Clinical Performance Instrument (CPI)

PT/PTA Student User Guide

12/15/2025

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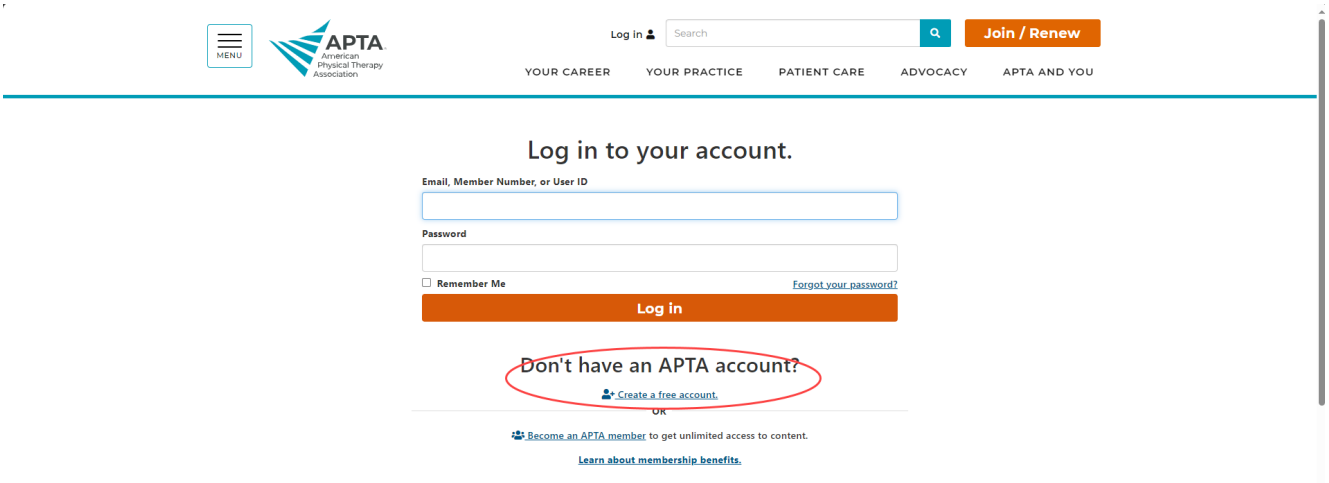
Login

Go to https://cpi.apta.org

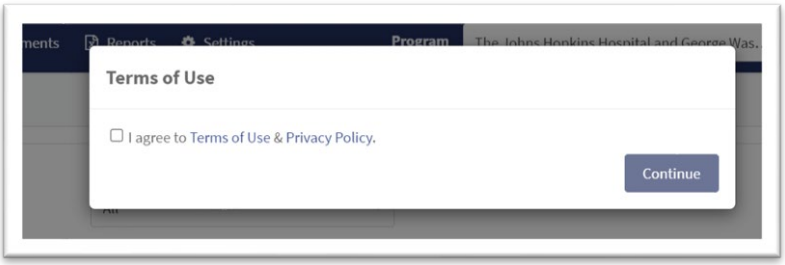


Click Login.

Log in to your account using your APTA login credentials. Please make sure that you have completed the training using the email address that was used to add you to the system. If these emails are different, you will receive an error message and must contact the DCE for additional assistance.



Agree to the **Terms of Use**.



For login questions/issues: Email membersuccess@apta.org or call 800-999-2782 (APTA). This includes situations of multiple APTA accounts, password reset, and updating email addresses. Users can also update their email address themselves by going to Contact Information. Please do not create a new account if one currently exists in the system.

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Menu Options



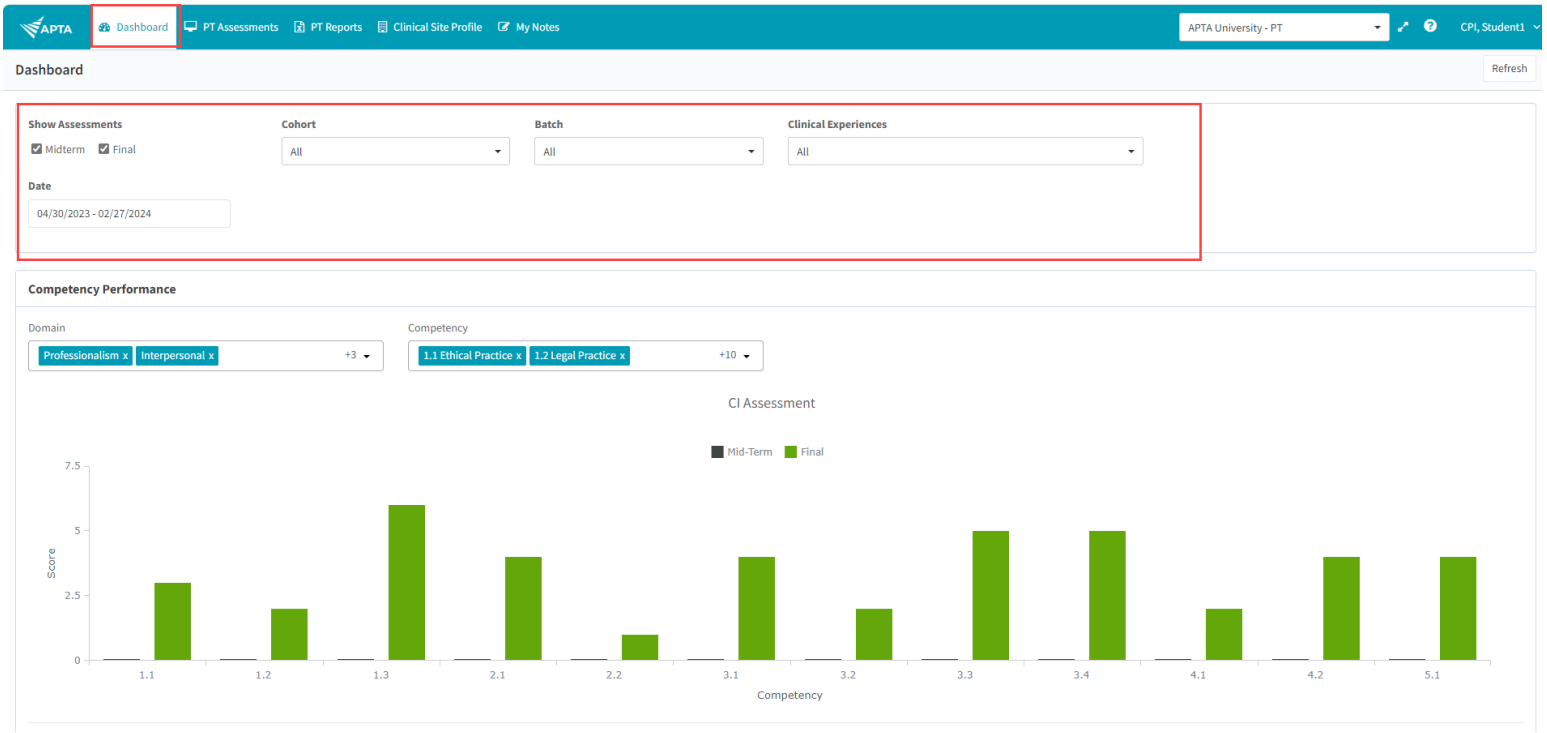
Dashboard	The **Dashboard** shows a comprehensive and dynamic view of student competency levels. Use the dashboard filters to sort information by Mid-Term or Final Assessment, Cohort, Batch, Clinical Experience and Student.
PT Assessments PTA Assessments	The **Assessments** page is where Active Student and CI CPI evaluations can be viewed and where Significant Concerns are documented.
PT Reports PTA Reports	The **Reports** page provides a quick snapshot of the completed Student and CI CPI evaluations and a way to download the information into an Excel Spreadsheet.
CSIF	The **CSIF** is where the Clinical Site Information Forms live. This page shows all completed CSIF profiles for sites associated with your program.
My Notes	The **My Notes** area is available for all users to keep private notes while in the CPI 3.0.
	Click to **enter/exit full screen**.
	Click to access **User Guides**.
CPI, Student1	Click your **User name dropdown** to: • View your user profile • Log Out of the system

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Dashboard

The CPI 3.0 dashboard shows a comprehensive and dynamic view of student competency levels.

Use the dashboard filters to sort information. PT/PTA students will only see their own personal information on the student dashboard.



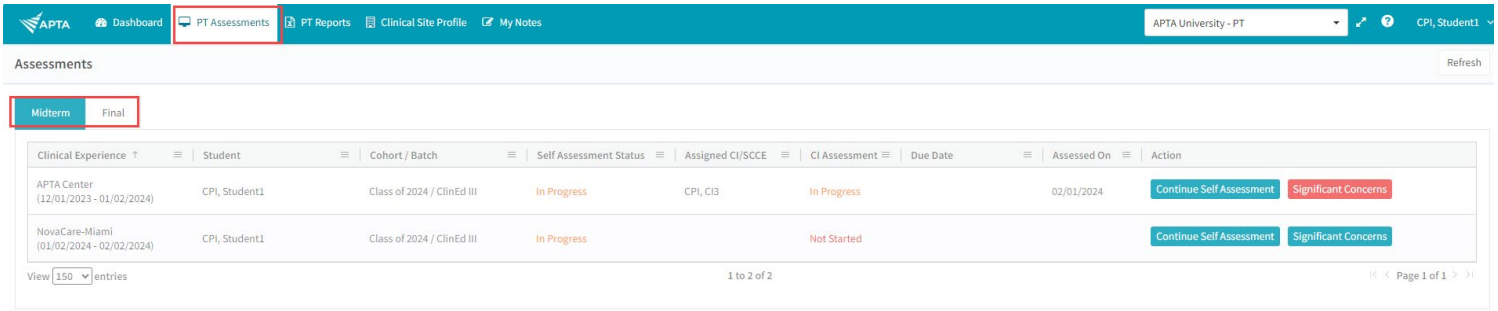
Select specific Domains and Competencies and mouse-over each competency score for additional information.



