CPA Quick Scan for Students:
10 Steps for Successful CPA Completion

How to Get Started: Review the Clinical Practice Assessments (CPA) Manual and make sure you understand the policies and procedures. Download the documentation for the CPA that you want to complete. This documentation is available at the WPPD Resources and Practice Experiences site on eLearning. The Year 1 tab has documents for CPAs 1-12 and the Year 2 to 3 tab has documents for CPAs 13-36. As your review the documentation for the CPA, note the preceptor and site criteria before you begin the steps below.

☐ Step 1: Verify the site has a current affiliation agreement with UF and your UF HIPAA training is current (HIPAA must be updated annually or students will be dropped from the current WPPD course until it is updated). Sites with current approved affiliation agreements are listed here: http://copnt13.cop.ufl.edu/x/affil.exe. Note: Some sites have special requirements. Make sure you have met all site-specific requirements for HIPAA and screening before beginning any CPA.

☐ Step 2: Submit a request to for a Preceptor here: http://copnt13.cop.ufl.edu/ncd/formgen/beck3.htm. Note: Complete the request even if your preceptor is already approved since we use this to document completion of CPAs.

☐ Step 3: If you have a preceptor you would like to be approved, direct the preceptor to complete an online application at: http://www.cop.ufl.edu/education/doctor-of-pharmacy-degree-pharmd/working-professional-pharmd-wppd/preceptors and by clicking “application” link. Tell them to hit “submit” at the bottom when completed.

☐ Step 4: Verify your preceptor is approved for the specific CPA: http://copnt13.cop.ufl.edu/s/beck6.php. An “X” indicates the preceptor is approved to supervise students for that CPA. Note: It can take up to 3 weeks for the approval process. If the preceptor's name is listed but there are no X’s, the approval is “pending.”

☐ Step 5: Once your site and preceptor are approved, successfully complete the CPA and have it graded and signed by the preceptor.

☐ Step 6: Assimilate all documentation as outlined in the Competency Assessment Form (see section in CPA documentation “Documentation Required As Evidence of Completion”. This section lists what documentation you must submit to your facilitator for review and final sign off.

☐ Step 7: Submit the required documents to “TurnItIn” (located in the Sakai/eLearning WPPD Resources and Practice Experiences site as an “assignment”). All documents cited in the Competency Assessment Form as Evidence 1b must be submitted. Note: You must submit your documentation electronically via TurnItIn and provide the report to your facilitator as outlined in Step 8 below.

☐ Step 8: Provide your facilitator with a hardcopy of all documents that are listed as “Documentation Required As Evidence of Completion.” The facilitator will sign-off on the Competency Assessment Form and the CPA Normann Tracking Form if all documentation meets approval.

☐ Step 9: Maintain both an original and a copy of all documentation in separate secure places at all times.

☐ Step 10: In semester 9, follow procedures outlined in the Policies and Procedures section of the CPA Manual for submitting the CPA Portfolio or binder for final audit in preparation of graduation.

Questions?
Affiliation Agreements: Ms. Cheryl Meyer (Cheryl@cop.ufl.edu) or 352-273-6280
Preceptor Applications: Ms. Jacqueline Lavinder (lavinder@cop.ufl.edu) or 352-273-6279
Preceptor Applications Pending > 3 Weeks: Dr. Beatriz Mitrzyk(bmitrzyk@ufl.edu)
Questions about Preceptor Approvals: Dr. Beatriz Mitrzyk(bmitrzyk@ufl.edu)
Clarification about CPA Requirements: 1st: Facilitator, 2nd: Dr. Beatriz Mitrzyk (bmitrzyk@ufl.edu)
Requests for Special Approvals and Assistance: 1st: Facilitator, 2nd: Dr. Beatriz Mitrzyk (bmitrzyk@ufl.edu)
Questions about Submitting for Graduation Audit: Dr. Greg Zuest (zuest@cop.ufl.edu)

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