Getting Started With the APTA Learning Center

For PT CPI Course Participants

APTA Members/Current or Former APTA Customers

1. **Login to www.apta.org**

   - Enter your username and password and select "click here to continue:" (http://www.apta.org/login)

   - Under http://www.apta.org/myAPTA make note of the email address associated with your apta.org account you will need to use the same address to verify your training completion in PT CPI Web.

2. **Important!** It is essential that you do not purchase or register for courses in the APTA Learning Center using more than one account number. If you've forgotten your password or were at one time an APTA member, click here to have it emailed to you OR contact 800/999-2782, ext 3395 for assistance.

3. **Set up your computer**

   - Enable pop-ups for **http://www.apta.org** and **http://learningcenter.apta.org**. (Make sure pop-ups are enabled both in your Internet browser and in your Google/Yahoo/AOL toolbar, if installed. Learn how: http://learningcenter.apta.org/oht.aspx#q1).

4. **"Purchase" the free PT CPI online course**

   - To access the PT CPI online course, go to: http://learningcenter.apta.org/free_membercourses.aspx (this is the "Free Member" course catalog, accessible from the public course catalog) in the APTA Learning Center, then "purchase" the free course through the online shopping cart.

5. **Take the PT CPI online course**

   - After purchasing the course, go to **My Courses** http://learningcenter.apta.org/My_Courses.aspx within the APTA Learning Center.

6. **Print CEU certificate**

   - Claim credit and print your 0.2 CEU certificate through My Courses http://learningcenter.apta.org/My_Courses.aspx at the APTA Learning Center.

7. **Access the PT CPI Web site**

   - To access PT CPI Web 2.0, please click: https://cpi2.amsapps.com.

     The academic program with whom you affiliate can provide you with your username (the email address provided to them). 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 PT CPI Web 2.0 is NOT the same as the password used to login to the APTA Web site.*

New Customers/Never Been an APTA Member

1. **Create an account at www.apta.org**

   - Register at **apta.org**: http://www.apta.org/login. Complete the required information and write down your username and password.

   - *Please make a note of the e-mail address that you use when completing this registration information as you will need to use the same email address to verify your training completion in PT CPI Web.*

2. **Set up your computer**

   - Enable pop-ups for **http://www.apta.org** and **http://learningcenter.apta.org**. (Make sure pop-ups are enabled both in your Internet browser and in your Google/Yahoo/AOL toolbar, if installed. Learn how: http://learningcenter.apta.org/oht.aspx#q1).

   - **Important!** You are now ready to purchase the free online course.

3. **"Purchase" the free PT CPI online course**

   - To access the PT CPI online course, go to: http://learningcenter.apta.org/free_membercourses.aspx (this is the "Free member" course catalog, accessible from the public course catalog) in the APTA Learning Center, then "purchase" the free course through the online shopping cart.

4. **Take the PT CPI online course**

   - After purchasing the course, go to **My Courses** http://learningcenter.apta.org/My_Courses.aspx within the APTA Learning Center.

5. **Print CEU certificate**

   - Claim credit and print your 0.2 CEU certificate through My Courses http://learningcenter.apta.org/My_Courses.aspx at the APTA Learning Center.

6. **Access the PT CPI Web site**

   - To access PT CPI Web 2.0, please click: https://cpi2.amsapps.com.

     The academic program with whom you affiliate can provide you with your username (the email address provided to them). 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 PT CPI Web 2.0 is NOT the same as the password used to login to the APTA Web site.*