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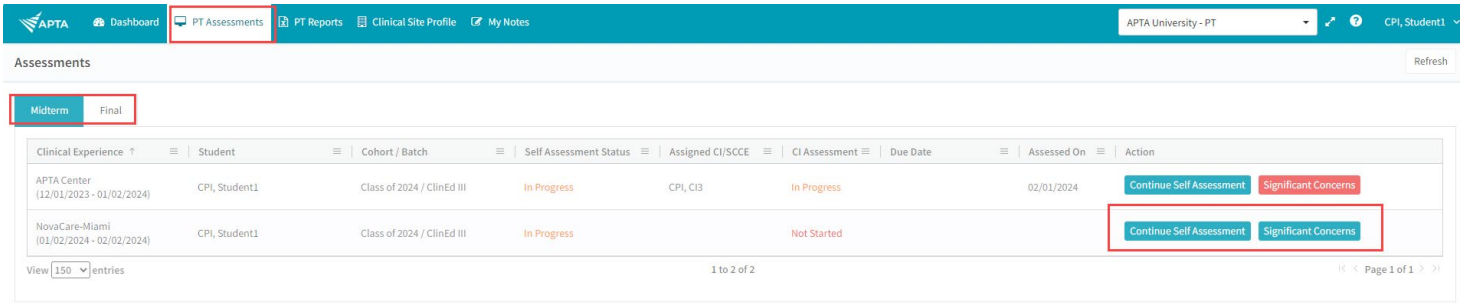
PT/PTA Assessment

PT/PTA Assessments are assigned by the DCE. Use PT/PTA Assessments complete or review assessments and track assessment completion progress.



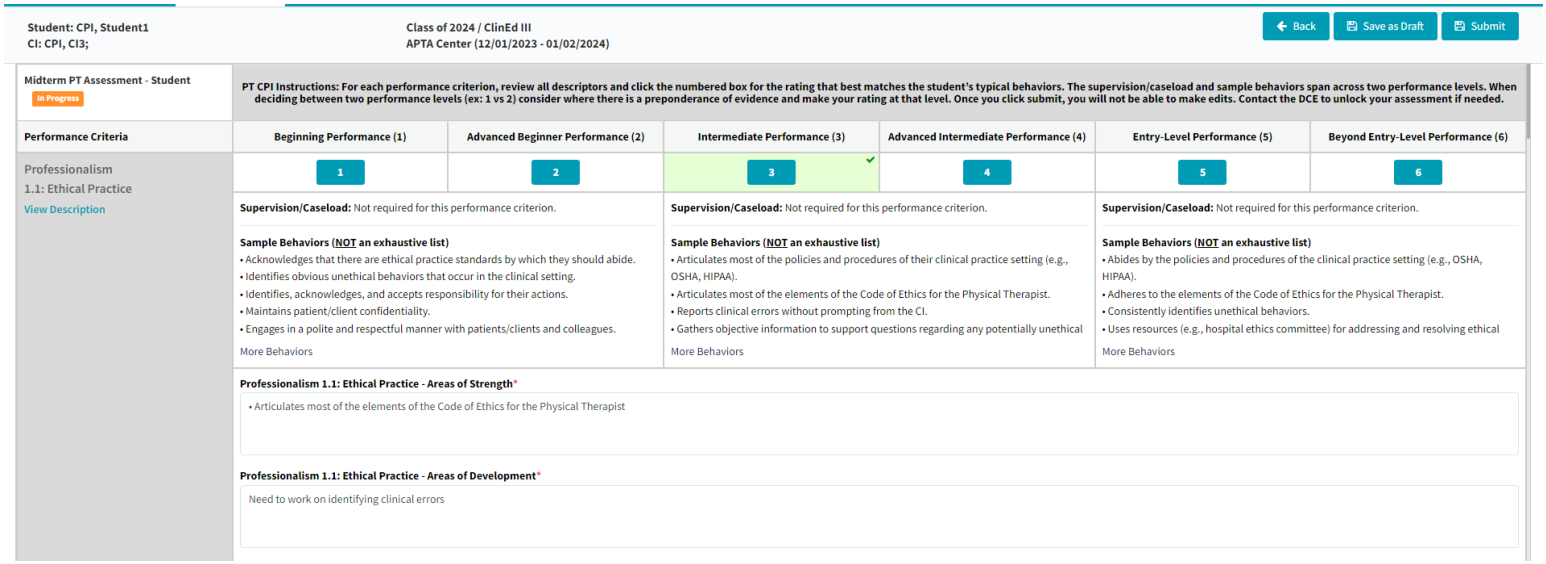
Start, Continue or View Assessments

APTA Rubric evaluations have been created and mapped by APTA administrators. Click the action to **Start** an assessment, or click “Continue Self Assessment” once the assessment has been opened. This button will change to read “View Self Assessment” when completed.

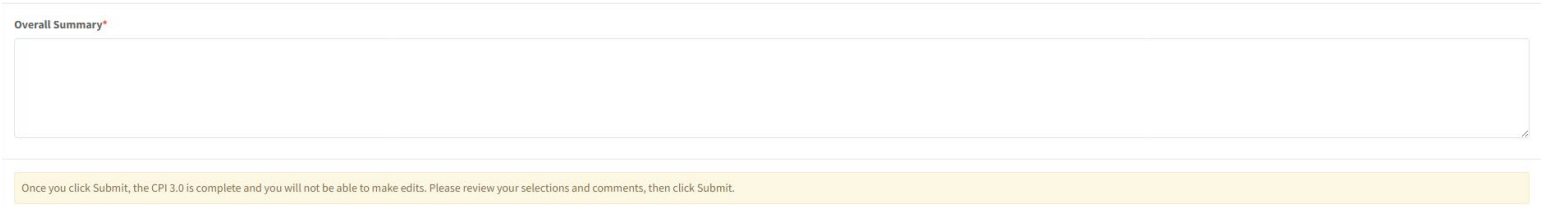


- Verify the name and evaluation (Midterm vs Final), then complete the rubric by selecting the appropriate response for each criterion.
- Clicking on a rating will automatically save the rating for that criterion.
- Click “View Description” to see the description of each criterion.
- Click “More Behaviors” to see all sample behaviors for each criterion.
- Add criteria level comments on **Areas of Strength** and **Areas for Development.** You must click to another area after making a comment for it to auto-save.

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- Scroll to the end of the rubric to add comments for an **Overall Summary.**



Save your Rubric

Clicking on a rating will automatically save the rating for that criterion. You must click to another area after making a comment for it to auto-save.

Save As Draft allows you to save an incomplete rubric without publishing it to other areas in Competency.AI. Rubrics saved as a draft will remain **in progress** until edits are complete and submitted.

Submit Once you click submit the rubric is **complete**. You will not be able to make any edits. Please review your comments and selections carefully, then click **Submit**.

Back brings you back to the PT Assessments page.

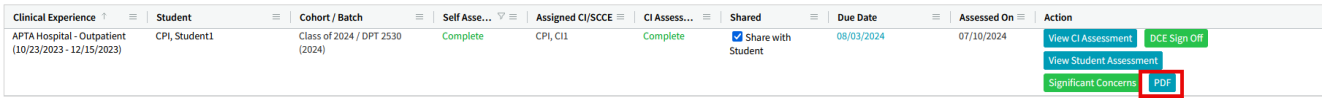
If you need to make edits to your assessment, please contact your DCE/ACCE to have them unlock the assessment.

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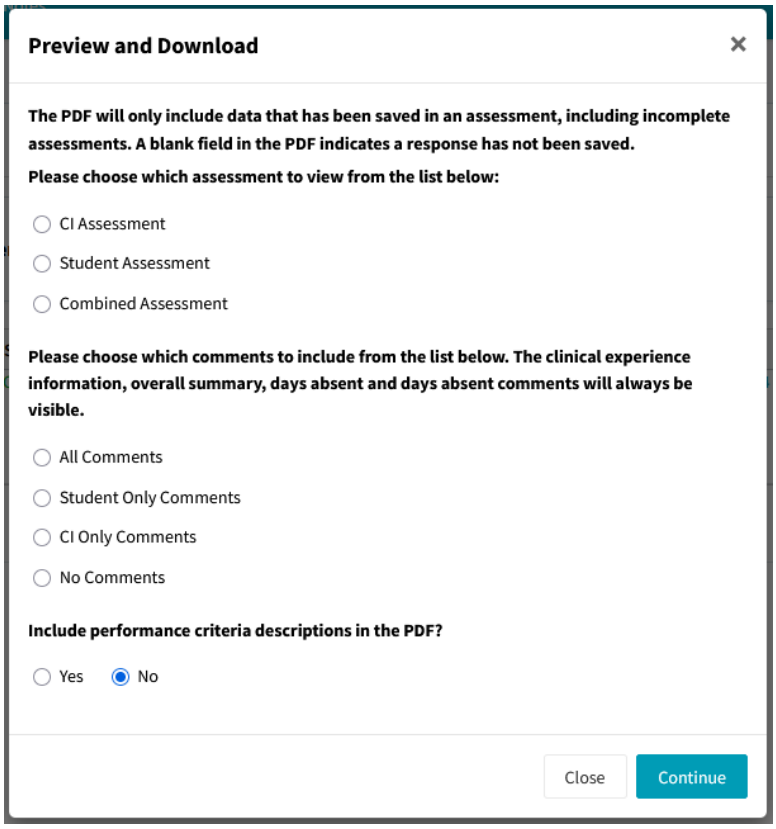
Viewing Combined Assessments

This feature provides the ability to view, download and print assessment reports.

