PT and PTA Clinical Instructors
User Guide
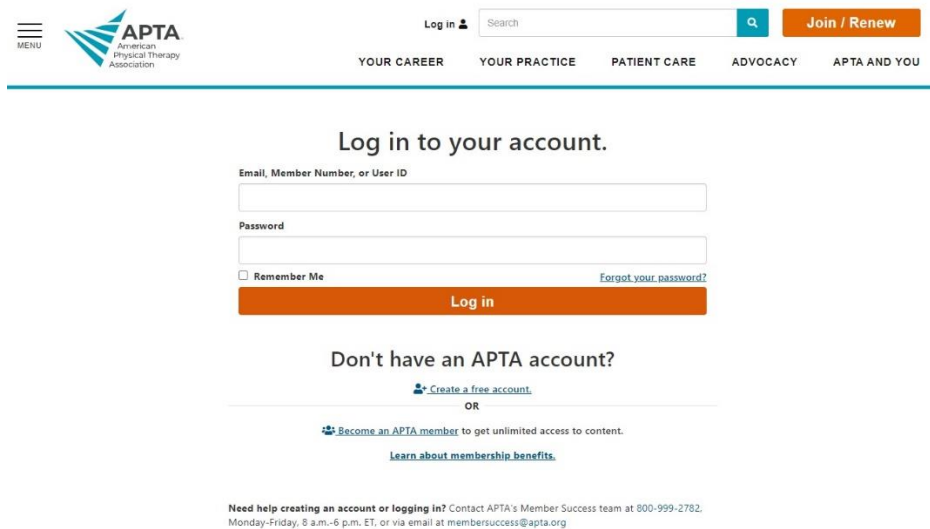
Login

1. Go to https://cpi.apta.org

2. Click **Login**.

3. Log in to your account using your APTA login credentials.

For login issues: Email APTA Member Success or call 800-999-2782 or 703-684-2782.

