## APTA CCIP Online System Instructions – Level 2 Applicants



## **Accessing Online System**

To access the CCIP Online System, click the link below. You will be directed to a log in screen.

• If you are an APTA member, this will be your APTA login.

Email, Member Number, or User ID

• If you are not an APTA member, click "Create a free account" and fill out the required information.

Link: <a href="https://ccip.apta.org">https://ccip.apta.org</a>

## Log in to your account.

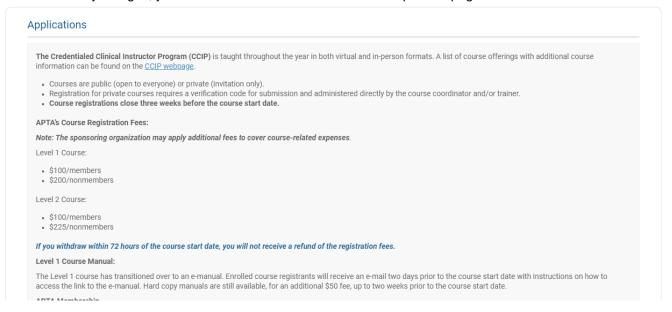
Password	
Remember Me	Forgot your password?
Lo	g in
Don't have an	APTA account?
2+ Create a	free account.
(	OR .
	per to get unlimited access to

Learn about membership benefits.

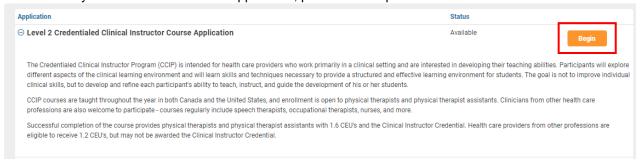


## **Applicant Registration**

1. Once you log in, you should see CCIP information at the top of the page.



- Scroll down until you see the Level 2 Application and click Begin.
  - If you do not see a Level 2 application, proceed to step 4.



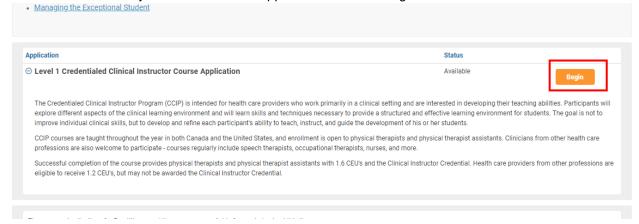
3. At the top of the next page, click Complete Application and follow the instructions in the application.



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4. Scroll down until you see the Level 1 Application and click Begin



- 5. A pop-up will appear asking whether you have previously taken CCIP Level 1 course.
  - If you have taken the Level 1 course, click "Yes." You will be prompted to complete a questionnaire with details of your Level 1 course. Program staff will need to verify your course attendance then you will receive an email stating that you can register for the Level 2 course.



6. At the top of the next page, click Complete Application and follow the instructions in the application.

