

## How to Set Up AP Courses

Schools may set up new AP courses for the 2021-2022 school year until January 2022.

### 1. Choose the AP Courses

- Become familiar with the courses available.
- Check for pre-requisites (recommended coursework the school should offer).
- Review the curricular and resource requirements for each AP course the school plans to offer.
- Consider the costs for textbooks, supplemental reading, materials, and equipment.
- Identify students prepared and willing to take AP.

### 2. Make sure the school has a College Board School Code

- The six-digit code identifies the school in the College Board system and is necessary to participate in AP and other College Board programs (i.e., PSAT, SAT, etc.).
- Use the high school code search to look up the code number for the school. The code is unique for the school and does not expire.
- If the school does not have a code, call 877-274-6474 or download the High School Code Request Form from College Board. Schools are advised to apply for a Level 2 authorization which is required to receive scores and administer AP exams and PSAT-related assessments and apply to become a SAT Test Center.

### 3. Assign Staff to Roles

- AP Course Audit Administrator – This person will manage the AP Course Audit process to get courses authorized. This role is usually held by an administrator.
- AP Coordinator – This person will complete tasks such as creating classes in My AP and will oversee exam administration if the school gives AP exams. This role is usually held by the school counselor or high school principal.
- The two roles may be held by the same individual, however the roles do have separate responsibilities and access.

### 4. Get Teachers Prepared

- Register teachers for a professional development opportunity prior to teaching AP. AP offers summer institutes to prepare teachers. NMSI also offers summer teacher trainings. The College Board offers several free, paid, in-person, and online resources to assist teachers.
- NDDPI supports training in Math, Science, English, and Computer Science. These supports are available for the summer training sessions.
- Teachers need to become familiar with the instructional resources in AP Classroom. Once the course is authorized through AP Course Audit, teachers may access AP Classroom.

### 5. Complete the AP Course Audit

- The course audit provides guidelines on curricular and resource requirements for each AP Course. This provides colleges and universities confidence that the AP courses meet the same college-level criteria across high schools.
  - Confirms awareness of course scope and occasional exam changes.
  - Ensures teachers verified by the school administrator have access to practice exams and other resources (i.e., formative assessments, AP Question Bank).
  - Ensures school's AP courses are included in the AP Course Ledger (official list of all AP Courses) for colleges and universities to check student transcripts.



- To Complete:
  - Teacher completes and submits the AP Course Audit form online.
    - Fill out and submit the subject-specific AP Course Audit form online.
    - Submit documentation showing understanding of course scope.
      - Adopt sample syllabus or unit guide available through College Board,
      - Submit new or revised syllabus,
      - Use colleague's already authorized syllabus – Claim identical (Get syllabus ID number and submit exact copy of authorized syllabus).
  - AP Course Audit Administrator received email indicating form is ready to approve.
  - Within 60 days of submission (after approval), AP Course Audit Administrator is notified whether the course is authorized or needs revision.
    - Authorized: Check the AP Course Ledger when updated in November to check if course is on school's list. AP Course Auditor needs to renew the course each year.
    - Not Authorized: Teacher needs to revise the syllabus and resubmit.