Steps to Organize and Coordinate an CCIP Level 2 Course

Prior to Course Start Date

Step 1:
If you are interested in offering a Credentialed Clinical Instructor Program Level 2 (CCIP Level 2) course, you will first need to find a Level 2 Credentialed Clinical Trainer. A list of Level 2 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, Level 2 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 Level 2 course, please notify APTA by sending a typed CCIP Level 2 Course Announcement Form to ccip@apta.org at least 3 months prior to the course. This form may be found on the CCIP Level 2 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 CCIP Level 2 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 Level 2 Trainer Community on the APTA website in the Pre-Course Documents folder.

Step 4:
Complete the CCIP Level 2 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 Level 2 Trainer Community on the APTA website in the Pre-Course Documents folder. Print a copy of the CCIP Level 2 Manual Order Form and send with payment in one envelope to:

Credentialed Clinical Instructor Program Level 2 (CCIP Level 2)
American Physical Therapy Association
1111 N. Fairfax Street
Alexandria, VA 22314
The CCIP Level 2 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 $100.00 for members and $225.00 for non-members. 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 ACCIP.

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 Level 2 CI Credential Pins will be shipped from APTA’s external warehouse to the address provided.

After the Program

Participants who successfully complete the program are awarded their Level 2 CI Pin onsite by the trainer, and can expect to receive their CCIP Level 2 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 Level 2 Manual Order Form
  After the course, please confirm each participant’s attendance in the final two columns of your original CCIP Level 2 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 within the CCIP Level 2 Trainer Community on the APTA website in the Post-Course Documents folder.

*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/.
APTA Post-Course Responsibilities

Once APTA staff have received the post-course materials mentioned above:

- Participant data will be entered into APTA’s Level 2 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.

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.