1. The “PDF” button will appear when an assessment has been started. The CI assessment or the combined assessment will not be clickable until both the CI and student have submitted their assessment and the school has shared it.

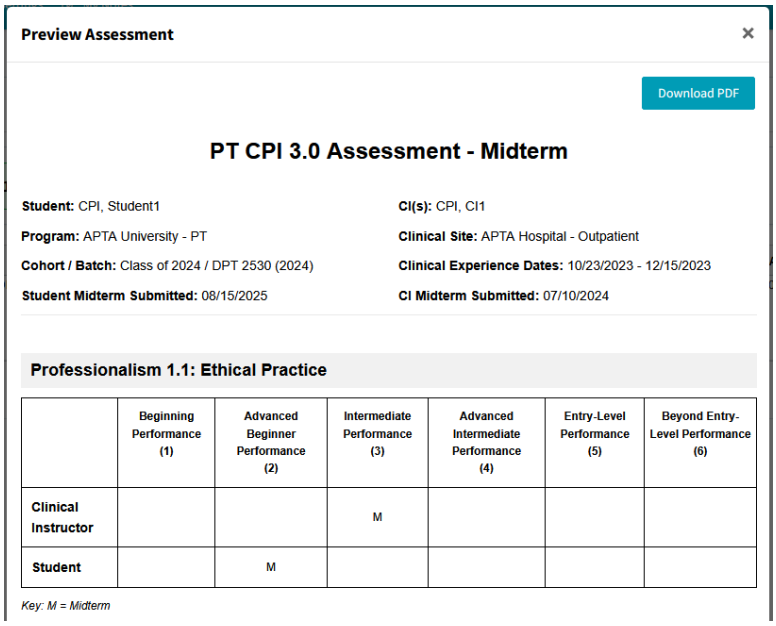


2. Clicking the “PDF” button will open a sub-menu where they can select which assessment type and comments to view. The clinical experience information at the top of the assessment PDF, overall summary, number of days absent, days absent comments, and assessment submission dates will always be visible.
    a. The assessment type options are as follows:
        i. CI Assessment (Will be disabled if CI & Student assessments are not complete & not shared with student)
        ii. Student Assessment (Will be disabled if student has not started assessment)
        iii. Combined Assessment (Will be disabled if CI & Student assessments are not complete & not shared with student)
    b. The sub-menu options are below:
        i. All comments
        ii. Student Only Comments
        iii. CI Only Comments
        iv. No Comments
    c. There is also an option to include descriptions of each performance criteria.



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3. The “PDF” button in the midterm tab will include ratings and comments from JUST the midterm. The “PDF” button in the final tab will include ratings and comments from the midterm AND final.
4. Once the user selects the assessment type and comments they want to see, they will be able to view the appropriate fields on the provided PDF.
5. Clicking on Download button produces a PDF document – The PDF can be viewed, downloaded, saved, and printed.



Preview Assessment ×

Download PDF

PT CPI 3.0 Assessment - Midterm

Student: CPI, Student1
Program: APTA University - PT
Cohort / Batch: Class of 2024 / DPT 2530 (2024)
Student Midterm Submitted: 08/15/2025

CI(s): CPI, CI1
Clinical Site: APTA Hospital - Outpatient
Clinical Experience Dates: 10/23/2023 - 12/15/2023
CI Midterm Submitted: 07/10/2024

Professionalism 1.1: Ethical Practice

	Beginning Performance (1)	Advanced Beginner Performance (2)	Intermediate Performance (3)	Advanced Intermediate Performance (4)	Entry-Level Performance (5)	Beyond Entry-Level Performance (6)
Clinical Instructor			M			
Student		M				

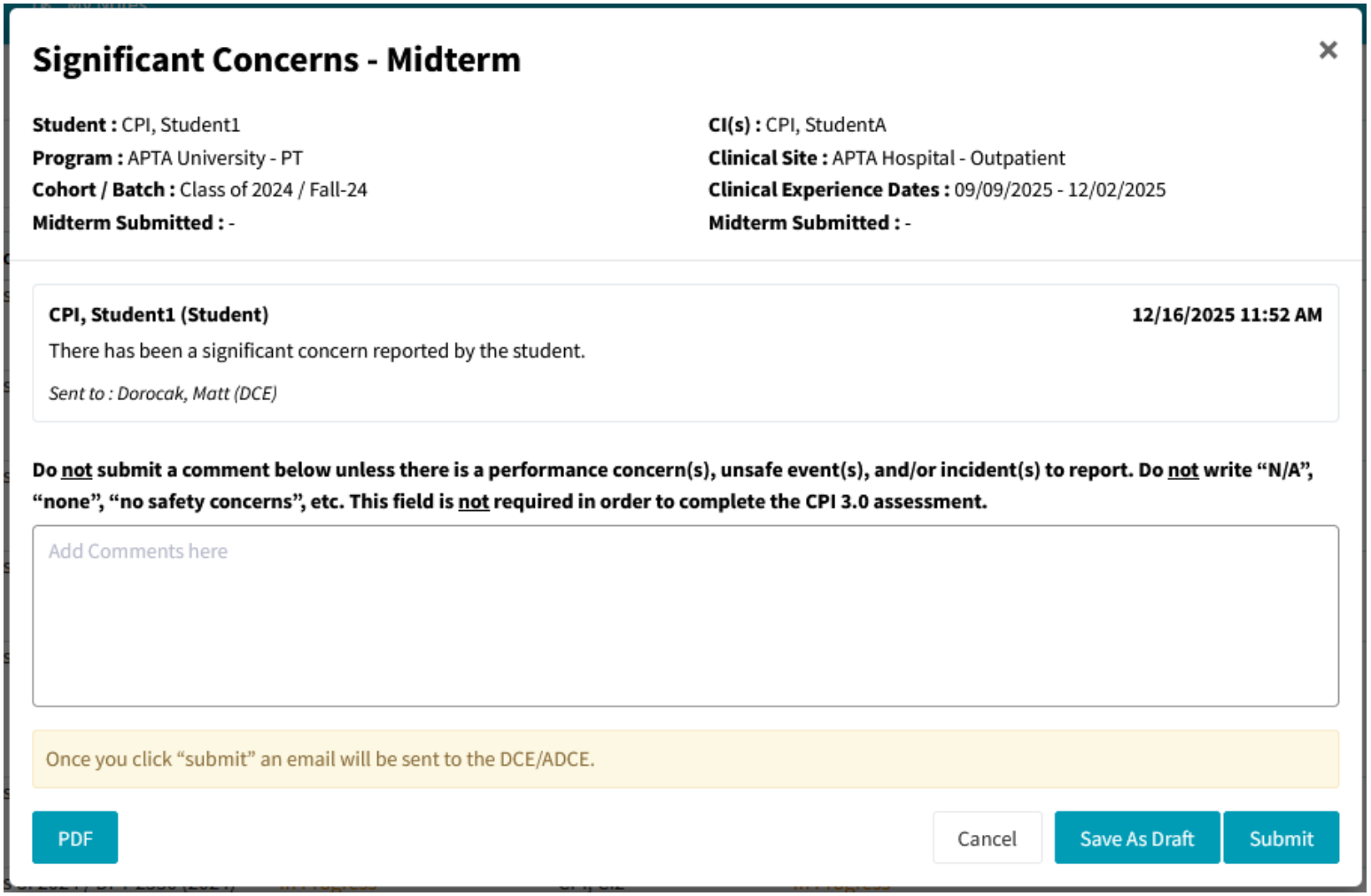
Key: M = Midterm

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Significant Concerns

Throughout the clinical experience, students and CIs may submit “Significant Concerns” to the DCE/ADCE. These comments pertain to incidents that have occurred throughout the clinical experience or situations that are of concern to the student or clinical instructor(s). They can submit these concerns at any time.

When a Significant Concern is reported, the DCE and ADCE will receive an automated email notification. The Significant Concern button will populate as a red button next to the assessment—clicking on it will open the dialog box.



Here, you can review your comments and any replies that have been shared with you. Additionally, students can export all notifications that appear in the significant concerns box by clicking on the “PDF” button in the lower, left-hand corner of the screen. Clicking the button will prompt your computer to save a PDF copy of these notifications, along with the author, timestamp, and clinical experience information to your machine for offline access. This field is not required to complete an assessment. If no Significant Concerns arose during the clinical experience, please do not fill out this field.

Please note: The Significant Concerns box functions as a notification service, not a communication service.

