



AP[®] Course Audit

TEACHER AND ADMINISTRATOR
USER GUIDE



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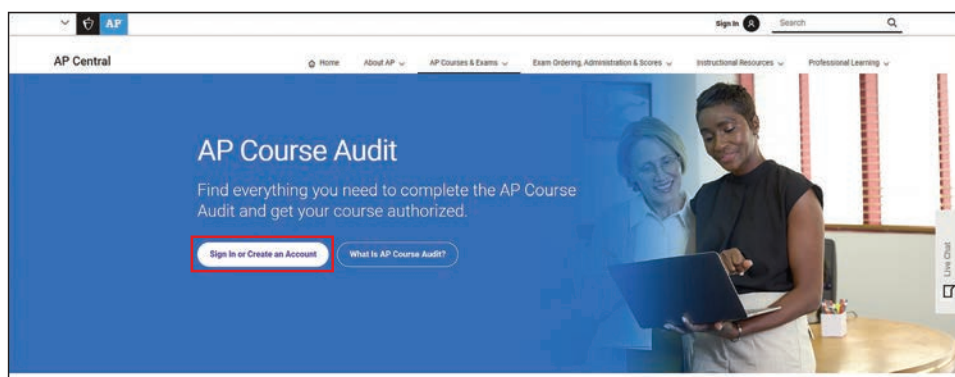
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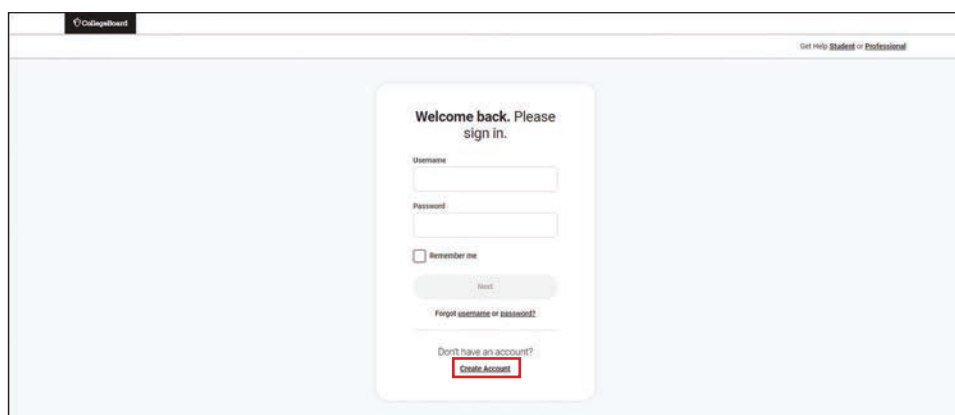
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Getting Started

Begin by going to the AP Course Audit site, [AP Course Audit – AP Central | College Board](#). Then click 'Sign In' to add AP Course Audit to your EPL account*.



*If you do not have an EPL account, click 'Create Account' and proceed to [Creating an EPL account](#) section of this document.



Creating an EPL account

Complete the form to create an [EPL account](#). Remember to use an email address that you check regularly to ensure that you receive future communications from The College Board.

Create Your Professional Account

1

2

3

Your InformationReview InformationGet Access

To get started, please tell us more about you, set up your username, and let us know about the work that you do.

All fields are required unless marked optional.

Account Information

First Name:

Last Name:

Email Address:

Confirm Email Address:

☐ I live outside the U.S.

☐ Yes, please send me updates and information about College Board and College Board deadlines, dates, and related programs and services.

☐ Please share my contact information with third parties that have offers or information the College Board thinks might be of interest to me and my students, including AP Summer Institutes, professional development and academic programs and scholarships.

Enrolling in the AP Course Audit

Once on the **Get Access to AP Course Audit** page, you will need to provide your access information.

Get access to AP® / Pre-AP Course Audit

[back](#)

AP® / Pre-AP Course Audit Enrollment Information

Here's how you get access to AP/Pre-AP Course Audit.

AP or Pre-AP Teachers:

- Select "Teacher" as your job function
- Select your organization

School or District Administrator/Online Providers:

- Select "School or District Administrator/Online Provider" as your job function
- Select your organization if you have not done so already or if you are adding a different organization
- Enter your access code.

To request an access code, contact the AP Course Audit Helpline toll free at 877-APHELP-0 (274-3570); International users call 541-246-2500. The AP Course Audit Helpline is available to assist you Monday through Friday, 8:00 a.m. to 5:00 p.m.

Contact and Communication Preferences

By participating in the AP or Pre-AP Course Audit, you are agreeing to receive email communications from the College Board related to the Course Audit process, as well as to the AP or Pre-AP subject(s) you teach or offer at your school.

You may also elect to [manage your email communication preferences](#).

1. You may choose to receive additional communications from the College Board about dates, deadlines and related programs and services
2. You may choose to have the College Board share your contact information with third parties who would like to contact you with specific offers and communications intended specifically for the benefit/interest of AP or Pre-AP teachers, your students, and your school. The College Board approves the requests we believe may be of value to AP or Pre-AP teachers, but does not specifically endorse the offers. These may include:
 - AP or Pre-AP Summer Institutes and other professional development opportunities available to you through higher education institutions or other third parties, for teachers in certain subjects, geographical areas, etc.
 - Academic programs, scholarships, and other opportunities for AP or Pre-AP students
 - Educational resources or other products available for purchase

You can set or edit your contact preferences on your [Profile](#).

