Foreign-educated physical therapists who are not licensed as physical therapists in the United States, its territories, or Canada, are eligible to participate in the CCIP under the following provisions:

1. The participant must be able to read, write, and speak English.
2. The participant must provide a copy of their international license/registration/certification as a physical therapist.
3. The participant is required to complete and submit all parts of the participant dossier form.

The CCIP fee-structure will remain the same ($90.00 for APTA members and $180.00 for non-members). Foreign-educated physical therapists may elect to join the APTA International Partners Program for $50.00 to be eligible for the member rate CCIP fee.

Program fees must be paid in U.S. dollars. Program fees are to be paid via credit card, check, or money order; purchase orders will not be accepted.

Foreign-educated physical therapists will be awarded 1.2 CEUs* for successful completion of the didactic component of the program. The participant need not complete the Assessment Center, and will not earn the Clinical Instructor Credential. The Clinical Instructor Credential is only awarded to physical therapists and physical therapist assistants licensed in the United States, its territories, and Canada.

All other program policies and deadlines remain in effect.

*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/](http://www.apta.org/Licensure/).

If you have any questions regarding this policy, please contact Clinical Instructor Credentialing staff at [ccip@apta.org](mailto:ccip@apta.org) or 800/999-2782, extension 8528.
Credentialed Clinical Trainer Policies
I. PROGRAM DESCRIPTION

A. The CCIP Trainer Course is designed to prepare individuals to teach and administer the didactic program and assessment centers of the Credentialed Clinical Instructor Program (CCIP). Only Credentialed Clinical Trainers, persons who have successfully passed the CCIP Trainer Course, can teach the Credentialed Clinical Instructor Program.

B. APTA’s CCIP Trainer course is a 3-day instructional course established for the purpose of training individuals to provide the voluntary APTA Credentialed Clinical Instructor Program. Training is based on adult and active experiential learning approaches and focuses on the participant’s ability to teach a valid and reliable curriculum to others. It is presumed that participants will have a command of didactic content related to clinical teaching, supervision, and evaluation upon entering this course. By the end of this course, participants will be expected to demonstrate familiarity with content contained within the 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 Credentialed Clinical Instructor Program.

C. Outcomes of the CCIP Trainer course are measured through self-assessment and evaluation by course faculty. Only Credentialed Clinical Trainers may serve as faculty to teach the CCIP 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 Clinical Trainer credentials by determining if the participant has successfully met the criteria to be awarded Credentialed Clinical Trainer status based on faculty evaluations, ability of candidates to accurately self-assess, and the attainment of performance criteria.

1. CCIP Trainer courses can only be provided by APTA trained faculty.

2. Faculty members are required to make recommendations regarding candidates’ performance for Credentialed 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 a Credentialed Clinical Trainer for a period of 3 years.
II. CREDENTIALED CLINICAL TRAINER BENEFITS

The benefits to the individual, his/her employer, and the profession by becoming a 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 a Credentialed Clinical Trainer, including being listed in an online national database of Credentialed Clinical Trainers qualified to provide the voluntary APTA Credentialed Clinical Instructor Program.

C. Access to trainer resources posted to the password protected CCIP trainer online community, which is managed by APTA’s Clinical Instructor Credentialing staff.

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

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

F. Opportunity, if desired, to receive an honorarium 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 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 a Credentialed Clinical Trainer.

2. The only exception to the above honorarium is when the Credentialed Trainer teaches the Credentialed Clinical Instructor Program as a part of an institution's academic program (i.e., Transition DPT). Under this circumstance, the Credentialed Trainer has the latitude to negotiate remuneration for teaching services consistent with other adjunct faculty associated with that institution. Thus, the Trainer is not to be constrained by the $1200 limit which is the maximum honorarium that the Trainer can receive 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 CCIP TRAINER COURSE

All applicants must demonstrate evidence of ALL of the following:

A. Status as a physical therapist or a physical therapist assistant as evidenced by current documentation that meets state regulations to provide physical therapy services as a physical therapist or physical therapist assistant (e.g., licensure, certification, registration), if applicable.

B. Current membership in APTA or International Partners Program.
C. Significant experience in physical therapy clinical education which demonstrates depth and breadth of instruction. Examples of significant experience may include:

1. Minimum 2 years as a CCCE or ACCE/DCE;

2. 3 years combined experience as a CCCE and ACCE/DCE; or

3. 5 years of experience as a CI, and having demonstrated ability to manage exceptional students, to manage ethical/legal issues involving students, to mentor students’ professional development beyond the traditional internship experience, and/or collaboration with the CCCE and/or ACCE/DCE related to clinical education program development, mentoring of less experienced CIs, and/or management of student issues.

