OKPTCE CCN M1M Guide

Welcome to the **OKPTCE CCN 2027 Calendar Year Placement Offer Process**! Thank you for participating in this important process. This guide is designed to help you navigate the system smoothly and ensure all necessary information is provided accurately. **Instructions are bolded for each section of the placement process**.

Step-by-Step Instructions:

1. **Access Resource Information:** The first section of the tool provides helpful links to setting definitions, FAQs, the website, and the consortial calendar. Take a moment to review these resources.

2. **Enter Your Contact Information:** Provide your name and email address so we can connect your responses to your main clinical site location. Each site coordinator will be linked to their main clinical location only, in the system. If offering placements for more than location, add the site location in the additional details section, see step 4.

3. **Select Settings:** Indicate the settings for which you will be offering slots.

4. **Complete Slot Details:** For each setting selected, you will be directed to a question where you can:

   o Choose the school/program from the list.

   o Specify the number of slots you are offering.

   o Add any relevant details about each offer (e.g., alternative site location, CI name).

5. **Special Instructions for Pediatrics – Developmental, Mixed Setting, or Specialty/Niche offers:** If you are offering slots in one of these categories, complete the additional box specifying the setting.

6. **Optional Information upload:** If you have a PDF of your locations or website link to share with schools, you can upload it using the provided mechanism.

7. **Review and Save Your Responses:** At the end of the placement process, you will see a summary screen. You can download a PDF of your responses for your records by clicking "Download PDF."

Tips: Double-check your entries before submitting to ensure accuracy. If you find an error, click the "back button" on the bottom of the screen to navigate to prior screens and make corrections.

You may exit the system and return later. If using the same link, current changes will be saved. Once submitted, no changes can be made.

Example of completed placement process with instructions:

The first thing you will see is resource information with links for setting definitions, FAQs, website and the consortial calendar.

OKPTCE Placement Process

OH-KY Consortium Slot Request for 2027

Link to Resources:

Consortial Calendar: https://www.okptce.com/consortium-placement-calendar

OKPTCE Website: https://www.okptce.com/

We will need your Full name and email to link you to your main site in our system.

Please provide your contact information

Full Name

Work Email

You will then be asked to select all the settings for which you will be offering slots:

Please select all settings you plan to offer for clinical education experiences.

Acute Care	☐
Inpatient Rehab	☐
Skilled Nursing Facility	☐
Long Term Acute Care Hospital	☐
Home Health	☐
Outpatient Ortho	☐
Ortho/Sports	☐
Outpatient Neuro	☐
Ortho/Neuro	☐
Peds Ortho	☐
Pediatrics	☐
Mixed (Please Describe)	☐
Specialty or Niche	☐

Based on the settings you selected, you can then offer slots for each setting. The setting type is listed at the top (see highlighted setting below).

 In this section, you will be able to select the school/clinical from the list, note the number of slots you are offering, and add any details needed about each offer you are providing. The placements are listed in chronological order for the calendar year. (See example below)

Please add your Acute Care offers here:

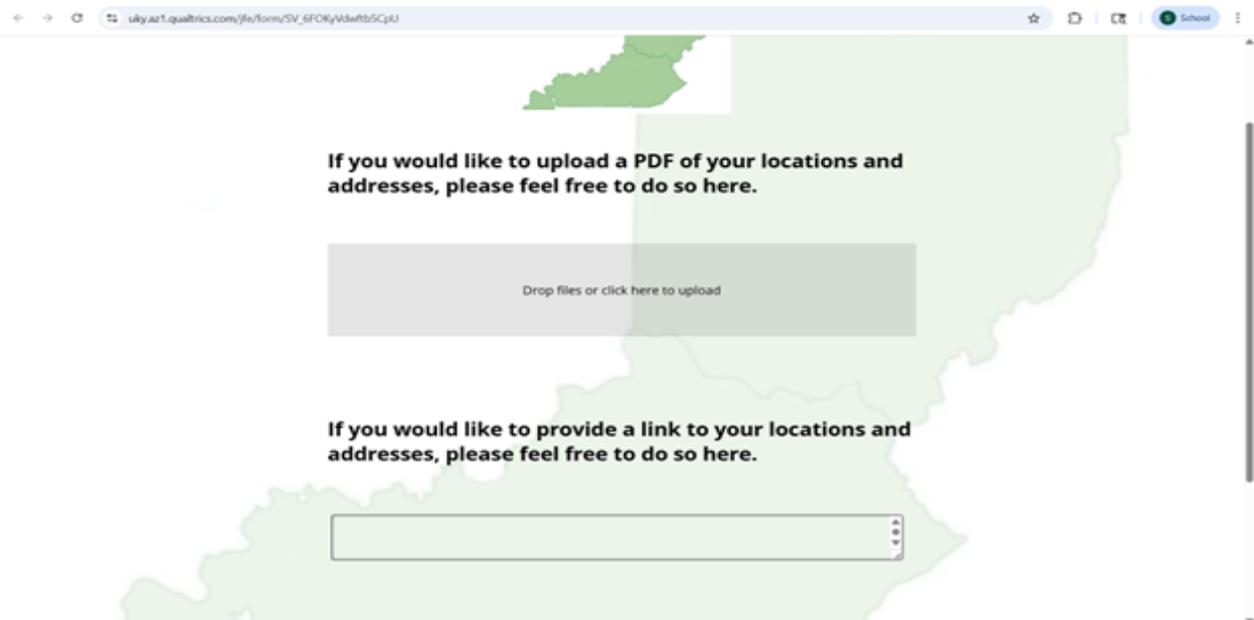|	# of slots	Please add details - CI, Location, particular service lines, etc. Answer 1
Ohio University (3 of 4) 1/4/2027-2/26/2027	▼	
Ohio University (3+4 of 4) 1/4/2027-4/23/2027	▼	
The Ohio State University (4 of 4) 1/4/2027-3/12/2027	▼	
Bowling Green St. University (1 of 3) 1/11/2027-3/5/2027	▼	
Cleveland State University (2 of 4) 1/11/2027-3/5/2027	▼	
University of Mount Union (3 of 3) 1/11/2027-4/2/2027	▼	
Walsh University (4 of 4) 1/11/2027-4/2/2027	▼	
Western Kentucky University (4 of 4) 1/11/2027-4/12/2027	▼	
Bellarmine University (3 of 3) 2/1/2027-4/23/2027	▼	