Provide your access information

Job Function:

Teacher

U.S. ZIP code:

This is to narrow your choices

Professional Organization:

AP Course Audit High School

[Enroll Later](#) [Add](#)

Your access

Organization	Position	Expiration Date

[Finished](#)

1. Select your role from the 'Job Function' dropdown
2. AP Teachers and Homeschool teachers should select the 'Teacher' role. Homeschool teachers should select their homeschool state under 'Professional Organization'.
3. AP Teachers at Online/Distance learning providers should select Teacher-Online Provider to enroll in the AP Course Audit,
4. Select your professional organization professional organization
5. Click 'Add'

Once you have successfully enrolled, 'Your access' will list your organization name or homeschool state, your AP Course Audit role and your AP Course Audit expiration date.

Remove	Organization	My Role	Expiration Date	Access Code
	AP Course Audit High School	AP/Pre-AP Course Audit Teacher	11-Aug-2019	

School or District Administrator

If you are a school or district administrator, you will need to obtain an access code for the AP Course Audit. To obtain an access code for the role of administrator call the Advanced Placement Program® helpline for K-12 Educators: 877.274.6474; option 6, then option 1.

Provide your access information
Job Function:

School or District Administrator

U.S. ZIP code:
This is to narrow your choices

Professional Organization:

AP Course Audit High School

Access Code:

W6PSG3

Enroll Later Add

Your access

Organization	Position	Expiration Date
Finished		

Once your information has been verified, you will see your organization, role and expiration date of your access.

Remove	Organization	My Role	Expiration Date	Access Code
	AP Course Audit High School	AP Course Audit Administrator	01-Jul-2019	<div>enter code</div> <div>Update Access</div>

Adding AP Course Audit to your Dashboard

Once logged into your professional account, go to Add Additional Tools and Services, find AP/Pre-AP Course Audit, and click “Get Access”.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires* ?	Manage Access
AP® Teacher Community ▶	N/A	N/A	
Test Ordering ▶	multiple roles	multiple dates	edit
AP PD Consultant Portal ▶	N/A	N/A	
College Board Institutional Ordering ▶	N/A	N/A	
Membership Community ▶	N/A	N/A	
Test Administration Training for the SAT Suite of Assessments ▶	N/A	N/A	

*Dates in red are close to expiring. Select [Edit](#) to update.

Manage Partner Applications

Manage College Board partner sites and applications that you share your data with.

Add Additional Tools And Services

[▶ Recommended Tools and Services](#)

We've selected these tools and services based on your job function of AP Teacher. [Edit my profile](#)

- [▶ AP/Pre-AP® Course Audit](#) [Get Access](#)
- [▶ AP® Online Reports](#) [Get Access](#)
- [▶ Readiness™ Summary of Answers and Skills \(SOAS\) Reports](#) [Get Access](#)

Once you have access, you will see AP/Pre-AP Course Audit in your Dashboard.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires* ?	Manage Access
AP Professional Learning ▶	N/A	N/A	
AP® / Pre-AP Course Audit ▶	multiple roles	multiple dates	edit
AP® Score Reports for Educators ▶	OSR AP Teacher	16-Jan-2049	edit
AP® Teacher Community ▶	N/A	N/A	
Membership Community ▶	N/A	N/A	
Pre-AP Ordering ▶	N/A	N/A	
Speaker Consultant Portal ▶	N/A	N/A	
Test Administration Training for the SAT Suite of Assessments ▶	N/A	N/A	

*Dates in red are close to expiring. Select **Edit** to update.

Manage Partner Applications

Manage College Board partner sites and applications that you share your data with.

Managing Course Audit Enrollment

To update your role or organization, or to change schools, use the 'My Tools And Services' page and under 'Manage Access' select 'edit'.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires*	Manage Access
AP Professional Learning ▶	N/A	N/A	
AP® / Pre-AP Course Audit ▶	AP/Pre-AP Course Audit Teacher	16-Nov-2047	edit
AP® Score Reports for Educators ▶	OSR AP Teacher	16-Nov-2047	edit
AP® Teacher Community ▶	N/A	N/A	
Membership Community ▶	N/A	N/A	
Pre-AP Ordering ▶	N/A	N/A	
Speaker Consultant Portal ▶	N/A	N/A	
Test Administration Training for the SAT Suite of Assessments ▶	N/A	N/A	

Other Tools

We offer an array of tools and services to support your work in education. See the College Board Professional website for more information.

On the Manage access to AP/Pre-AP Course Audit page, you can remove a school by clicking the x.

Manage access to AP/Pre-AP® Course Audit

[← back](#)

Remove or Extend Access

Below, you can either remove access for one or more organizations by clicking the X or extend access if it's expiring by entering a new access code (for select services only).

If you need help with access, see "How do I get help with access?" on our [help page](#).

Please visit [AP/Pre-AP Course Audit](#) to view your course audit history.

Contact and Communication Preferences

By participating in the AP or Pre-AP Course Audit, you are agreeing to receive email communications from the College Board related to the Course Audit process, as well as to the AP or Pre-AP subject(s) you teach or offer at your school.

You may also elect to [manage your email communication preferences](#).

