Before

- Student Profile
  - Fill out profile. For clinical experience information, fill out internships up to the one you are currently going to. Do not enter data for future internships.

Contact CCCE

- You may contact CCCE after the administrative assistant has emailed you stating you are able to make contact. CCCE information can be found on Acadaware.

- What to talk with CCCE about:
  - schedule, requirements, Clinical Instructor, dress code, how to contact Clinical Instructor (CI), etc.

Email CI information

- Once you receive information regarding your CI, please email the administrative assistant to the ACCE your CI’s name, email address, and phone number

Internship Requirements

- Complete internship requirements prior to the internship start date. Anything that needs to be signed by the ACCE should be done 2 weeks prior to the start date.

During

- Verify with CI he/she has logged onto CPI Web –Due on 1st day of internship

- If your CI has changed or another CI has been added to help with your experience, please email the Administrative Assistant to the ACCE with the CI’s name, email address, and phone number.

End

- Complete Student Evaluation of Clinical Experience and Instruction. Turn in via Moodle.
  - Complete form on own
  - Go over evaluation with CI
  - Be sure that CI electronically signs evaluation
  - Save document as: Last Name, First Name – Clinical Site Name
    - Ex: Reyna, Jose – Pacific Physical Therapists

- CPI Final

- Submit Hours Worked via Moodle drop box