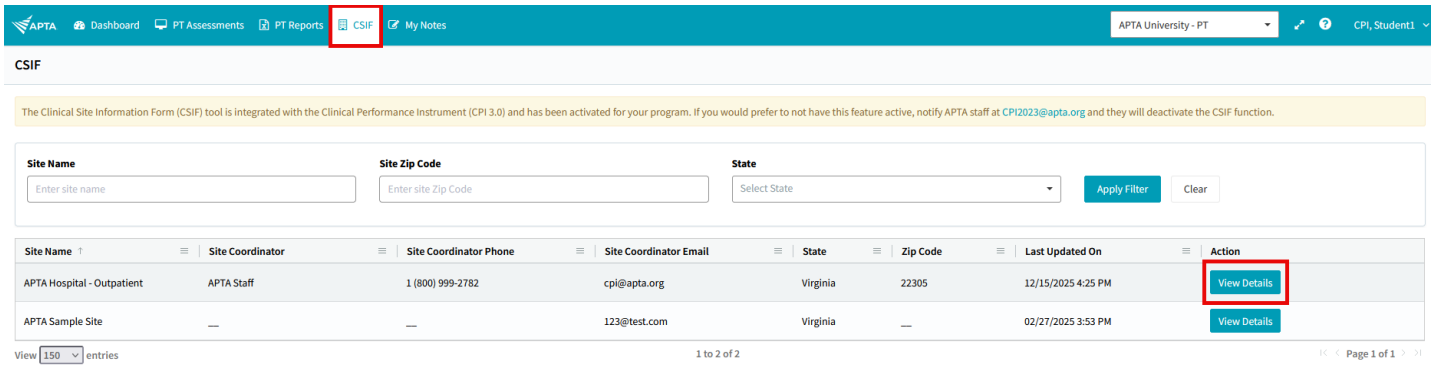
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Clinical Site Information Form

The Clinical Site Profile allows the student to view CSIF (Clinical Site Information Form) details previously completed for each clinical site to which their program is associated.

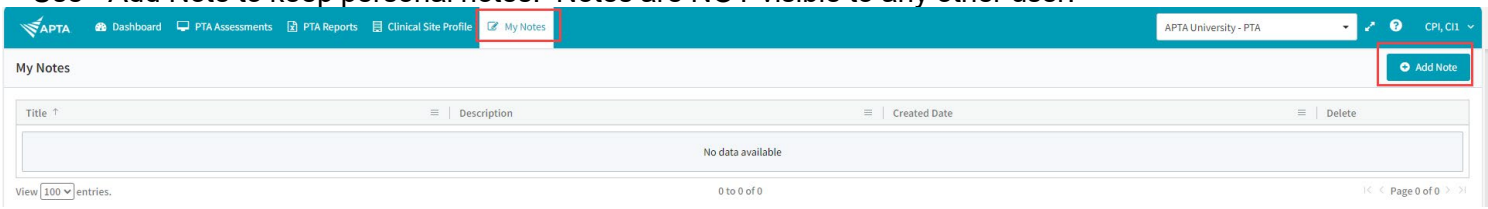
Note Students may NOT edit clinical site information. If there is no completed CSIF for a site, it will not appear in this list.

Click View Details to view a site's CSIF.



My Notes

Use +Add Note to keep personal notes. Notes are NOT visible to any other user.



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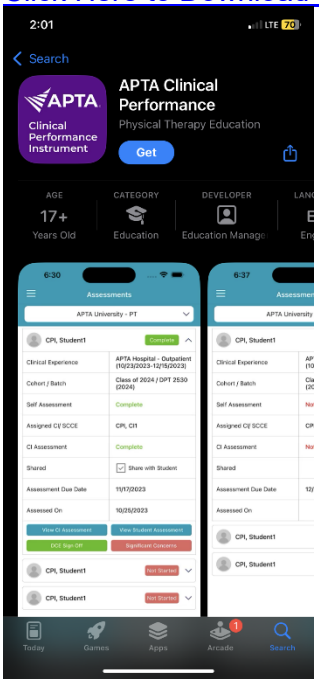
Mobile App Overview

CPI 3.0 is a cloud-based assessment tool that physical therapist and physical therapist assistant students complete, along with their clinical instructors (CIs), during their clinical experiences. While also accessible from a website, these mobile apps were built for students and CIs to complete midterm and final assessments from mobile devices and tablets. It also allows educational program staff (DCE, ADCE, Admin Staff, and Adjunct Faculty) and Site Coordinators of Clinical Educations (SCCE) to check the completion status and review what was submitted by students and clinical instructors linked to their educational program or facility. The permissions associated with each user role regarding assessment visibility mirror the permissions available on the CPI 3.0 web platform.

Downloading the CPI 3.0 mobile app

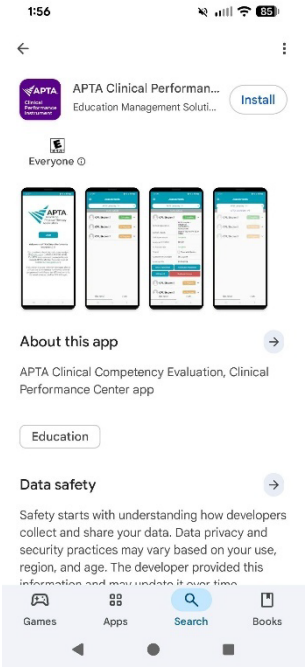
The CPI 3.0 mobile app is available exclusively for Apple and Android devices and can be downloaded and accessed free of charge from those device specific app stores. Follow the link below to download the CPI 3.0 mobile app:

Click Here to Download from the Apple App Store



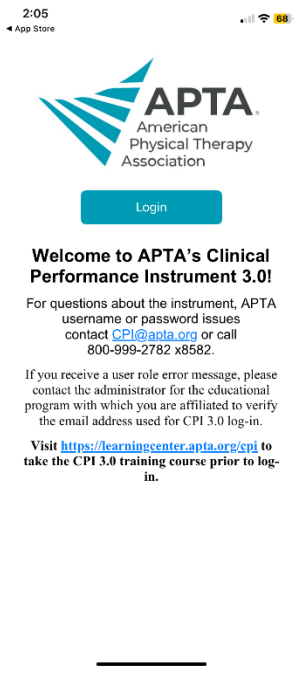
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[Click Here to Download from the Google Play Store]

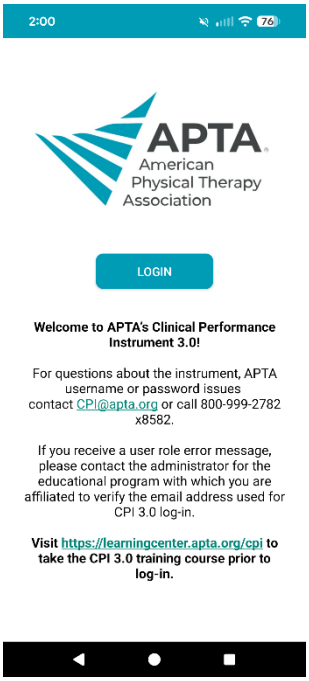


Accessing the CPI 3.0 mobile app

1. After downloading the app, click **Login**



Apple

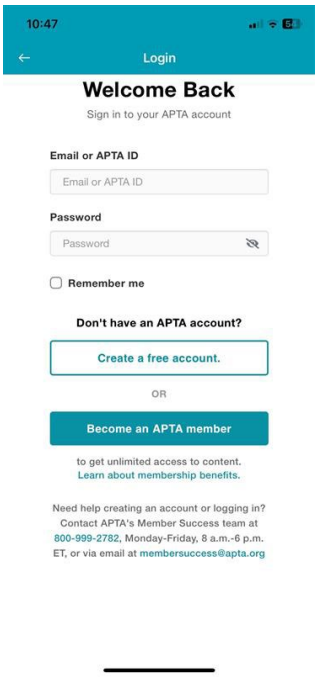


Android

2. On the next page, enter your APTA login credentials to access your CPI 3.0 account. Apple users will click the "Go" button on their keyboard after typing in the credentials to complete the log in process. Android users will

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click the orange “Log in” button after entering their credentials,



Apple

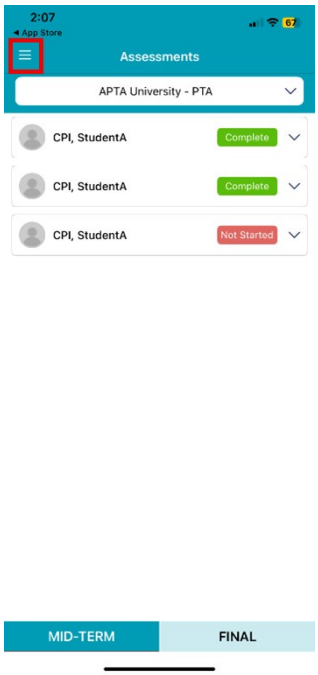


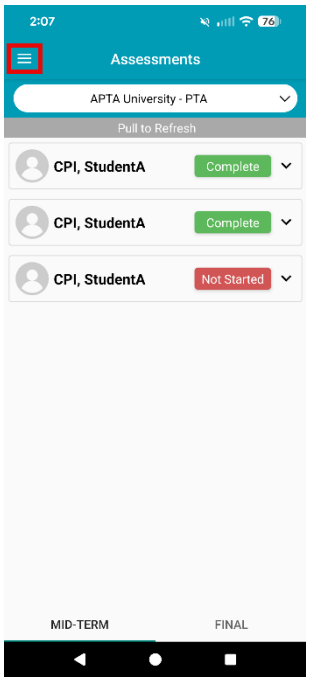
Android

Navigating within the CPI 3.0 mobile app

After logging in, you'll be directed to the Assessments Page. At the top, you'll see the “Assessments” title. Just below, a white box displays your institution's name. If you are affiliated with multiple programs in CPI 3.0, tap the arrow to open the drop-down menu and confirm you're using the correct institution. The Assessments page can also toggle between the midterm and final assessments by selecting the corresponding tab at the bottom of the screen.