4. Agree to the **Terms of Use**.
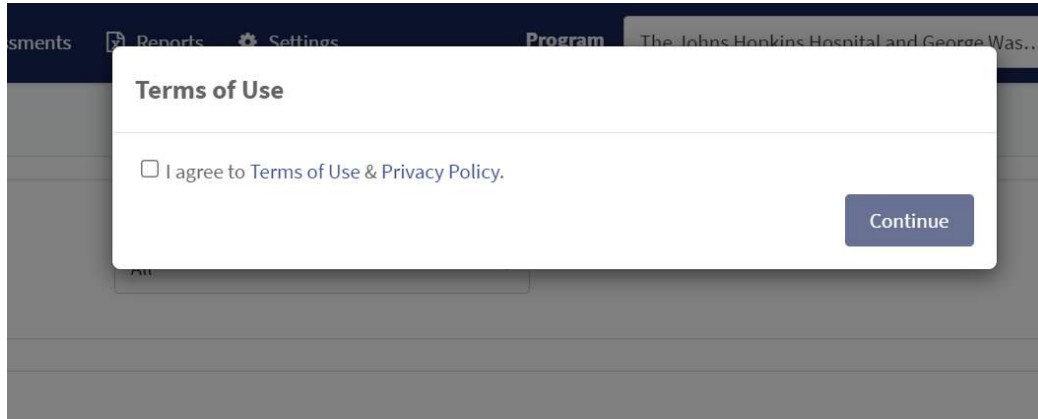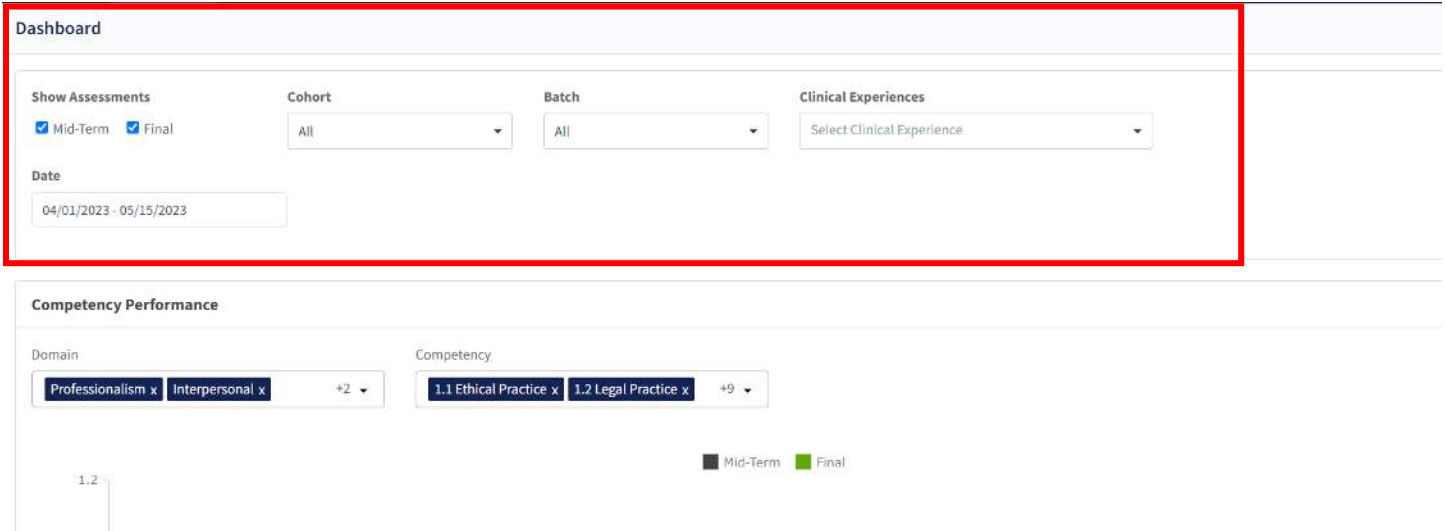

5. The **Dashboard** appears.
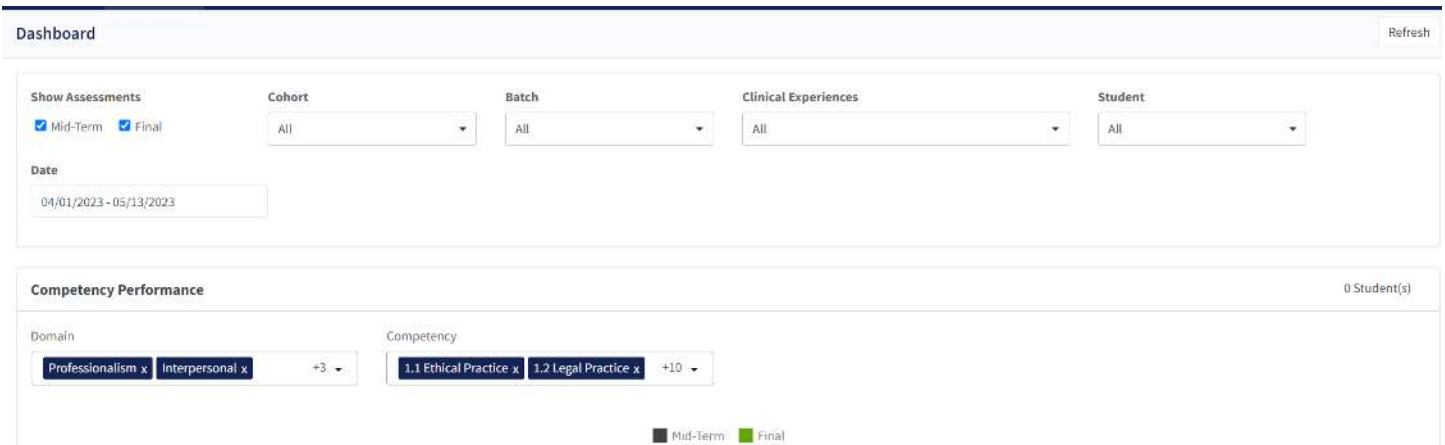
Menu Options

	Click to **enter/exit full screen**.
	Click to access **User Guides**.
	Click your **User Profile** photo to: • Update your user profile • Log Out of the system

Dashboard

The Compency.AI 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.

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

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 for your selected student to Start or Continue an assessment. If the assessment is complete, click the Action to View the assessment.

Verify the student's name and evaluation, then complete the rubric by selecting the appropriate response for each criterion.

