



How to Set Up AP Courses

Schools may set up new AP courses for the 2022-2023 school year until January 2023.

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 offered.
- Consider the costs for textbooks, supplemental reading materials, and equipment.
- Identify students prepared and willing to take AP.

2. Ensure 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 should apply for a Level 2 authorization. This authorization is a requirement to receive scores and administer AP exams and PSAT-related assessments and apply to become an 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. An administrator usually holds this role.
- 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. A school counselor or high school principal usually holds this role.
- The same individual may hold the two roles; however, the roles have separate responsibilities and access.

4. Get Teachers Prepared

- Register teachers for a professional development opportunity before teaching AP. AP offers summer institutes to prepare teachers. NMSI also offers summer teacher training. The College Board provides 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 AP Course Audit authorizes the course, 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 course audit offers 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 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.
 - Submit the subject-specific AP Course Audit form online.
 - Submit documentation showing understanding of course scope.
 - Adopt a sample syllabus or unit guide available through College Board
 - Submit a new or revised syllabus
 - Use colleague's already authorized syllabus – Claim identical (Obtain syllabus ID number and submit an exact copy of the authorized syllabus)
 - AP Course Audit Administrator received an email indicating the 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 the course is on the school's list. AP Course Auditor must renew the course each year.
 - Not Authorized: Teacher needs to revise the syllabus and resubmit.