- You may choose to receive additional communications from the College Board about dates, deadlines and related programs and services
- You may choose to have the College Board share your contact information with third parties who would like to contact you with specific offers and communications intended specifically for the benefit/interest of AP or Pre-AP teachers, your students, and your school. The College Board approves the requests we believe may be of value to AP or Pre-AP teachers, but does not specifically endorse the offers. These may include:
 - AP or Pre-AP Summer Institutes and other professional development opportunities available to you through higher education institutions or other third parties, for teachers in certain subjects, geographical areas, etc.
 - Academic programs, scholarships, and other opportunities for AP or Pre-AP students
 - Educational resources or other products available for purchase

You can set or edit your contact preferences on your [Profile](#).

Remove	Organization	My Role	Expiration Date	Access Code
✕	AP Course Audit High School	AP/Pre-AP Course Audit Teacher	31-Dec-2044	

Teacher Functions

The following steps are to be performed by an AP Teacher or Homeschool Teacher.

Homeschool Teachers

When you sign into your course audit account for the first time, you will need to complete an application to verify your homeschool provider status in your state.

AP Course Audit

[Home](#) [Practice Exams](#) [Resources](#) [Help](#) [Ledger](#)

Homeschool Teacher - Course Status

Academic Year:
2018 - 2019

To get started, please provide us with the following contact information.

Address Line 1

Enter address

Address Line 2 (Optional)

City

Enter city

State

Choose a State

Zip

Enter zip

Phone

+1

Website (optional)

http://www.example.com

Please provide documentation required by your state for home school providers (example: Letter/notification/affidavit of intent).

Choose File

C:\fakepath\japanese.doc

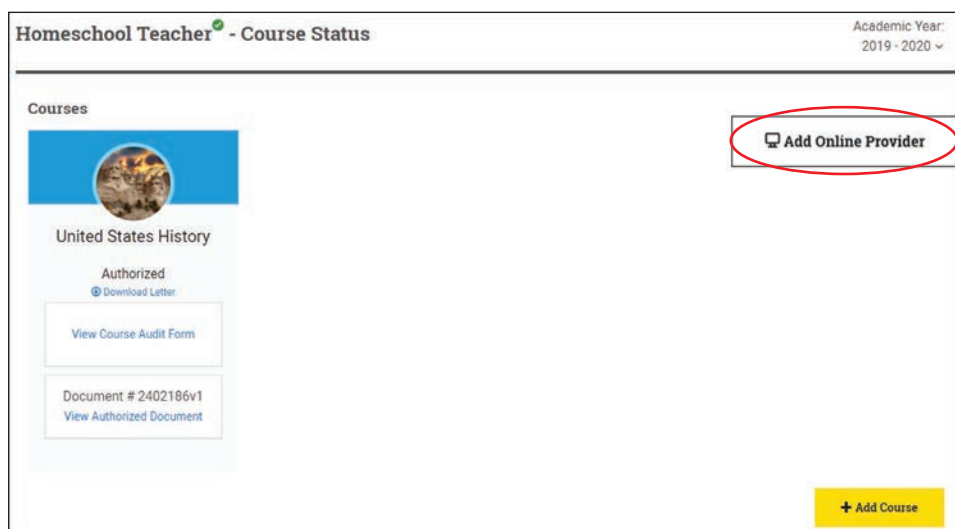
Submit

Note: when your homeschool teacher application has been approved, the following header will display on your Course Status page:

Homeschool Teacher - Course Status

Once you've completed the application, you can add a new course and complete the course audit form or request a course from an online provider. Go to the [Add a New Course](#) section of the user guide for instructions.

Homeschool teachers can click on the "Add Online Provider" button to request a course from an Online Provider. Refer to step 2 in the [Adding an Online Provider](#) section for further instructions.



Add a New Course

1. Confirm that the profile page is on the current Academic Year

Teacher - Course Status

Academic Year:
2024 - 2025 ▾

Trevor Packer High School
[Visit Website](#)

1919 M Street NW
Suite 300
New York, NY 10281

2. Click '+Add Course' to select the course you plan to teach and follow the prompts.

Submit Course Document

Subject Selection ✕

Which subject are you teaching in 2024-25?
Biology ▾

Close Continue

+ Add Course

3. Once you've added the course, click 'Complete Course Audit Form' to complete the form.

AP Course Audit

Home Roles Resources AP Professional Learning Help Ledger

Courses

French Language and Culture
Initial Course Submission
Not Complete

Syllabus Development Guide

Complete Course Audit Form


Submit Course Document

Completing the Course Audit Form

Carefully read through each of the attestations and initial the form to submit for administrator approval.

Note: Homeschool teachers will not need an administrator to approve their course audit form.

AP Biology
Course Audit Form



Course Information

Before you can upload a syllabus, you must meet all of the criteria below. Your AP Course Audit administrator must review and approve this form. Your AP course cannot be authorized until this form has been completed and approved.

