



**APTIP**  
ALABAMA PRECEPTOR TAX  
INCENTIVE PROGRAM

Powered by the Alabama Statewide AHEC Program

# The APTIP Process

Administered by the Alabama Statewide AHEC Program Office, Alabama PTIP provides an income tax credit incentive for each 160-hour clinical preceptorship rotation per calendar year for what would otherwise be unpaid work by community-based faculty preceptor positions.

For more information, visit [alahec.org/aptip](http://alahec.org/aptip)

## October, 2023

Conduct feasibility study, Purchase, customize and launch APTIP Database, begin recruiting programs to participate in the program, launch website and marketing materials.

## January 8, 2024

The Clerkship Coordinator from Academic Program A, identifies a student to send on rotation with Preceptor A.

## February 15, 2024

The Clerkship Coordinator certifies that the Student has completed a 160 hours rotation and enters the hours into the APTIP database.

## June 7, 2024

The Alabama Statewide AHEC Program office sends Preceptor A a letter saying that he/she has completed 160 hours so far this year. They have 5 days to communicate any discrepancies to the Clerkship Coordinator at Academic Program A.

## September 1, 2024

The Academic Coordinator submits data to the Alabama Statewide AHEC Program office for rotations at Academic Program A for June 1-August 31.

## December 15, 2024

The Clerkship Coordinator at Academic Program A submits data to the Alabama Statewide AHEC Program office for rotations at Academic Program A from September 1-December 31, 2024.

## January 31, 2024

Preceptor A receives his/her tax credit letter for 160 hours.

## January 5, 2024

Preceptor A decides to teach students from Academic Program A. Preceptor A signs up for APTIP.

## January 15, 2024

The Student starts his/her 4 week, 160 hour rotation with Preceptor A at the medical facility.

## June 1, 2024

The Clerkship Coordinator submits data to the Alabama Statewide AHEC Program office for rotations at Academic Program A from January 1-May 31.

## June 14, 2024:

Preceptor A verifies his/her hours with the Clerkship Coordinator at Academic Program A. If there are discrepancies, the Clerkship Coordinator from Academic Program A, contacts the Alabama Statewide AHEC Program office to request revisions for approval.

## September 7, 2024

The Alabama Statewide AHEC Program office sends Preceptor A a letter saying that he/she has completed 160 hours so far this year.

## December 22, 2024

The Alabama Statewide AHEC Program office sends Preceptor A a letter saying he/she has completed 160 hours so far this year.