You can utilize the "control F" feature to search for a specific program:
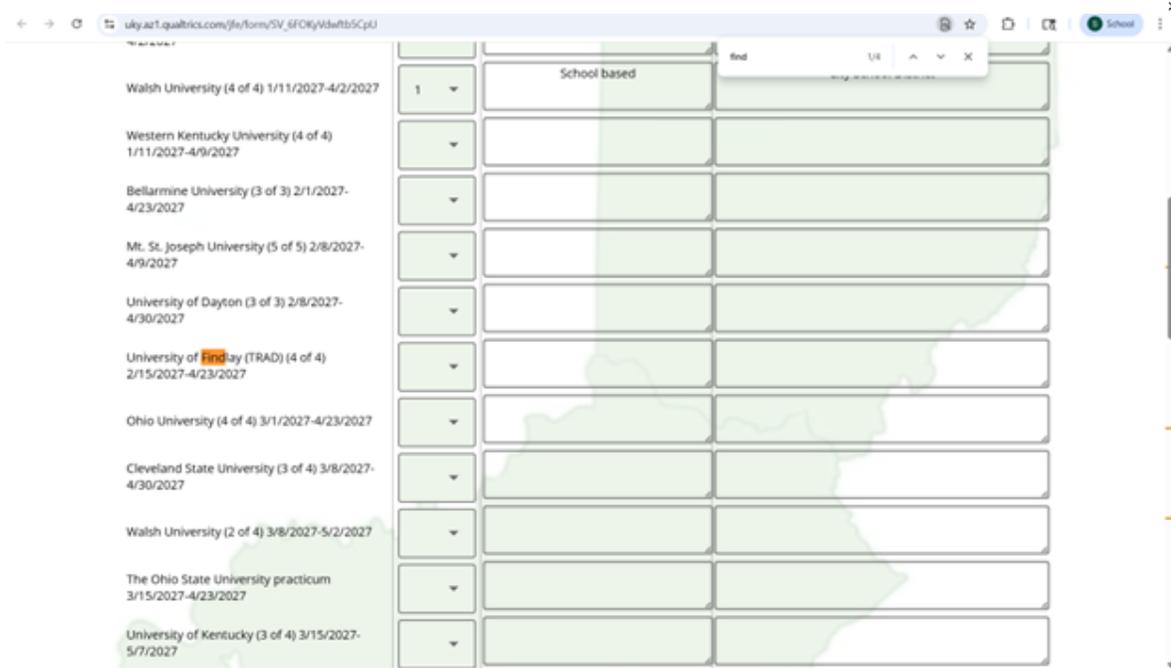
Please note that if you are offering Pediatrics – Developmental offers, Mixed Setting, or Specialty/ Niche offers, we have an additional box that specifies setting(s). (See highlight below)
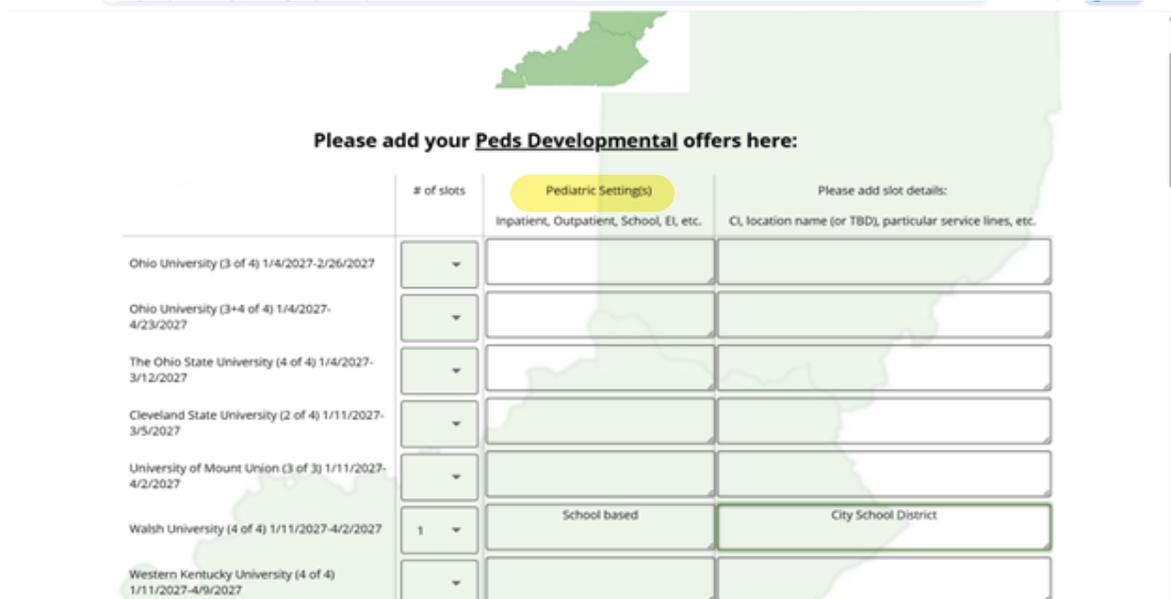
If you have a PDF of your locations that you would want to share with schools, we have a mechanism for this:

If you would like to upload a PDF of your locations and addresses, please feel free to do so here.

Drop files or click here to upload

If you would like to provide a link to your locations and addresses, please feel free to do so here.

When you are done, you will see this screen:
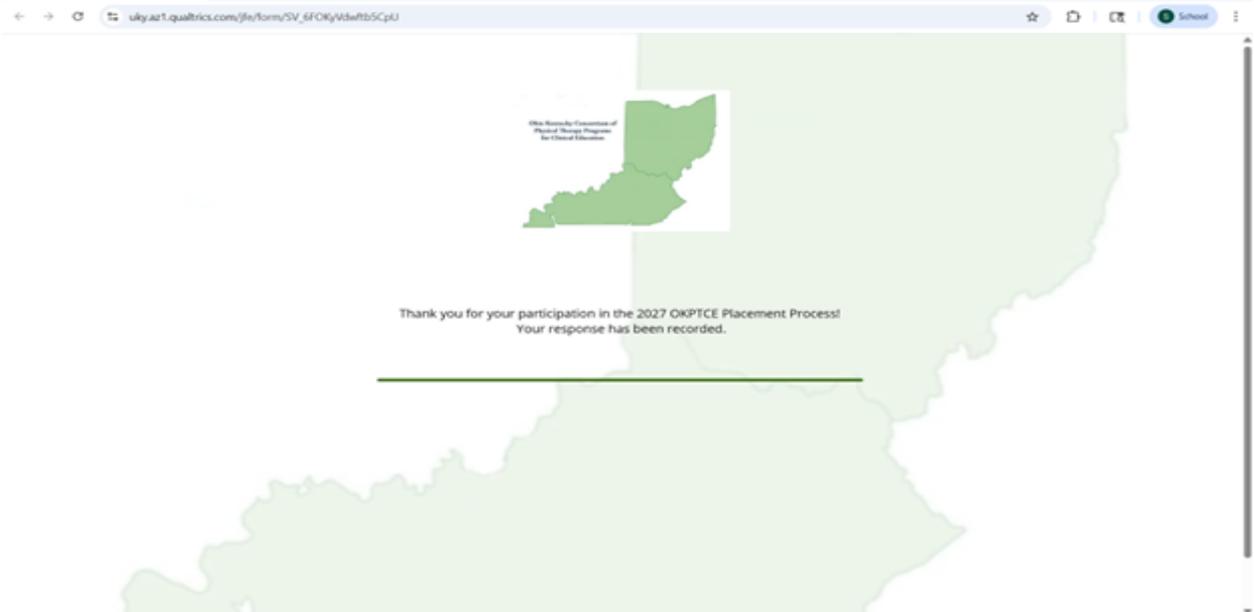
Thank you for your participation in the 2027 OKPTCE Placement Process! Your response has been recorded.

Below it, you will see responses, which you can save for your records by clicking on the "Download PDF" link.

You will see this message as your PDF is being generated. "Your PDF is being generated and will be automatically downloaded once the file is ready."

Once complete, the PDF download will show your entries.

If there are any errors in your placement submission, please contact kara.lee@uky.edu