	I Agree
I attest that I will be teaching this course at Trevor Packer High School during the 2022 - 2023 school year.	<input type="checkbox"/>
I have read and understand the Appropriate Grade Level Policy .	<input type="checkbox"/>
I have read the most recent AP Biology Course and Exam Description .	<input type="checkbox"/>
I have read the Guidelines for Using College Board Trademarks and understand that upon course authorization, my school can use the AP and Advanced Placement trademarks on students' transcripts, in my school's course catalog, and on my school's website.	<input type="checkbox"/>
I am aware that administrator approval of this form grants teachers access to classroom resources and supports, including Progress Checks, through AP Classroom.	<input type="checkbox"/>
I understand that the Progress Checks are formative, the results on these assessments cannot be used to evaluate teacher effectiveness or assign letter grades to students, and any such misuses are grounds for losing school authorization to offer AP courses.	<input type="checkbox"/>
I have read the AP Principles and understand that the AP Program encourages educators to review these principles with parents and students, so they know what to expect in an AP course.	<input type="checkbox"/>

Consent

Initial the form and submit it to your school's AP Course Audit Administrator for approval.

Your Initials

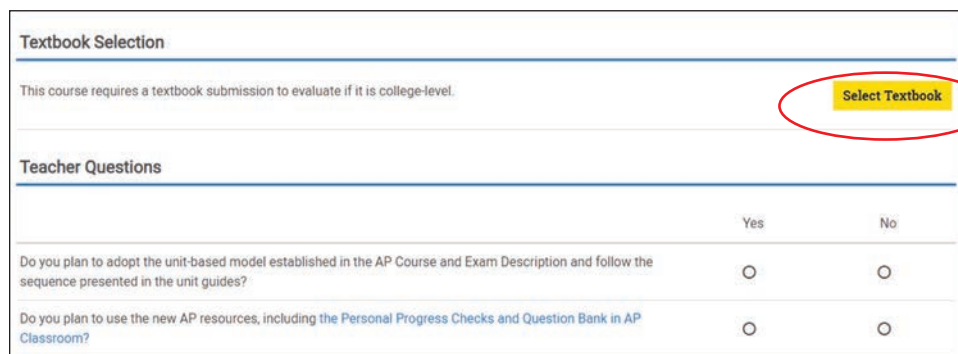
LOU

Cancel

Submit for Administrator Approval

Selecting Your Course Textbook (Only for courses with a textbook requirement)

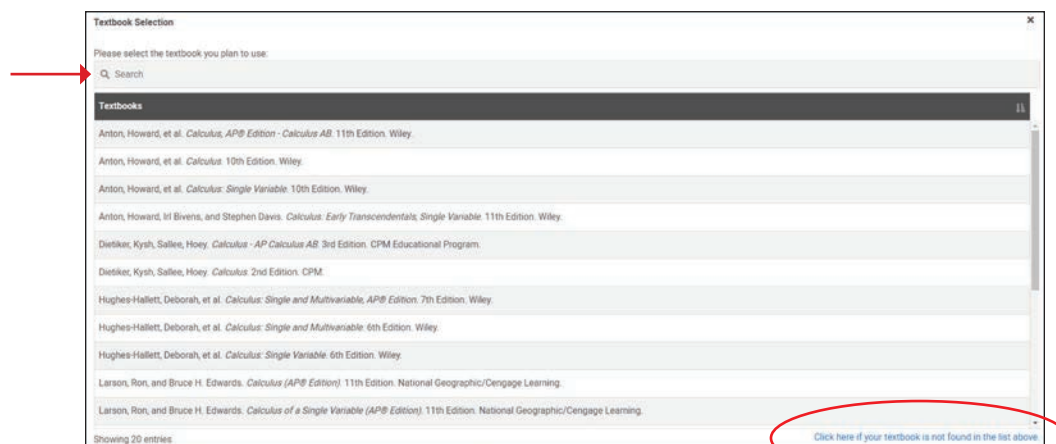
On your Course Audit form, ‘Textbook Selection’ appears above Teacher Questions.



Textbook Selection		
This course requires a textbook submission to evaluate if it is college-level.		
Select Textbook		
Teacher Questions		
	Yes	No
Do you plan to adopt the unit-based model established in the AP Course and Exam Description and follow the sequence presented in the unit guides?	<input type="radio"/>	<input type="radio"/>
Do you plan to use the new AP resources, including the Personal Progress Checks and Question Bank in AP Classroom?	<input type="radio"/>	<input type="radio"/>

When you click “Select Textbook”, a list of approved textbooks will appear. Scroll through the list and select the textbook that matches the one you use. You can also perform a search by typing the title or author of your textbook in the “Search” field.

If you do not use any textbook on the list or use a different edition of listed textbook, you can provide your textbook by clicking on “Click here if your textbook is not found in the pre-approved list.”



Textbook Selection

Please select the textbook you plan to use:

Q Search

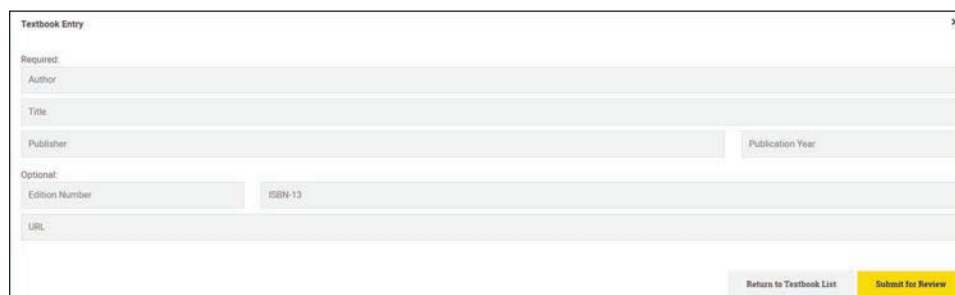
Textbooks

- Anton, Howard, et al. *Calculus, AP® Edition - Calculus AB*. 11th Edition. Wiley.
- Anton, Howard, et al. *Calculus*. 10th Edition. Wiley.
- Anton, Howard, et al. *Calculus: Single Variable*. 10th Edition. Wiley.
- Anton, Howard, Irl Bivens, and Stephen Davis. *Calculus: Early Transcendentals, Single Variable*. 11th Edition. Wiley.
- Dietiker, Kysh, Sallies, Hoey. *Calculus - AP Calculus AB*. 3rd Edition. CPM Educational Program.
- Dietiker, Kysh, Sallies, Hoey. *Calculus*. 2nd Edition. CPM.
- Hughes-Hallett, Deborah, et al. *Calculus: Single and Multivariable, AP® Edition*. 7th Edition. Wiley.
- Hughes-Hallett, Deborah, et al. *Calculus: Single and Multivariable*. 6th Edition. Wiley.
- Hughes-Hallett, Deborah, et al. *Calculus: Single Variable*. 6th Edition. Wiley.
- Larson, Ron, and Bruce H. Edwards. *Calculus (AP® Edition)*. 11th Edition. National Geographic/Cengage Learning.
- Larson, Ron, and Bruce H. Edwards. *Calculus of a Single Variable (AP® Edition)*. 11th Edition. National Geographic/Cengage Learning.

Showing 20 entries

[Click here if your textbook is not found in the list above.](#)

A new window will pop up in which you can enter your textbook details. If your textbook is not on the approved list, it will go for review with the APCA team. An approved textbook is required for authorization.



Textbook Entry

Required:

Author

Title

Publisher

Publication Year

Optional:

Edition Number

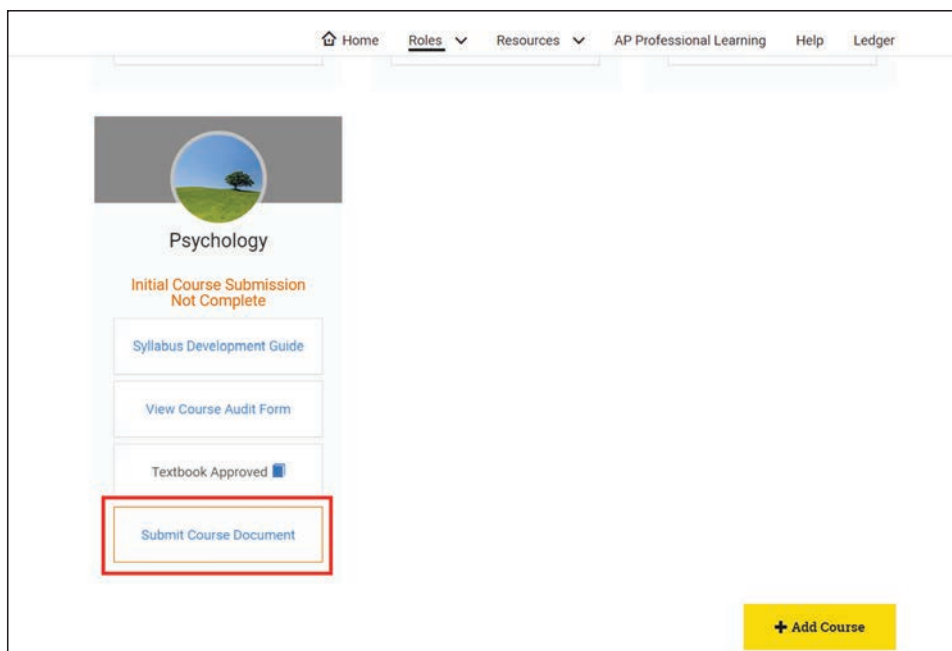
ISBN-13

URL

[Return to Textbook List](#) [Submit for Review](#)

Course Document Submission

You will need to upload a course document for review as part of the AP Course Audit process. Once you've completed the Course Audit form, you'll be able to click 'Submit Course Document' to upload your course document for review.




You can choose from one of the following options to submit your course document:

- [Submit your own course syllabus](#) for review
- [Adopt a Sample Syllabus or Adopt the AP Unit Guides](#)
- [Adopt an Endorsed Provider Syllabus](#) (CSP and CSA Only)
- [Claim identical](#) to a colleague's **approved** syllabus
- [Transfer an approved syllabus](#) (Only available when a teacher changes schools)

AP Course Audit
Home Roles Resources Help Ledger AP Classroom

Syllabus Submission

Please select the type of submission that you would like to use for your 2020 - 2021 Physics 1 course.




Course Status / Submission Type


Need help creating your syllabus?

Review the [Syllabus Development Guide](#). This resource includes the guidelines reviewers use to evaluate syllabi along with three samples of evidence for each requirement. This guide also specifies the level of detail required in the syllabus to receive course authorization.


Select a submission type




Submit New or Revised Syllabus



Claim Identical to a Syllabus



Transfer an Approved Syllabus



Adopt Unit Guides or a Sample Syllabus

Submit a New or Revised Syllabus

Select this option if you have created your own syllabus or have revised an existing syllabus and want to submit it for review. Review the **Syllabus Development Guide**. This resource includes the guidelines reviewers use to evaluate syllabi along with three samples of evidence for each requirement. This guide also specifies the level of detail required in the syllabus to receive course authorization.