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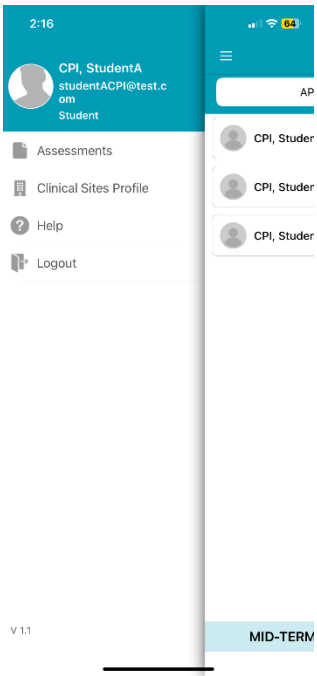


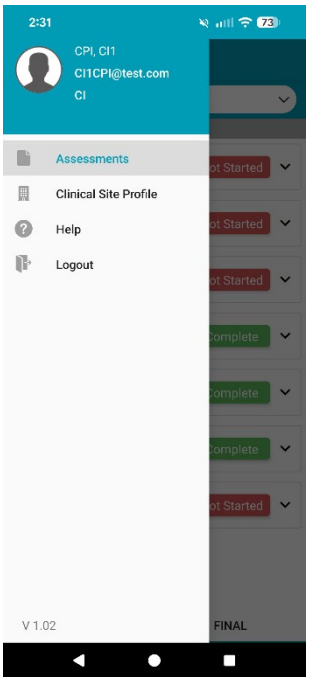


Apple Android

On the top-left corner, tap the menu icon (three horizontal lines) to open the sidebar, which includes:

- Profile name, email address, and current role
- Assessments – view your assigned assessments
- Clinical Site Profile – view sites with completed Clinical Site Information Forms that are affiliated with your program (user role dependent)
- Help – access user guides available to you.
- Logout – Logs you out of the CPI 3.0 mobile app and returns you to the CPI 3.0 landing page. screen.





Apple Android

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Profile

A user's name and email address are pulled from their APTA account.

- The user's first and last name can be updated online here: https://aptaapps.apta.org/MyApta/NameInformation.aspx
- The email address can be updated here: https://aptaapps.apta.org/MyApta/ContactInformation.aspx

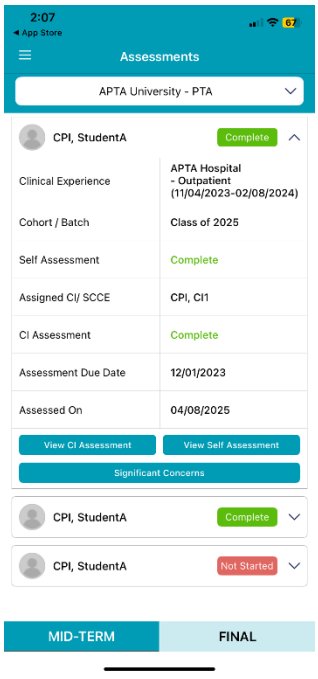
Completing Assessments

Assessment Overview

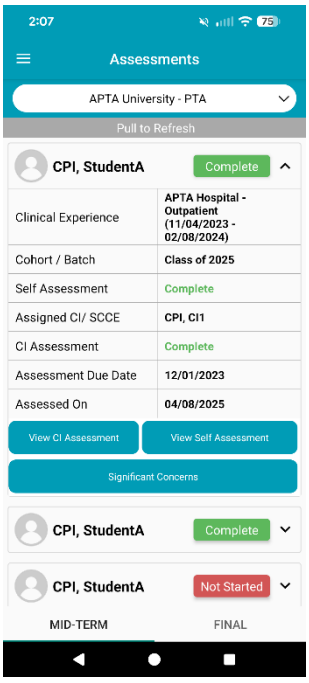
- Each box on the home screen represents an individual assessment assigned to you.
- Assessments are labeled and color-coded to indicate progress:
  - Green – Completed
  - Orange – In Progress
  - Red – Not Started
- Assessment progress is saved across both CPI 3.0 mobile and desktop applications. Assessments can be started, edited, and submitted on the mobile app or desktop computer without any data loss.

Selecting & Completing an Assessment

1. Tap an assessment to open information about the clinical experience and complete, resume, or view assessments.



Apple

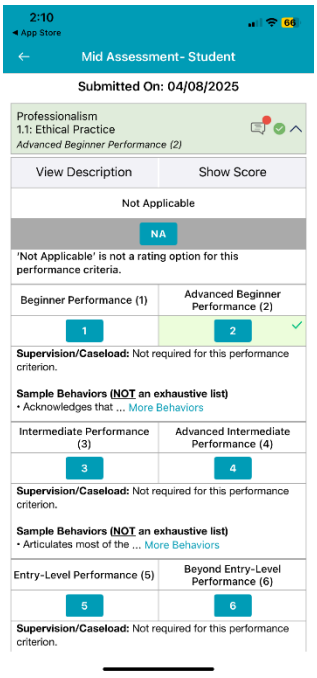


Android

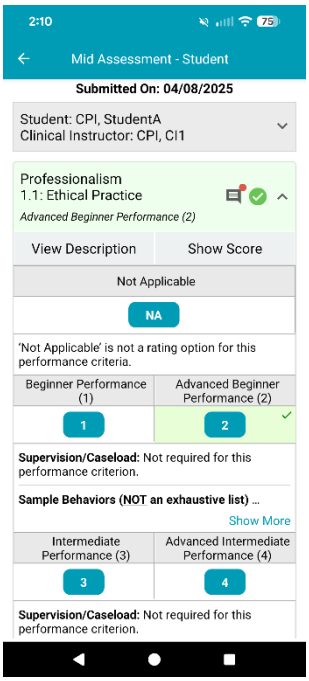
2. Opening an assessment will bring users to a page to select and edit scores and comments for specific performance criteria. Tapping on the banner or downward pointing arrow will open the score selection screen.

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- Any score can be selected or changed by tapping on the desired number. The block containing the number will turn green and a checkmark will appear next to the score selected. This selection will be recorded automatically and can be changed until the assessment is submitted.



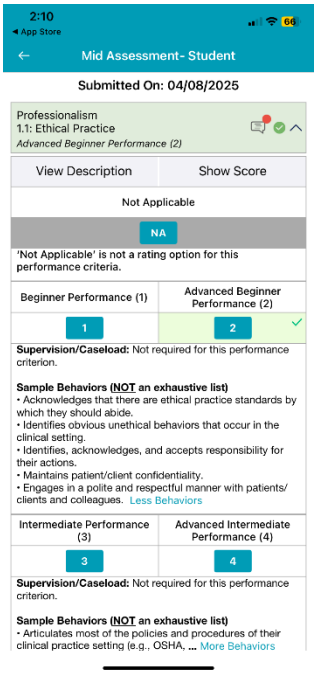
Apple

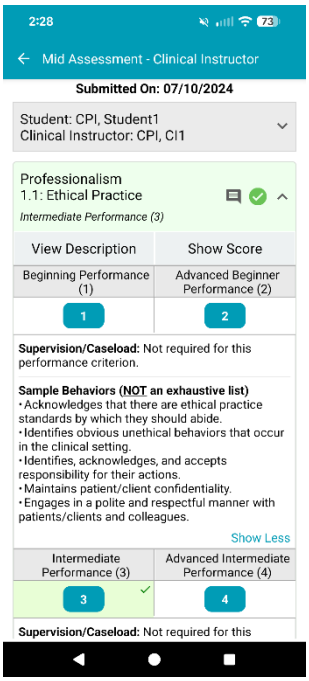


Android

3. After opening the performance criteria selection window, there is an opportunity to review the supervision/caseload requirements and sample behaviors. Below each band of assessment scores, there is a “More Behaviors” link for Apple users and a “Show More” link for Android users. Tapping on this link will reveal the full text. This text can be hidden again by tapping the “Less Behaviors” link for Apple users and a “Show Less” link for Android users.

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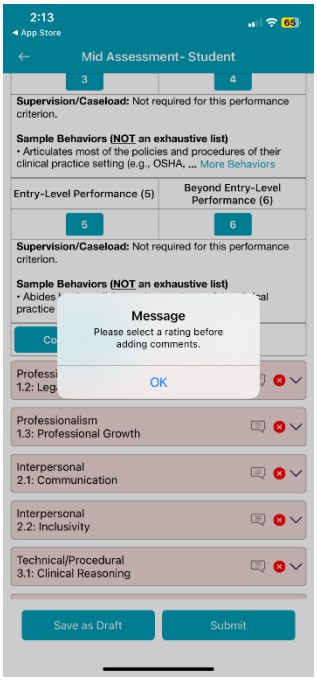


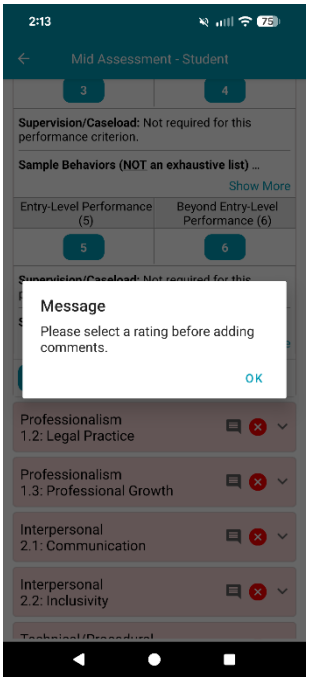
Apple Android

Adding Comments

The educational program may require comments for each performance criteria. Requirement is noted with a red asterix appearing next to the comment box name (*).

