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## CREDENTIALLED CLINICAL INSTRUCTOR PROGRAM (CCIP)

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### Steps to Organize and Coordinate a CCIP Course

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#### 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](mailto: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](mailto: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

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 \$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](mailto: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](mailto:ccip@apta.org) or 800/999-2782, extension 8528.