AP
Laura

AP Course Audit
Home Roles Resources AP Professional Learning Help Ledger

Submit New or Revised Syllabus for Psychology

Course Status / Submission Type / Submit New or Revised Syllabus

The document you submit should **only address the curricular requirements as described in the required evidence statements outlined in the [AP Course Audit Syllabus Development Guide](#)**. Ideally, the document should not exceed 15 pages. You should also remove any identifying information (e.g., your name, school name).

[Click to upload your document.](#)


Note: acceptable file formats are .pdf, .doc, .docx, or .odt. The file cannot exceed 25MB.

Submit

AP Computer Science A and AP Computer Science Principles: If you select this option but are planning to use an Endorsed Provider Syllabus click “Adopt Endorsed Provider Syllabus”. Refer to [Adopt an Endorsed Provider Syllabus](#) for information on how to submit a syllabus.

Adopt a Sample Syllabus or the AP Unit Guides

Select this option to **submit and download** an annotated sample syllabi.



SAMPLE SYLLABUS #1

AP Psychology

Curricular Requirements

CAA	The teacher and students have access to college-level resources, including a recently published (within the last 10 years) college-level textbook in print or electronic format.	See page: 2
CAA	The course provides opportunities to develop student understanding of the required content outlined in each of the five units described in the current AP Psychology Course and Exam Description.	See page: 2
CAA	The course provides opportunities for students to develop understanding of the course content related to Science Practice 1: Concept Application.	See page: 3
CAA	The course provides opportunities for students to develop understanding of the course content related to Science Practice 2: Research Methods & Design.	See page: 3
CAA	The course provides opportunities for students to develop understanding of the course content related to Science Practice 3: Data Interpretation.	See page: 4
CAA	The course provides opportunities for students to develop understanding of the course content related to Science Practice 4: Argumentation.	See page: 4

CancelSubmit & Download

Note: you cannot view the entire sample syllabus during this adoption process. To see a full document, you can visit the AP Course Audit pages on AP Central.

The Course | **Course Audit** | Classroom Resources | The Exam | Professional Learning

AP Course Audit

Find resources below to help you complete the AP Course Audit. For more information on the authorization process, please see [About AP Course Audit](#).

Expand All

Collapse All

AP Psychology Course and Exam Description	+
Curricular and Resource Requirements	+
Example Textbook List	+
Sample Syllabi	—

These annotated sample AP Psychology syllabi show how the curricular requirements can be demonstrated and what level of detail you'll need to include.

[AP Psychology Sample Syllabus 1 \(.pdf\)](#)

[AP Psychology Sample Syllabus 2 \(.pdf\)](#)

Adopt the AP Unit Guides: Select this option to **submit and download** the unit guides for your course.

Course at a Glance

Plan

The Course at a Glance provides a useful visual organization of the AP Psychology curricular components, including:

- Sequence of units, along with approximate weighting and suggested pacing
- Pacing note, pacing is based on 45-minute class periods, meeting five days each week for a full academic year
- Progression of topics within each unit
- Science practices across units

Teach

SCIENCE PRACTICES

- 1. Create an inventory
- 2. Record data and keep
- 3. Represent
- 4. Interpret

Required Course Content

Each topic contains required Learning Objectives and Essential Knowledge Statements that form the basis of the assessment on the AP Exam.

Assess

Assign the Progress Check—either as homework or in class—for each unit. Each Progress Check contains formative multiple-choice and free-response questions. The feedback from the Progress Check shows students the areas where they need to focus.

Unit 1: Biological Bases of Behavior

17-23 10% **15-25** 10%

- 1.1 Introduction of Biology and Environment
- 1.2 Overview of the Nervous System
- 1.3 The Senses and Neural Coding
- 1.4 The Brain
- 1.5 Sleep
- 1.6 Circadian

Progress Check 1

Multiple-choice: 15 questions
Free-response: 2 questions
• Analyze/Interpret Question (partial)
• Apply/Analyze Question (partial)

Unit 2: Cognition

17-23 10% **15-25** 10%

- 2.1 Perception
- 2.2 Thinking, Problem Solving, Judgment, and Decision Making
- 2.3 Introduction to Memory
- 2.4 Encoding Memories
- 2.5 Retrieving Memories
- 2.6 Forgetting Memories
- 2.7 Improving and Other Memory Challenges
- 2.8 Intelligence and Achievement

Progress Check 2

Multiple-choice: 15 questions
Free-response: 2 questions
• Evidence-Based Question
• Evidence-Based Question

NOTE: For fair versions of the free-response questions are provided to prepare students for more complex, full questions that they will encounter on the AP Exam.

Course Framework V.1 | 29
© 2019 College Board

Cancel

Submit & Download

Adopt an Endorsed Provider Syllabus (AP CSA and AP CSP Only)

1. Select the endorsed provider syllabus – by name – that you would like to use.

Note: you may have to scroll to the bottom of your screen to locate the syllabus you want.

Adopt a Sample Syllabus for Computer Science Principles


[Course Status](#) / [Submission Type](#) / [Adopt a Sample Syllabus](#)

Follow these required steps to adopt a course document:

1. Click on a document to select it.
2. Download the document that you want to adopt.
3. Click "Submit" to complete your submission.

