

## APTA POST TRAINING ASSESSMENT VERIFICATION

This information is to help guide you through how to verify that you completed the APTA CPI online training and assessment test. It is important that you use the **same email address** that you used to create your APTA Learning Center account when verifying your test completion. You can also find this information in the [CPI Help Center](#).

For any questions, please contact us at [ptcpisupport@liaisonedu.com](mailto:ptcpisupport@liaisonedu.com).

When first logging in to the CPI website, users are prompted to review the Training Module:

The screenshot shows the CPI website dashboard with a central pop-up message. The dashboard includes sections for 'My Info', 'My Incident Reports' (0 Unreviewed Incident(s)), 'My Evaluations' (CPI Eval. List: 0 found), 'Recommended Browser Information', and 'Online Help Center'. The pop-up message reads: 'Welcome to CPI online. Prior to using the CPI, all users must view the Training Module located in our Online Help Center.' The 'Online Help Center' section contains links for 'Click Here for Assistance!', 'New User Training Modules', and 'APTA Learning Center Post-Test Assessment'. Below the pop-up, there is a link for 'How to Clear your Internet Browser's Cache' with specific instructions for Internet Explorer 9 and 10.

The post-test assessment is completed through the APTA Learning Center.

The link to the post-test assessment can be found at the end of the training module.

Once the post-test assessment has been completed through the APTA Learning Center, immediately log back into the PT or PTA CPI website, and navigate to the Evaluations tab in order to click on “Edit” for the mid-term or final:

Home My Info Program Staff Sites CCCEs/CIs **Evaluations** Critical Incidents Downloads

### Evals

Filter: Add another filter ▼

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

All

1 Viewing 1-5 out of 5 records

Crit. Inc /Sig. Con.	Notes	ACCE Viewed	Student / Program	Clinical Staff / Site	Evals	Status	Sign Offs	Actions
			Rawls, Thomas PT Online Demo University [PT 123 Spring 2017]	Michaels, Henry ASP Demo Site 7	Self Mid-Term CI Mid-Term Self Final CI Final	In Progress 0% Not Started Not Started		Edit

In order to access the evaluation, the system will prompt you to verify your online training assessment:

In order to begin working with your PT CPI Evaluation, you must successfully complete the APTA PT CPI online training and assessment. Please select one of the following:

I have completed the APTA PT CPI online training and assessment.

If you have not completed the APTA training, please click on the link below to connect to the APTA PT CPI online training launch page.

After successfully completing the APTA PT CPI online training and assessment, you will be able to begin working with your PT CPI Evaluation.

[Click here](#) to access the APTA PT CPI online training launch page.

If the email address used for the PT/PTA CPI account is different from the email address used in the APTA Learning Center, please enter the APTA Learning Center account email in order to verify the online training completion:

Home My Info Program Staff Sites CCCEs/CIs Evaluations Critical Incidents Downloads

The system could not verify that you completed the APTA PT CPI online training and assessment using the email address: datafly.inc@gmail.com. If you would like to try a different email address, you may enter that email address in the box below and click the "Verify Address" button.

Verify Address

If you are still having difficulties verifying your completed APTA PT CPI online training and assessment, please contact PT CPI Web Support at [ptcpiwebsupport@liaisonedu.com](mailto:ptcpiwebsupport@liaisonedu.com) and provide us with:

- Your full name
- The email address you used to take the APTA PT CPI online training and assessment
- The date you completed the online training
- A copy of your Certificate of Completion

Thank you for your cooperation. We look forward to hearing from you and resolving this problem as quickly as possible.

Once you have submitted your APTA Learning Center email address on the above screen, log out of the CPI system for at least ten minutes, to allow time for the system to process your post-test assessment verification.

PLEASE NOTE that it is not possible to access and complete an evaluation until the post-test assessment has been verified in the CPI account.