APTA CCIP Online System Instructions – Level 2 Applicants



Accessing Online System

To access the CCIP Online System, click the link below. You will be directed to a log in screen.

- If you are an APTA member, this will be your APTA login.
- If you are not an APTA member, click "Create a free account" and fill out the required information.

Link: https://ccip.apta.org

Log in to your account.

Password	
Remember Me	Forgot your password?
17	
	og in
Don't have an	APTA account?

Learn about membership benefits.

• If you have issues with creating a password reset or with creating a member account, please call APTA's CCIP Team at 800-999-2782 x8528.



Applicant Registration

1. Once you log in, you should see CCIP information at the top of the page.

Applications

The Credentialed Clinical Instructor Program (CCIP) is taught throughout the year in both virtual and in-person formats. A list of course offerings with additional course information can be found on the CCIP webpage . Courses are public (open to everyone) or private (invitation only). • Registration for private courses requires a verification code for submission and administered directly by the course coordinator and/or trainer. • Course registrations close three weeks before the course start date. APTA's Course Registration Fees: Level 1 Course: • \$110/members • Note: The sponsoring organization may apply additional fees to cover course-related expenses. To see the anticipated costs for a particular course, click the "More Details" button for a course when completing an application and scroll down to the "Payment Instructions" section. Level 2 Course: \$110/members \$225/nonmembers Note: The sponsoring organization may apply additional fees to cover course-related expenses. To see the anticipated costs for a particular course, click the "More Details" button for a course when completing an application and scroll down to the "Payment Instructions" section. If you withdraw within 72 hours of the course start date, you will not receive a refund of the APTA registration fees (\$110/\$225). The Level 1 and 2 courses have transitioned over to an e-manual. Enrolled course registrants will receive an e-mail two days prior to the course start date with instructions on how to access the link to the e-manual. Hard copy manuals are still available, for an additional \$50 fee, up to two weeks prior to the course start date.

- 2. Scroll down until you see the Level 2 Application and click Begin.
 - If you do not see a Level 2 application, proceed to step 4.



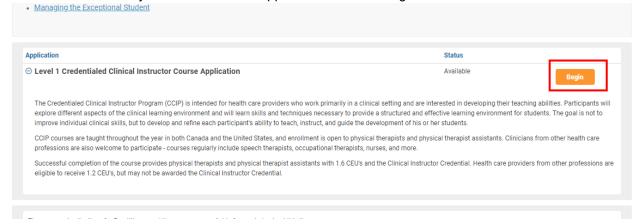
3. At the top of the next page, click Complete Application and follow the instructions in the application.



Contact Us | APTA Clinical Education Development



4. Scroll down until you see the Level 1 Application and click Begin



- 5. A pop-up will appear asking whether you have previously taken CCIP Level 1 course.
 - If you have taken the Level 1 course, click "Yes." You will be prompted to complete a
 questionnaire with details of your Level 1 course. Program staff will need to verify your
 course attendance then you will receive an email stating that you can register for the
 Level 2 course.



6. At the top of the next page, click Complete Application and follow the instructions in the application.