1. To add comments for the performance criteria, a number rating must be selected first. If one is not selected, a pop-up will appear prompting users to select a rating.

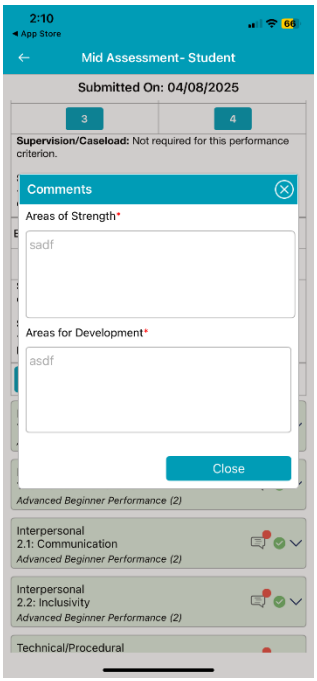




Apple Android

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2. Tap the message icon in the performance criteria banner or “Comments” box beneath the rating options.
    - After opening comments on a specific performance criterion, users will see two text boxes:
        - Areas of Strength
        - Areas of Development



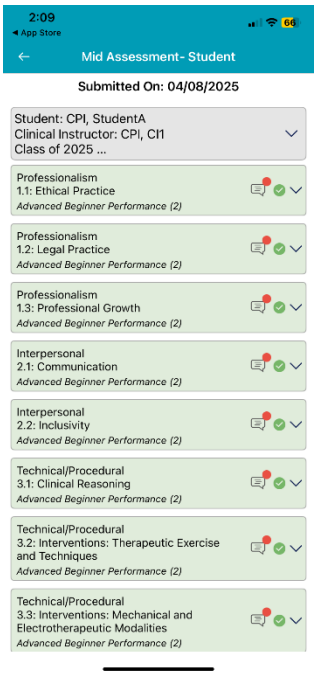
Apple

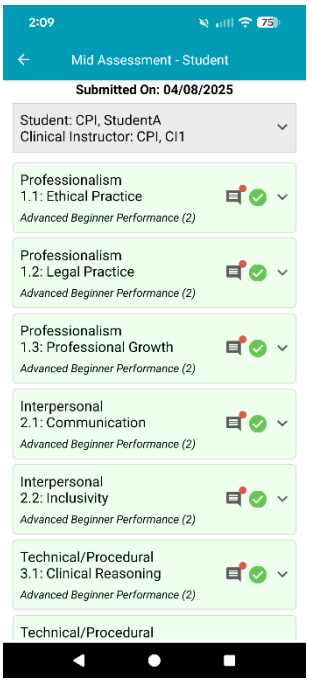


Android

    - An error message will appear notifying the user if there are missing required comment sections before an assessment can be successfully submitted.
3. Once a comment is saved a red circle will appear on the message icon, indicating there is a comment.
    - Scroll to the bottom of the page to ensure all assessment boxes have turned green, confirming all sections are fully completed.

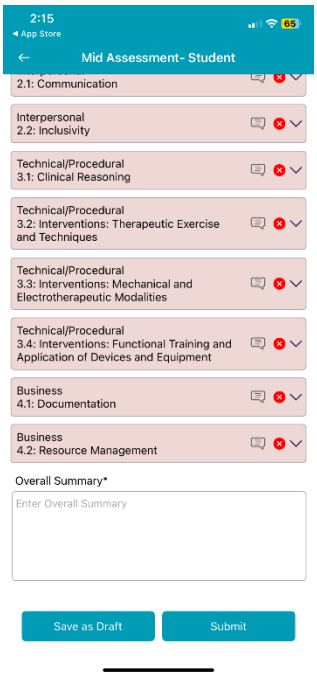
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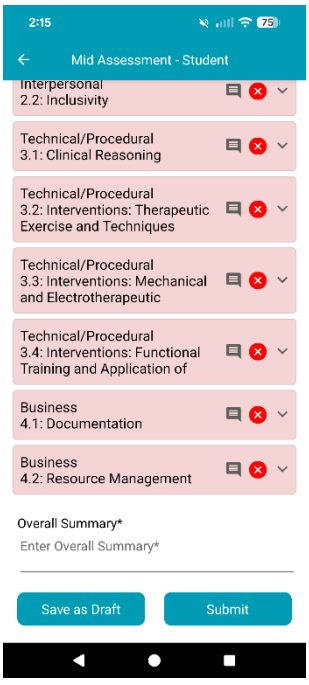




Apple Android

4. All CPI 3.0 assessments are required to have an overall summary before they can be submitted. This overall summary question is found by scrolling to the bottom of the page. Tapping on the “Enter Overall Summary” text will bring up your keyboard and allow to you answer this required question.



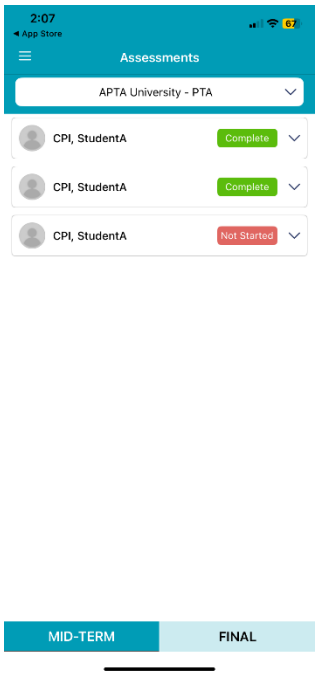


Apple Android

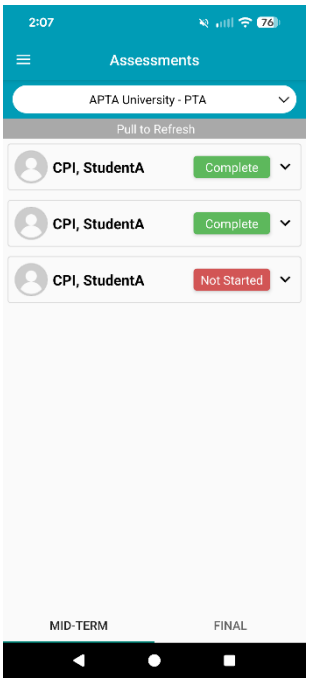
Submit or save assessment

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1. To complete an assessment, tap the Submit button in the bottom right. Once it has been submitted, users will not be able to make any changes.
    - If a user believes their assessment was accidently submitted before all comments were fully added, educational program staff can re-open an assessment. That missing content can then be added.
    - If needed, users can begin an assessment and return to complete it later. Assessment data autosaves in the mobile apps, just like the desktop version. Alternatively, users can tap on the “Save as Draft” button before closing the app, although tapping that button is NOT required to save progress.
2. After submitting, you will be redirected to the home page, and the assessment box will display a green "Complete" badge.



Apple

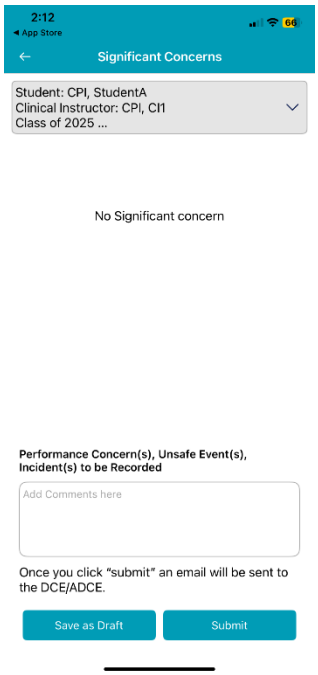


Android

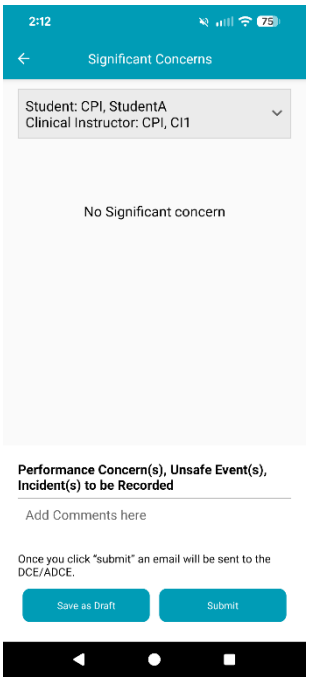
Significant Concerns

Throughout the clinical experience, students and CIs may submit “Significant Concerns” to the DCE/ADCE. These comments pertain to incidents that have occurred throughout the clinical experience or situations that are of concern to the student or clinical instructor(s). They can submit these concerns at any time. Completing this field is not necessary to submit an assessment, if no concerns occur during the experience, simply leave this section blank.

