

APTA CPI 3.0 CI & SCCE Getting Started Guide



Welcome to CPI 3.0! Please see the instructions below on how to get started.

Before Logging in to the CPI 3.0 Platform:

- You must have an APTA account to access the CPI 3.0 system.
 - If you have previously had an APTA account, we encourage you to use that account vs creating a second account. Having multiple APTA accounts may cause issues when trying to access the CPI 3.0 system.
 - To update your information on a previous APTA account, visit <https://www.apta.org> and click the "Log in" button at the top middle of the screen then, enter your credentials and click "Log in". Next, click the "My Profile" button on the top right of the screen, click "My Account" at the top left of the screen, and "Contact Information".
 - If you cannot remember the password to your previous account, click the "Forgot your password?" button above the orange "Log in" button. Follow the prompts to reset your APTA account password.
 - For APTA username and password issues, please contact APTA's Member Success team at membersuccess@apta.org or 800-999-2782 and select option 1 from 8am-6pm ET Monday - Friday.
 - If you do not have an APTA account, please visit <https://www.apta.org> and click "Log in" at the top middle of the page. Under the orange "Log in" button, you will see the options to "Become an APTA member" or "Create a free account". Follow the prompts to create an APTA account.
- Take the free **APTA CPI 3.0 – CI/SCCE Training** in APTA's Learning Center.
 - Link: <https://learningcenter.apta.org/products/apta-cpi-30-cisccc-training>.
 - This course includes training to assess both PT and PTA students.
- **IMPORTANT:** When logged into the Learning Center, click on the "profile" tab on the left side of the screen. The email address listed on this screen is the email address associated with your APTA account. **Send this email address to the educational program to grant you access to the CPI 3.0; it is required for the program to create a CPI profile for you.**

How to Log in to the CPI 3.0 Platform:

- Once your student's school has created a profile for you, go to the CPI 3.0 platform: <https://cpi.apta.org/login>.
- Click on the "Login" button in the top right of the screen. This will take you to the APTA Login page.
- Enter your APTA Login credentials. This is the same username and password you used to take the CPI 3.0 Training on APTA's Learning Center.
 - **Potential Error Messages:**
 - "Invalid Username or Password"
 - For APTA username and password issues, please contact APTA's Member Success team at membersuccess@apta.org or 800-999-2782 and select option 1 from 8am-6pm ET Monday - Friday.
 - If you cannot remember your account password, click the "Forgot your password?" button above the orange "Log in" button. Follow the prompts to reset your APTA account password.
 - "This account is not associated with any program or user role."
 - Contact the educational program to gain access to the CPI 3.0 portal.
 - "Access denied due to not completing the CPI 3.0 Training. Please complete the CPI 3.0 Training at (website) to gain access to the system. Once you have completed the training, please refresh your screen to update the CPI 3.0 system to grant you access."
 - If you have not completed the **APTA CPI 3.0 – CI/SCCE Training**, please review the instructions above on how to complete the training.
 - If you have completed **APTA CPI 3.0 – CI/SCCE Training**, please contact the CPI 3.0 team at cpi@apta.org or 800-999-2782 and select option 4.
- Read and agree to the Terms of Use & Privacy Policy.
- That is it! You are in the CPI 3.0 portal and will be brought to your dashboard page.

After Logging on to the CPI 3.0 Platform:

- Navigate to the PT/PTA Assessments tab in the teal bar at the top of the screen to complete an assessment of your student.

- To access the CI or SCCE user guides, click on the white circle with a blue question mark icon at the top right of the screen. These instructions will explain the different functions of the CPI 3.0 system.
- If there is a CPI 3.0 system issue, APTA staff will add a message on the CPI 3.0 portal login page: <https://cpi.apta.org/login>. We will remove the message when the issue is resolved.
- For any questions about the CPI 3.0 tool, please contact the CPI 3.0 Team at cpi@apta.org or 800-999-2782 and select option 4.