D. Experience as a CI for students.

E. APTA Credentialed Clinical Instructor status.

F. Teaching experience including different levels of learners and class size.

G. Commitment and willingness to provide ongoing training of clinical educators for a minimum of 3 years.

H. Professional activities and professional development in clinical education and education.

I. Access to a viable mechanism of support (e.g. consortia, academic institution, employer/clinic facility, Area Health Education Center [AHEC], other) for providing APTA Credentialed Clinical Instructor Programs.

J. Completion of the Trainer Application by the stated deadline to include ALL of the following:

1. Applicant dossier, including a reference from the applicant’s direct supervisor.

2. Self-assessment form completed by the applicant.

3. Reference form completed by a student/learner that the applicant has supervised or taught (must be submitted in a sealed envelope).

4. Reference form completed by a colleague/peer who has observed the applicant’s performance as a clinical or academic teacher (must be submitted in a sealed envelope). For clinical educators, it is recommended that a reference letter is written by the CCCE and/or DCE/ACCE.

IV. APPLICATION PROCESS FOR THE CCIP 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 the need for new Credentialed Clinical Trainers and budget considerations, in APTA publications and outlines the eligibility criteria and application process. This is typically done every 2 years if deemed necessary.
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 masked and reviewed by a panel of 2 or 3 CCIW members, and rated for acceptance according to specific, weighted criteria established by the CCIW. The criteria include ALL of the following:

1. Eligibility Requirements
2. Employment history
3. Professional activities
4. Professional development/continuing education
5. Teaching experience
6. Responses to 3 clinical education scenarios
7. References
8. Applicant’s self-assessment
9. Geographic distribution and needs of the current trainer pool

B. To ensure anonymity, panel members will not review applicants who are from their geographical region.

C. Rating decisions by the panel for inviting applicants to participate in the CCIP Trainer course may be designated as “highly recommend,” “recommend,” “recommend with reservations,” or “not recommend” and must include comments that substantiate their ratings.

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

E. 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 an Initial Self-Assessment and a Covenant. The course registration fee is due prior to the course.

2. Applicants who are not recommended to attend the trainer course are notified in writing, by APTA’s Clinical Instructor Credentialing staff on behalf of the CCIW, indicating the areas of deficiencies found in their application. 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 Credential Clinical Trainer status. Participant self-assessments will be considered as part of the evaluation process.

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

1. **CCIP Trainer Final Participant Self-Assessment** with developmental action plan.

2. **CCIP Trainer Faculty Assessment** on 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 Credentialed Clinical Instructor Program.

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

1. Participant is approved for Credentialed Clinical Trainer status.
   a) The participant is notified and listed in the APTA database of Credentialed Clinical Trainers, with all associated benefits and responsibilities.
   b) Credentialed Clinical Trainer will receive a **Letter Awarding Trainer Status** and a certificate from APTA, granting an initial 3-year period as a trainer.
   c) The CCIW may prescribe, on a case-by-case basis, remediation to achieve the criteria prior to awarding Credentialed Clinical Trainer status.

2. Participant is NOT approved for Credentialed Clinical Trainer status.
   a) The CCIW notifies the participant via **Letter Not Awarding Trainer Status** that they have not successfully met the criteria for earning Credentialed Clinical Trainer status. The participant may appeal this decision in writing within 30 days following notification of denial of Trainer status and provide a suggested, written plan for remediation to address deficits identified during the Trainer course.
   b) The individual has the option to repeat the course at full cost. The decision to reapply for a subsequent CCIP Trainer course is left to the candidate and should be attempted only after improved teaching performance and content mastery based on feedback received following the course.

D. Candidates participating in the CCIP Trainer Course are not eligible to teach the Program prior to notification of receiving their Credentialed Clinical Trainer Certificate following the review by the CCIW.
VII. ELIGIBILITY FOR CREDENTIALED CLINICAL TRAINER RENEWAL

A. To be eligible for renewal after the first 3 year period, the Credentialed Clinical Trainer must complete the **Trainer Renewal Portfolio** documenting **ALL** of the following:

1. Provide, independently or team-teach, a minimum of 3 voluntary APTA Credentialed Clinical Instructor Programs to a minimum of 30 persons within the 3 years of initial credentialing.

2. Independently teach all 6 sections of the 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 3-year time period.

3. Compilation of **CCIP Aggregate Program Evaluation** data on CCIPs provided.

4. Provide any additional learning experiences that enhanced his or her capabilities as a Trainer.

5. Review and sign a new covenant.

6. Consent to a minimum of a 5-year commitment to providing the Credentialed Clinical Instructor Program.

7. Maintain membership in APTA or International Partners Program.

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

9. Ability to manage administrative aspects within specified time frames using proper documentation and forms.

B. To be eligible for additional renewals, the Credentialed Clinical Trainer must complete the **Trainer Renewal Portfolio** documenting **ALL** of the following:

1. Provide, independently or team-teach, a minimum of 5 voluntary APTA Credentialed Clinical Instructor Programs to a minimum of 50 persons within the 5 years of Clinical Trainer Credential renewal.

