Prior to course start date.

Step 1:

If you are interested in offering a CCIP course, you will first need to find a Credentialed Clinical Trainer. A link to the list of Level 1 and Level 2 Credentialed Clinical Trainers, organized by state, may be found on APTA's website, or on page 42 of this manual under Additional Information. Reach out to at least one 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 $1,200 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.

Included in the sponsoring organization's course registration is APTA's fee 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 and PTAs. The fee for non-physical therapy providers covers the cost of the CCIP course manual, CEU certificate, and program administration.

Step 2:

Once you have decided to offer a CCIP course, notify APTA by sending a typed Course Announcement Form to ccip@apta.org at least three months prior to the course. This form may be found on page 42 of this manual under Additional Information. After the form has been submitted, APTA 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 on page 42 of this manual under Additional Information.

Step 4:

Complete the CCIP Manual Order Form and email to ccip@apta.org at least three weeks prior to the start date of the program. Participant dossiers should also be submitted at this time. Trainers may access these forms on page 42 of this manual under Additional Information. Print a copy of the CCIP Manual Order Form and send with payment in one envelope to:
The CCIP Manual Order Form, APTA course fees, and participant dossiers must be received by APTA at least three 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 standards, payment information may not be emailed or faxed to APTA.

**Orders and payments received after the three-week deadline may be assessed a $100 late fee.**

The payment structure for courses is:

**Level 1 course:**
- APTA member: $100.

**Level 2 course:**
- APTA member: $100.
- *Nonmember: $225.

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.

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 P.O. 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., occupational therapists, speech-language pathologists) are eligible to participate in the course only and NOT the Assessment Center. Priority is always given to PTs and PTAs 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. Review the [policies](#) related to persons participating in this program from disciplines outside of physical therapy.

If you are offering only a Level 1 Assessment Center, you must still complete steps 1 and 2. The APTA CCIP Manual Order Form, APTA course fees, and participant dossiers must be received by APTA at least three weeks prior to the Assessment Center to fulfill the order, mail course materials, and to ensure that participants have sufficient time to study the materials in the CI manual in advance of completing the assessment center. It is the contact person or organization that is responsible for distributing the manuals to the individual participants in advance of the program.
After the program.

Participants who successfully complete the program are awarded a CI pin on-site by the trainer and can expect to receive their Credentialed Clinical Instructor and CEU* certificates up to eight weeks after the postcourse materials have been delivered to APTA.

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

**UPDATED Manual Order Form:** After the course, confirm each participant’s attendance in the final two columns of your original Manual Order Form (Attended Course and Passed Assessment columns) and email the updated form to ccip@apta.org. Indicate any 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 precourse and postcourse 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. (See File Retention on page 14.)

To request a refund for course payments, submit a **Refund Request Form**. Trainers may access this form on page 42 of this manual under Additional Information. (See Course Refund Policy on page 17.)

**APTA postcourse duties.**

Once APTA has received the postcourse materials:

- Participant data will be entered into APTA’s Clinical Instructor database.
- Any refunds or credits will be processed.
- CI and CEU* certificates will be sent to participants within eight weeks.

*Note:* Licensees should verify with their state licensing board for acceptance of CEUs 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 document, contact Clinical Instructor Credentialing at ccip@apta.org or 800-999-2782, ext. 8528.