Sample Syllabus 1	Sample Syllabus 2	Sample Syllabus 3	Sample Syllabus 4
Sample Syllabus 5 - Mobile Computer Science Principles	Sample Syllabus 6 - Code.org	Sample Syllabus 7 - Beauty and Joy of Computing	Sample Syllabus 8 - UTeach
Sample Syllabus - CS Matters	Sample Syllabus - CS50	Sample Syllabus - Code HS	Sample Syllabus - PLTW
Sample Syllabus - Code Combat	Sample Syllabus - Edhesive	Sample Syllabus - Apple	

2. Download and submit the sample syllabus you've selected.



CodeHS

AP Computer Science Principles Course Syllabus

Introduction

AP Computer Science Principles is the newest AP® course from the College Board, and becomes an official AP® course in the 2016-17 school year. This course introduces students to the foundational concepts of computer science and explores the impact computing and technology have on our society.

With a unique focus on creative problem solving and real-world applications, the CodeHS AP Computer Science Principles course gives students the opportunity to explore several important topics of computing using their own ideas and creativity, use the power of computing to create artifacts of personal value, and develop an interest in computer science that will foster further endeavors in the field.

[Download](#) [Submit](#)

Claim Identical

Select this option if you plan to use another teacher's **approved** syllabus. You must obtain the approved course document ID number (found on the approved course's course card) and a copy of the approved syllabus in advance.

Claim Identical to a Syllabus for Physics 1

[Course Status](#) / [Submission Type](#) / [Claim Identical to a Syllabus](#)

Each of the following THREE steps are REQUIRED to complete your syllabus submission to AP Course Audit:

- Type in the correct syllabus number.
Syllabus Number:
✓ Found syllabus submitted by Trevor Parker High School in New York, NY, US.
- Upload the sample or identical syllabus by choosing the file from your computer. Acceptable file formats include: .pdf, .doc, .docx, or .odt.

Click to upload

Note: We cannot accept file sizes that exceed 25MB.
- Select Submit Syllabus Now

Submit Syllabus Now

Recommendations for Syllabus submission preparation:

- Remove any identifying information (e.g., your name, school name)
- Keep an electronic copy of your syllabus so that you may make edits as needed

Transfer Approved

Select this option if you have changed schools and would like to use a previously approved syllabus at your new school.

1. Choose a previously approved syllabus from your account.

Note: The syllabus must meet the **current** curricular requirements of the course.

Transfer Approved Syllabus for Physics 1

[Course Status](#) / [Submission Type](#) / [Transfer Approved Syllabus](#)

Syllabus History			View Syllabus
School Name	Academic Year	Submission Method	
High School 1	2017-18	Original Submission	Click to Select

Syllabus History			View Syllabus
School Name	Academic Year	Submission Method	
High School 2	2018-19	Original Submission	Click to Select

Submit Syllabus Now

2. Once you've chosen the syllabus you want to transfer, you can submit your syllabus.

Transfer Approved Syllabus for Physics 1

[Course Status](#) / [Submission Type](#) / [Transfer Approved Syllabus](#)

Syllabus History			View Syllabus
School Name	Academic Year	Submission Method	
High School 1	2017-18	Original Submission	Selected

Syllabus History			View Syllabus
School Name	Academic Year	Submission Method	
High School 2	2018-19	Original Submission	Click to Select

Submit Syllabus Now

School Administrator Functions

The following steps can only be performed by a course audit school administrator.

Approving a Course Audit Form

The list of courses your school offers is located on the **School Status** page of your AP Course Audit Account. The Course Audit Form column indicates which courses are ready for you to 'Approve'.

Courses				
			Add Online Provider	Modify Renewals
Course List				Ledger Preview
Subject	Teacher	Course Audit Form	Syllabus	Status
Art History	Teacher 1	View	Syllabus # 2093959v1 View Syllabus	Authorized Download Letter
Art History Remove Course	Teacher 2	Pending Teacher Submission	Pending Teacher Syllabus Submission	Incomplete Course Audit Form
Art History Remove Course	Teacher 3	Approve	Pending Teacher Syllabus Submission	Course Audit Form Pending Administrator Approval
Art History Remove Course	Teacher 4	View	Pending Teacher Syllabus Submission	Course Submission Not Complete

The **Status** column lists the standing of each course. The following are descriptions of status types:

Authorized – All required course materials have been successfully reviewed and the course is authorized.

Incomplete Course Audit Form – Teacher has added the course but has not completed their Course Audit form.

Course Audit Form Pending Administrator Approval – The Course Audit form requires an Administrators approval.

Course Submission Not Complete – Teacher has completed their Course Audit form but has not submitted a course document.

When you click 'Approve', you will be directed to the administrator view of the teacher's Course Audit form. Here, you will confirm the teacher's selections and that the school is able to provide the required resources to teach the AP Course.