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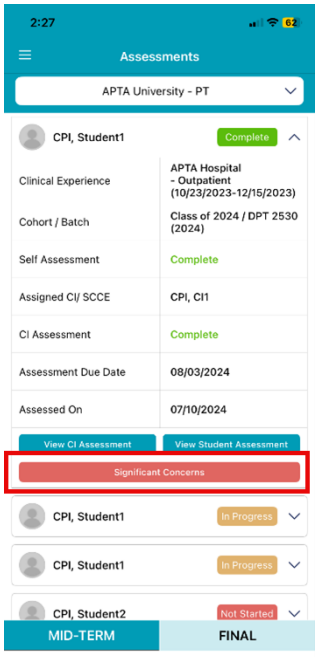


Apple

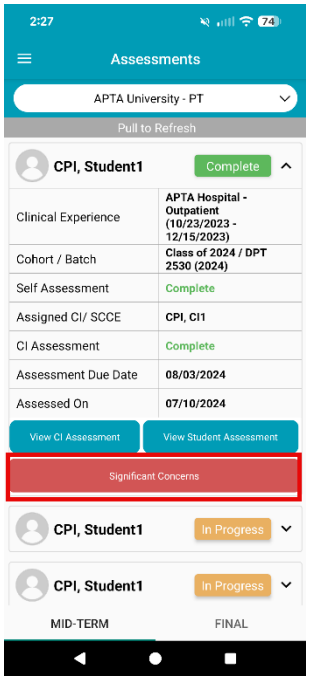


Android

1. When a Significant Concern is reported, all program DCEs will receive email notification. The Significant Concern button will change from teal to red in the expanded assessment view for all program DCEs, ADCEs, admin staff, and the reporting user—clicking on it will open a new screen to view the concern.
    - The significant concern is visible only to DCEs and ADCEs of the program, a clinical site's SCCE (if one is identified), along with the individual who reported it. While this function is critical in reporting concerns to the school, educational program staff can also respond to the user through this section of the app.



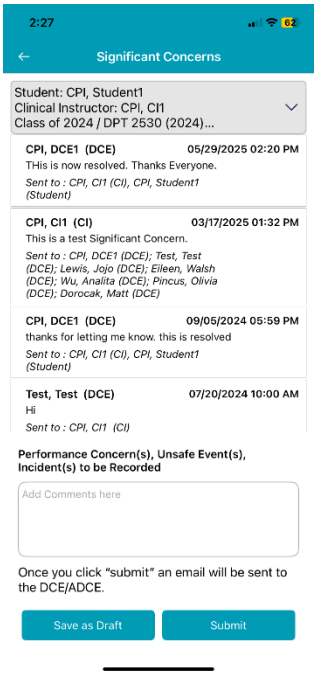
Apple



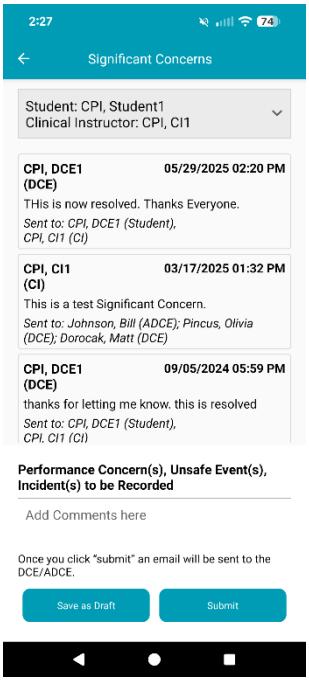
Android

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2. DCE and ADCE users can choose to respond to the student or CI's concern directly or share the response with both which may be beneficial if it impacts the rest of the experience.
3. DCEs and ADCEs can "resolve" the concern on the web version of CPI, which simply provides a visual shortcut to determine if a concern has been addressed. It is not a necessary step to complete. Once a DCE or ADCE resolves a significant concern, the box will turn green.



Apple



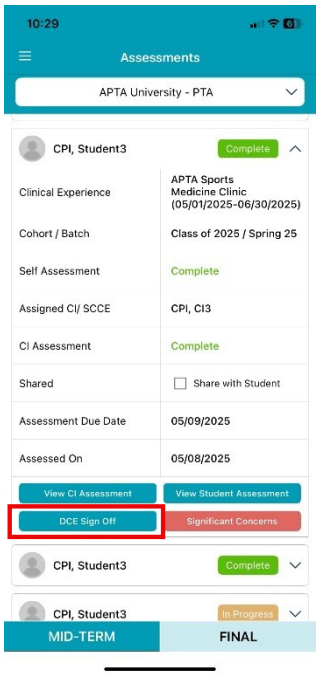
Android

DCE Sign off

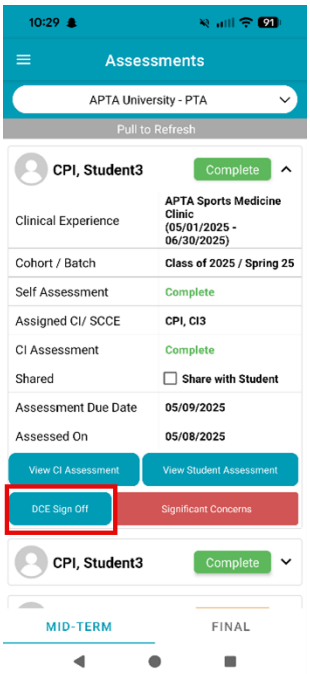
Once both the student and CI have completed either the midterm or final assessment, educational program staff can write comments. This is called DCE Sign Off. These notes can be kept private to educational program staff, shared with a student, and/or shared with a CI.

1. Once an assessment has been completed by both the student and CI, a teal DCE Sign Off button will appear next to the Significant Concerns button for DCE users.

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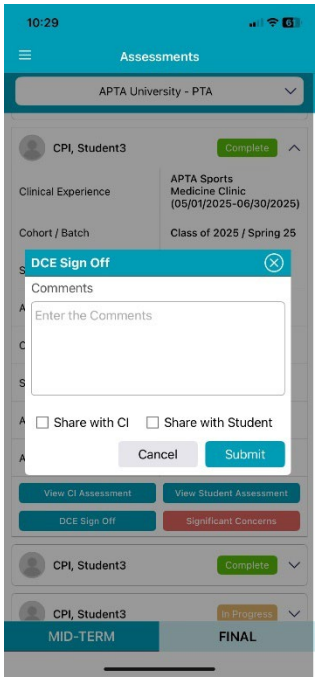


iPhone

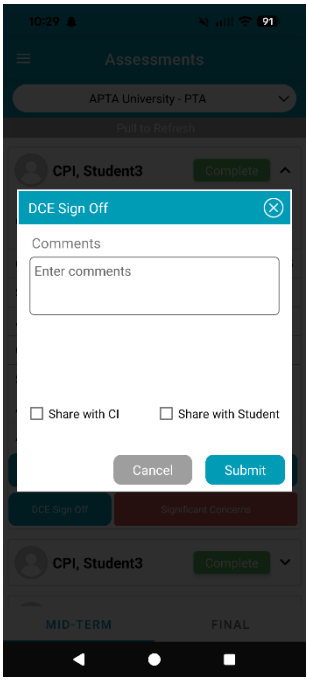


Android

2. Clicking this button will open a pop-up for comments to be entered, as well as select who can see the comments. Tapping the “Share with CI” button will allow the same DCE Sign Off button to appear next to the Significant Concerns button in the CI’s mobile app or desktop view. CIs will be able to click this button and view the DCE Sign Off comments. Tapping the “Share with Student” button will allow the DCE Sign Off button to appear next to the Significant Concerns button in the student’s mobile app or desktop view. Students will be able to click this button and view the DCE Sign Off comments. Leaving both boxes unchecked will ensure only education program staff can view the comment.



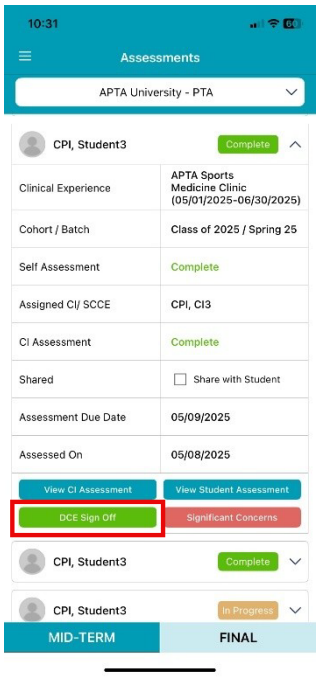
Apple



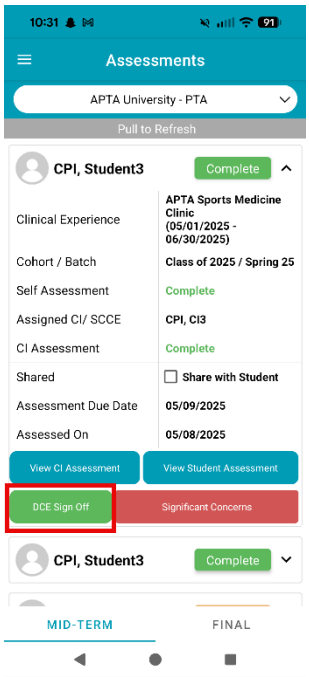
Android

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3. Clicking the “Submit” button will save the comment, share it with the selected individuals, and the DCE Sign Off button will now be green.



Apple



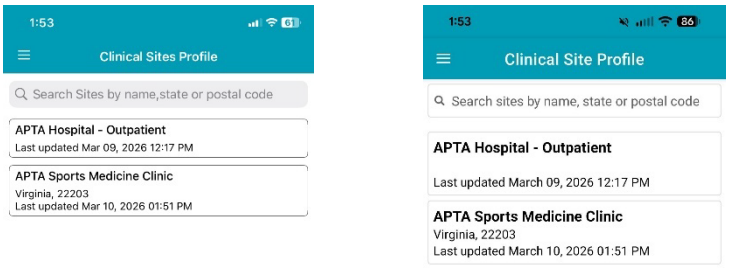
Android

Clinical Site Profile

The Clinical Site Profile page in the mobile app is a listing of clinical sites with a complete Clinical Site Information Form (CSIF). These forms can be completed from the desktop version of CPI 3.0 by SCCEs or educational program staff. The sites that are visible on this page differ by user role. Educational program staff (DCE, ADCE, and Admin Staff) can see every site in the CPI 3.0 database that has completed a CSIF. Student, CI, SCCE, and Adjunct Faculty users will only see a list of sites the school has added to their site list who have completed a CSIF.

