

Quick Start Guide for the APTA Learning Center

1. Navigate to <http://learningcenter.apta.org> and click

- a. Enter your APTA username and password.
- b. Select "Click here to Continue:"

FORGOTTEN PASSWORD:

Do not purchase or register for courses in the APTA Learning Center using more than one account number. If you've forgotten your password, use the "Forgot your password?" link on the login page to have it emailed to your email address on file.

NEW USER:

Use the buttons  or  on the APTA login page to set up an account prior to purchasing the course.

Once you have set up an account as a New User, please logout and then continue from Step #1 to search and access the PT CPI or PTA CPI online course.

2. Find and "Purchase" the free PT CPI or PTA CPI online course.

- a. Enter "PT CPI" or "PTA CPI" in the top right Search courses box  to find the course.
- b. Locate *LMS-120: 2012 PTA CPI* or *LMS-521: 2013 PT CPI* to purchase the correct course on the right side of the page or by scrolling down the page past the filters to view your search results.
- c. Once you find the correct course, click , click "Add to Cart", click "Shopping Cart", click "Proceed", and then click "OK" to enroll in the free course through the online shopping cart.
- d. You will be required to login to the APTA website with your username and password prior to being able to purchase the course.

3. Take the PT CPI or PTA CPI online course

- a. After purchasing the CPI course, return to <http://learningcenter.apta.org> and locate the heading "My Learning Activities" on the top of the APTA Learning Center Home page.
- b. Click on "My Learning Activities" and then click on the drop down menu "My Courses" page.
- c. Locate the course purchased "2013 PT CPI" or "2012 PTA CPI".
- d. Click on  to take the course by reviewing the power point slides and resource attachments.
- e. Complete the posttest assessment with a score of 70% or higher to pass the course.
- f. Once you have passed the posttest assessment you can print your CEU certificate.

POP-UPS:

You may need to enable pop-ups for <http://learningcenter.apta.org>, in order to view the course, [learn how](#) on the APTA Learning Center.

LMS-120: 2012 PTA CPI contains material that uses Flash player. Chrome and Internet Explorer still natively play Flash. Firefox requires an add-in. You can find a link to download Flash play on the [System Specs](#) page.

4. Access the PT CPI or PTA CPI Web site

- a. The academic program with whom you affiliate can provide you with your username (the email address provided to them) to login to CPI Web. If you do not have a password, you will need to use the "I forgot or do not have a password" link to establish a password. The password to login to CPI Web is NOT the same as the password used to login to the APTA Web site.