Add criteria level comments on **Areas of Strength**, **Areas for Development** and **Remediation Plans** by clicking the comment icon for each criteria. Then **Save.**
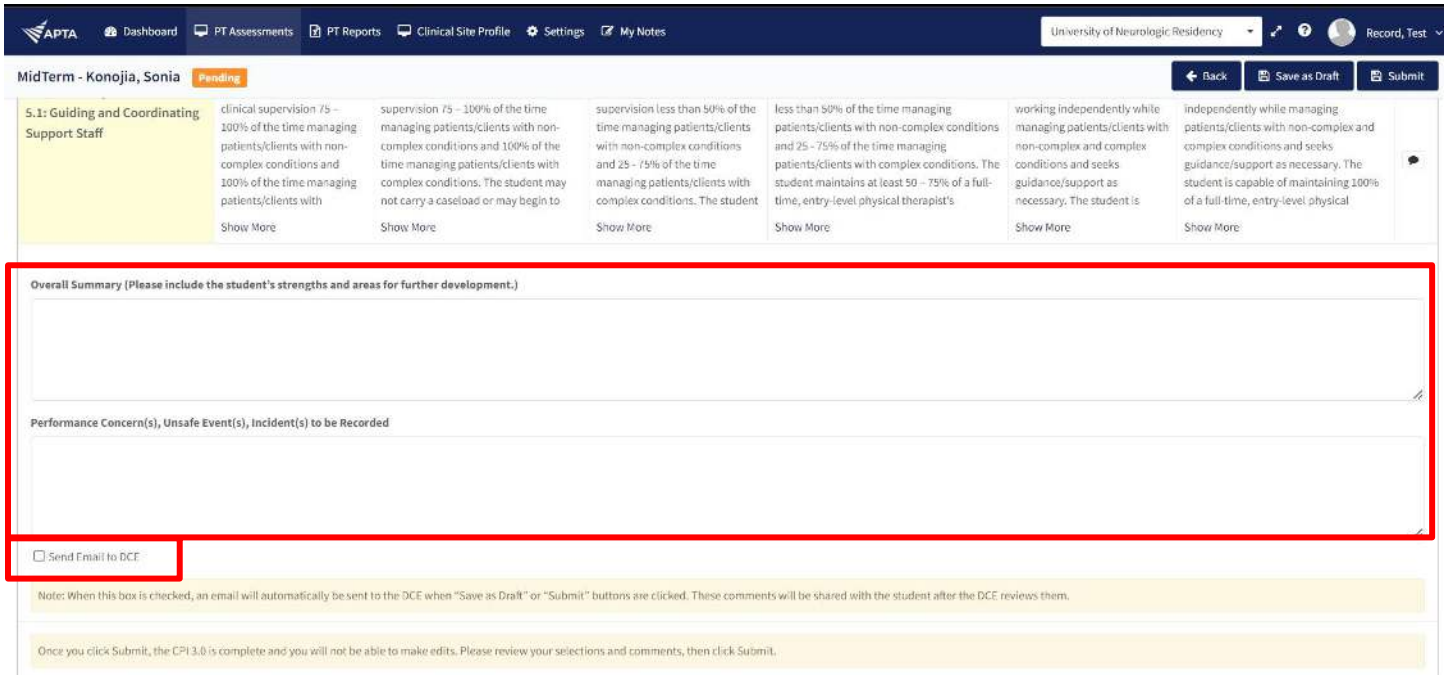
Scroll to the end of the rubric to add comments for an **Overall Summary** and **Performance Concerns**.

Check the Send Email to DCE box to send an email notification to the DCE when you have a Significant Concern. Note: The email will be automatically sent when "Save as Draft" or "Submit" is clicked. These comments will be shared with the students after the DCE/ADCE reviews them.

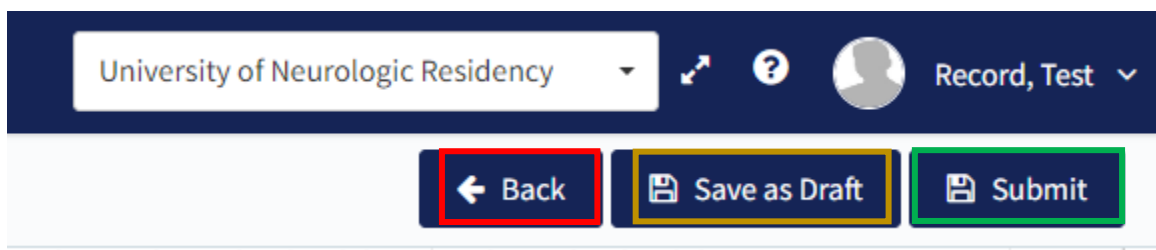## Save your Rubric

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 **pending** status until edits are complete and sbmitted.

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. **CHANGES WILL NOT BE SAVED**