

International Students
Curricular Practical Training (CPT) Form Completion Process for IPPE or APPE
UH College of Pharmacy

1. Students completing IPPEs or APPEs will complete Steps 1 and 2 of the CPT Form
 - a. For step 2 students would choose Required practicum or internship course and write in start date
2. Students completing IPPEs or Academic APPEs will take the CPT form to the Asst Dean for Experiential Programs who will complete Step 3 and Step 5
 - a. Sign the form as the employer
 - b. Sign the form as Academic Department
 - c. Complete the letter stating information concerning the IPPE/Academic APPE
3. Students completing APPEs will take the form to their preceptor/company representative who will complete Step 3
 - a. Preceptor/company representative will sign form as employer
 - b. Preceptor/company representative will provide a letter of support providing specific information (per the CPT form) about the APPE
4. Students completing IPPEs or APPEs will bring their CPT forms to the Asst Dean for Student Affairs who will complete Step 4
 - a. The Asst Dean will sign the form as their Academic Advisor
 - b. The Asst Dean will obtain the following items for completion of the form:
 - i. The Chair Signature—will be the Associate Dean for Academic Affairs
 - ii. The College Dean Signature—will be the Exec Associate Dean
 - c. The Asst Dean for Student Affairs will contact the student when the form is completed. Students must pick up the form from the Asst Dean of Student Affairs.
5. Students must turn completed forms in to the ISSSO office

Below are important components of this process:

- The international student who is admitted to the UHCOP is required to attend the **International Student & Scholar Services Office (ISSSO)** check-in and orientation. The college provides the student this information prior to the college orientation allowing the student to flex their schedule where necessary in order to meet this requirement. In most cases, this requirement has been completed during the week prior to the first day of school or during the first week of school for the P1 student.

- The international student is informed by ISSSO of all immigration matters and other requirements to which they must comply. ISSSO assists the international student with immigration and other questions and can best determine the correct steps for the student to take in order to work and/or complete Introductory Pharmacy Practice Experiences (IPPE) and Advanced Clinical Pharmacy Practice Experiences (APPE) requirements. The international student is strongly encouraged to maintain consistent communication with the ISSSO office.
- It is the responsibility of the student to meet all eligibility requirements for Curricular Practical Training (CPT) as determined by ISSSO and academic policy – see graduate catalog - <http://www.uh.edu/graduate-catalog/policies/curricular-practical-training/index.php>.
- For each IPPE and APPE course, the international student will obtain the Curricular Practical Training (CPT) Application form from the ISSSO site: <http://www.issso.uh.edu/f1/test7.html>. The ISSSO should be contacted early (minimum of 4 weeks prior to their scheduled IPPE or APPE) in order to begin this process and obtain all needed paperwork.
- Students MUST pick up their forms from the Asst Dean of Student Affairs, obtain signatures from their employer/preceptor, and turn their forms in to ISSSO.
- Students MUST be mindful of how long that the processing is taking at ISSSO, and check in on a weekly basis to ensure that the form is not lost in process.
- In the case that ANY change in APPE occurs, students MUST immediately contact the Asst Dean for Student Affairs and the Asst Dean for Experiential Programs and begin the process to complete a new form.