2. Independently teach all 6 sections of the CCIP didactic curriculum at least twice, 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. Compilation of **CCIP Aggregate Program Evaluation** data on CCIPs provided.

4. Provide any additional learning experiences that enhanced his or her capabilities as a Trainer.
5. Review and sign a new covenant.

6. Consent to a minimum of a 5-year commitment to providing the Credentialed Clinical Instructor Program.

7. Maintain membership in APTA or International Partners Program.

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

9. Ability to manage administrative aspects within specified time frames using proper documentation and forms.

VIII. PROCESS FOR RENEWAL OF CREDENTIALED CLINICAL TRAINER STATUS

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

B. Based on their renewal cycle, each Credentialed Clinical Trainer will submit a Trainer Renewal Portfolio at least 4 weeks prior to the summer CCIW meeting of their renewal year. The deadline for trainer renewal portfolio submissions will be communicated by January 15 of that year. All trainer renewal portfolios are to be submitted to APTA by email.

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

IX. CREDENTIALED CLINICAL TRAINER RENEWAL DECISIONS OF THE CCIW

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

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

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

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

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

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

   c) The Clinical Trainer will be mailed a certificate awarding credentialing status for another 5 years.
2. The Clinical Trainer is **not** approved for renewal status.
   
a) Clinical Trainer is notified that Credentialed Clinical Trainer status has been revoked within 3 weeks after the CCIW has met to review all documentation.

b) Trainers who want to be reconsidered must follow the **Process for Reinstatement Following Revocation of Clinical Trainer Credential**.

3. The Clinical Trainer is awarded a “conditional renewal.”
   
a) The CCIW, may, at its discretion, provide the Clinical Trainer with a “conditional renewal” if the 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 Trainer must meet within a specified time period. If those conditions are not met within the parameters provided, then the credential shall be revoked.

b) The Clinical Trainer will be issued a new 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 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 Credential Clinical Trainer status.

c) The CCIW will review written documentation provided by the Clinical Trainer by a date specified in the conditional renewal. The Trainer will identify specifically how he or she has met the conditions specified by the “conditional renewal.” Following a review of the 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 Clinical Trainer will be issued another 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 credential will expire on the 6 month date indicated on the conditional renewal certificate. At that time, the Clinical Trainer can no longer provide the CCIP.

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

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

5) Conditions that are fulfilled as a result of the awarding of a “conditional renewal” cannot be applied to future portfolio renewal documentation.

D. The CCIW reserves the right to review a 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 ccip@apta.org or 800/999-2782, extension 8528.
The Credentialed Clinical Instructor Program Advisory Work Group (CCIW) reserves the authority to revoke the active status of a credentialed 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 a 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 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 a Credentialed Clinical Trainer or in carrying out responsibilities in connection with the credentialing of clinical instructors.

- The individual fails to complete the renewal portfolio, or voluntarily surrenders their trainer credential status.

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

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 or physical therapist assistant, 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 ccip@apta.org or 800/999-2782, extension 8528.
CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (CCIP)

Appeals Process for Denial of Credentialed Clinical Instructor or Trainer Status

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

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

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

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

B. The participant must make appeals for denial of 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 participant.

2. The Chair will seek input from the 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 participant 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 Credentialed Clinical Instructor Program and/or the 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 ccip@apta.org or 800/999-2782, extension 8528.
CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (CCIP)

Reinstatement of Credentialed Clinical Trainer Status

The Credentialed Clinical Instructor Work Group (CCIW) reserves the authority to reinstate the active status of a 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 Credentialed Clinical Trainer will return to a 5 year renewal cycle.

I. An individual whose status as a 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 a 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 Clinical Trainer may continue to provide the Credentialed Clinical Instructor Program 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 a 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 CCIP 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 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 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 Credentialed Trainer who has been current in providing the CCIP.

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

D. An individual whose 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 a Credentialed Clinical Trainer from the CCIW.

III. An individual who fails to maintain mastery of both content and the presentation of the CCIP, 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 CCIP Trainer course at the Clinical Trainer’s expense;

2. Co-teaching with a Credentialed Clinical Trainer willing to mentor those sections of the course that have been critiqued for delivery issues;

3. Mentoring and assessment by a 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 a 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 a 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 ccip@apta.org or 800/999-2782, extension 8528.
Credentialed Clinical Instructor
Program Advisory Work Group (CCIW)
Information
CREDENTIALED CLINICAL INSTRUCTOR PROGRAM (CCIP)

Mission and History of the CCIP and CCIP Advisory Work Group

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.
The CCIP Advisory Work Group (CCIW) exists to provide programmatic policy oversight and maintenance for the Level 1 and Level 2 courses of APTA’s Credentialed Clinical Instructor Program.

**Term: July 1, 2016 – June 30, 2019**

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**Term: July 1, 2018 – June 30, 2021**

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If you have any questions regarding this list, 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 Instructor 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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