1. Users can search for a site by tapping on the search bar at the top of the screen to enter in site details.

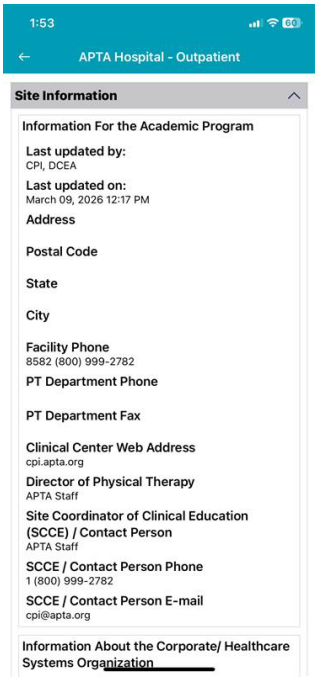
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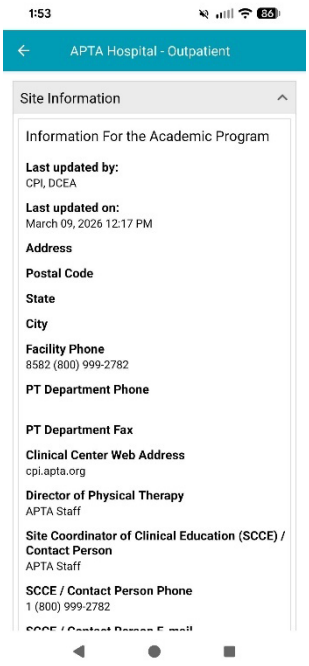
Apple Android

2. Tapping on the desired site's box will open a new page to the site's information form. The site's form includes the following information:
   - Site Information
     a. Address
     b. Clinical Site Classifications
     c. Clinical Site Location
     d. Affiliated PT and PTA Educational Program
   - Number of Clinical Faculty/Clinical Instructors
   - Physical Therapy Services
     a. Number of Patients
     b. Patient/Client Lifespan and Continuum of Care
     c. Patient/Client Diagnoses
     d. Interprofessional Practice
   - Clinical Education Experiences
   - Information for Students

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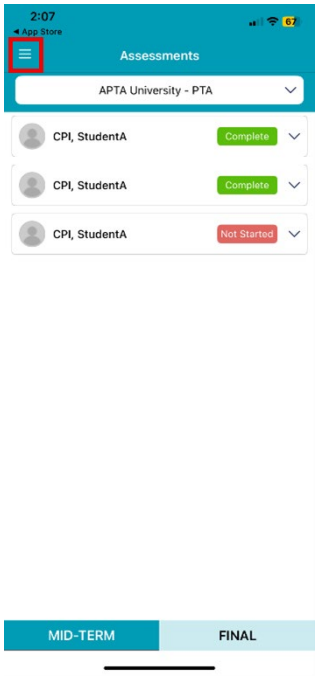
Apple



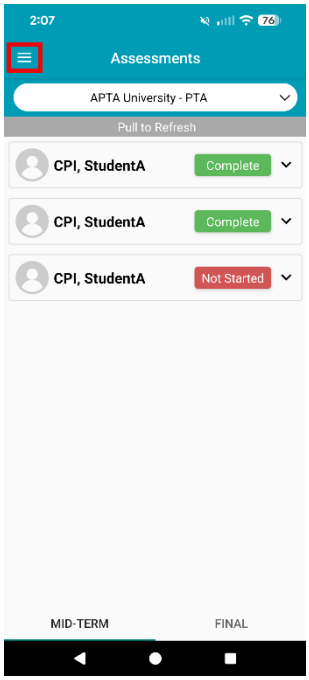
Android

Help Page

Tapping the “Help“ button in the main menu sidebar will open a User Guide which explains how to navigate the mobile or desktop site and how to accomplish specific tasks in the CPI 3.0 system. To access the “Help” button, tap the menu icon (three horizontal lines) at the top-left corner of the app. Then, tap the “Help” button.

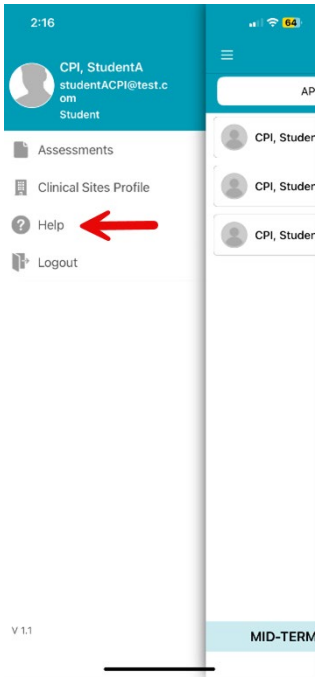


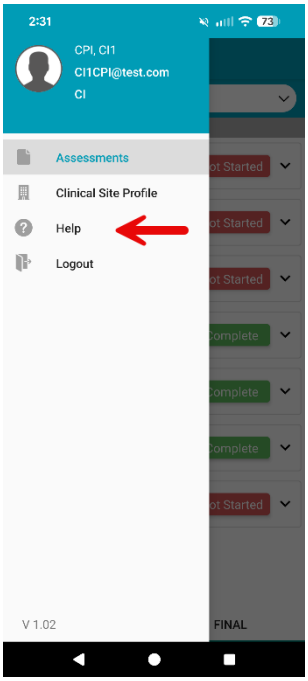
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Android

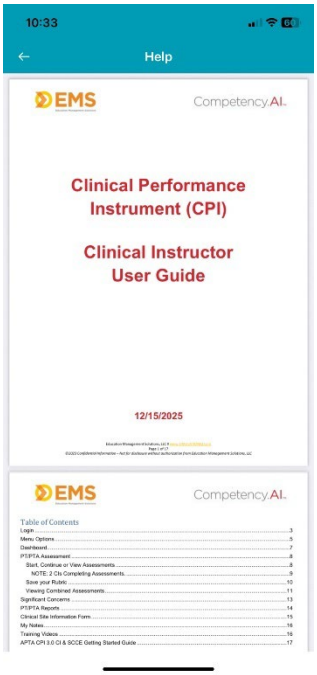
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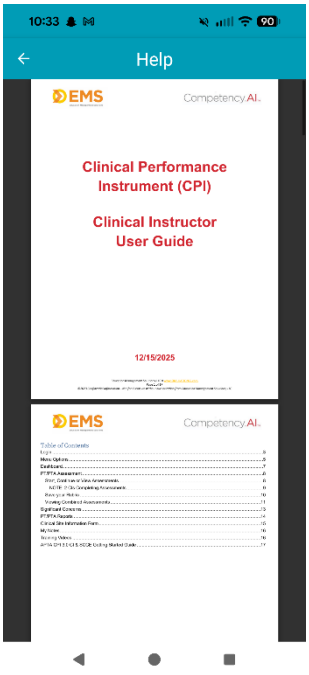




Apple Android

Once the “Help” icon is tapped, the user’s specific guide will open.





Apple Android

Users with Multiple Roles

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The current build of the CPI 3.0 mobile app only recognizes one user role per educational program upon sign in. The user role determines which actions can be performed on the mobile app for a specific educational program. When the user logs in, the mobile app will only recognize the “Primary Role”. The primary role assigned to a user’s account is visible on the CPI 3.0 website (not mobile app) and can be assigned or updated by DCEs, ADCEs, or Administrative Staff at the educational program.

*Please note: a CI who completed a CPI 3.0 assessment as a student, graduated, and is now serving as a CI for student(s) from their alma mater, will not be able to use the mobile app at this time. CIs who used CPI 3.0 as a student, graduated, but are currently paired with students from other educational programs are able use the mobile app to view and complete assessments. CIs who completed all their student assessments using an earlier version of the CPI or a different assessment tool are unaffected.

Technical Support

For any questions or concerns regarding the CPI 3.0 mobile app, please contact cpi@apta.org or call (800) 999-2782 and select menu option 4.

Training Videos

PTA Student Rubric Training Video

PT Student Rubric Training Video

Reporting Significant Concerns in CPI 3.0

For questions, comments or concerns about the CPI please email CPI@APTA.org or call (800) 999-2782 x 8582.

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PT/PTA Student 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 apta.org, click the "Log In" button at the top middle of the screen, enter your credentials, 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 from 8am-6pm ET Monday - Friday.
  - If you do not have an APTA account, please visit 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.
  - Confirm with your educational program which email address you should use (i.e. school or personal email address).
- Take the free **APTA CPI 3.0 – PT Student Training** **or** **APTA CPI 3.0 – PTA Student Training** in APTA's Learning Center.
  - PT Students: https://learningcenter.apta.org/products/apta-cpi-30-pt-student-training
  - PTA Students: https://learningcenter.apta.org/products/apta-cpi-30-pta-student-training
- 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.

How to Log In to the CPI 3.0 Platform:

- 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 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 – PT Student Training (for SPTs)** **or** **APTA CPI 3.0 – PTA Student Training (for SPTAs),** please review the instructions above on how to complete the training.
      - If you have completed **APTA CPI 3.0 – PT Student Training (for SPTs)** **or** **APTA CPI 3.0 – PTA Student Training (for SPTAs),** please contact the CPI 3.0 team at cpi@apta.org or 800-999-2782 x8582
- 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:

- To access the PT/PTA Student User Guide, 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 system.
- If there is a CPI 3.0 system issue, APTA 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 x8582

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