

Getting Started With the APTA Learning Center

For PTA CPI Course Participants

APTA Members/Current 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](http://www.apta.org) account you will need to use the same address to verify your training completion in PTA CPI Web.

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.

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>).

3. "Purchase" the free PTA CPI online course

- To access the PTA 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 PTA 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 PTA CPI Web site

- After successfully passing the posttest you will be able to fill out the PTA CPI. Please contact the academic program you are working with for information on the Web address for PTA CPI Web and how to login.

New Customers

1. Create an account at www.apta.org

- Register at [apta.org](http://www.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 PTA 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 PTA CPI online course

- a. To access the PTA 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 PTA CPI online course

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

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6. Access the PTA CPI Web site

- After successfully passing the posttest you will be able to fill out the PTA CPI. Please contact the academic program you are working with for information on the Web address for PTA CPI Web and how to login.