AP Course Audit		AP Central	Ledger
Course Information			
Please provide information regarding how your course is delivered by answering the questions below. Select at least one choice for each statement.			
	Teacher's Selection	Administrator	
I attest that I will be teaching this course at Cadmoux College during the 2019 - 2020 school year.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I have read and understand the Appropriate Grade Level Policy .	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I have read the most recent AP Physics 1 Course and Exam Description .	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I have read and understand the Guidelines for Using Advanced Placement Trademarks .	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I am aware that administrator approval of this form grants teachers access to new classroom resources and supports, including Personal Progress Checks, through the AP Classroom system beginning in August 2019.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I understand that the Personal Progress Checks are formative, the results on these assessments cannot be used to evaluate teacher effectiveness or assign letter grades to students, and any such misuses are grounds for losing school authorization to offer AP courses.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Curricular Requirements			
By selecting "I Agree," you are certifying that the requirement as stated is met in your course and is evident within your course syllabus. By selecting "Alternate Approach," you are confirming that the requirement as stated is not met, but that the course provides a college-level experience through an alternate approach described within the syllabus.			
	Teacher Agrees	Alternate Approach	Administrator Approves
The students and teacher have access to college-level resources including a college-level physics textbook and reference materials in print or electronic format.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Resource Requirements	
Please confirm that the school is providing the teacher with the required resources to teach the AP course as described in the Curricular Requirements.	
	I Agree
The school ensures that each student has a college-level physics textbook (in print or electronic format) for individual use inside and outside the classroom. The textbook is supplemented when necessary to meet the curricular requirements	<input checked="" type="checkbox"/>
The school ensures that the teacher has a copy of the most recent edition of a college-level physics textbook or other appropriate materials to support instruction.	<input checked="" type="checkbox"/>
The school ensures that students have access to scientific equipment/materials, all necessary resources, and adequate time to conduct hands-on, college-level physics laboratory investigations as outlined in the teacher's course syllabus.	<input checked="" type="checkbox"/>
Teacher Questions	
	Yes No
Do you plan to adopt the unit-based model established in the course framework and follow the sequence presented in the unit guides?	<input checked="" type="radio"/> <input type="radio"/>
Do you plan to use the new AP resources, including the Personal Progress Checks and Question Bank in AP Classroom?	<input checked="" type="radio"/> <input type="radio"/>
Consent	
Teacher's Initials JDS	Your Initials DAC
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

Renewing a Course

- Administrators can renew previously authorized courses for the current school year. From your School Status page, click the 'Renew Courses' button.

Courses				
			Add Online Provider	Renew Courses
Course List				
				Ledger Preview
Subject	Teacher	Course Audit Form	Syllabus	Status
Art History	Teacher 1	View	Syllabus # 2088027v1 View Syllabus	Authorized Download Letter
Art History	Teacher 2	View	Syllabus # 2088905v1 View Syllabus	Authorized Download Letter
Art History	Teacher 3	View	Syllabus # 2163523v1 View Syllabus	Authorization Renewed Download Letter

Complete the course renewal attestations before you can renew courses.

AP Course Audit
[Home](#)
[Practice Exams](#)
[Resources](#)
[Help](#)
[Ledger](#)

Course Renewal Attestations

Acknowledgement of the following attestations is required to renew AP course authorizations. This page will only appear once, and any administrator from Olen tangy Berlin High School may complete the form. If an administrator returns at a later date to renew additional courses, these attestations hold true for those courses as well.

☐ AP Courses offered by Olen tangy Berlin High School are available exclusively to students in grades 9-12, with the exception of AP world language programs. [View the Appropriate Grade Level Policy.](#)

☐ The courses that are being renewed will be offered to students in the current 2018-2019 school year only. I understand that any courses that are reauthorized in error affect the accuracy of the AP Course Ledger and may subsequently render Olen tangy Berlin High School out of compliance with AP trademark guidelines.

☐ In order to be included on the AP Course Ledger, I acknowledge that any AP courses offered through an Online Provider at Olen tangy Berlin High School must be selected from the drop-down menu on my School Status page.

☐ I attest to the provision of required instructional materials and resources to students enrolled in the AP courses offered at my school.

☐ The Computer Science A teacher(s) at my school understand that the GridWorld case study has been replaced by a structured hands-on lab component requiring students to spend a minimum of 20% of course time engaged in hands-on lab experiences. This requirement can be fulfilled with the implementation of the new AP Computer Science A labs or other comparable labs they wish to use. Teachers may access the exemplar AP Computer Science A labs through their AP Course Audit accounts.

☐ I have read and understand the [Guidelines for Using Advanced Placement Trademarks.](#)

By signing my initials below, I certify that I have authority to attest to Olen tangy Berlin High School's compliance with the above eligibility requirements.

Your Initials:

Cancel

Submit

- Once you submit the attestations, you will be taken to the **Active Teachers** page. This is where you can remove any teachers that are no longer teaching at your school.

Active Teachers

Please indicate below whether or not the following teachers are still actively teaching courses at **AP High School**

Active Teachers

Teacher 1 (apteacher1.com)

☒ Yes
 ☐ No
 ☐ Undecided

Teacher 2 (apteacher2.com)

☒ Yes
 ☐ No
 ☐ Undecided

Teacher 3 (apteacher3.com)

☐ Yes
 ☐ No
 ☒ Undecided

- Select the course you wish to renew for the current year and submit. If “Don’t Renew” is chosen, the system will ask you to select your reason for not renewing.

Sue Landers High School Course Renewals

Click “Submit” at the bottom of the page when all of your individual selections are complete. You may return to this page at any time through January 31st to modify your selections.

Calteacher Abbc

Calculus AB

☒ Renew
 ☐ Don't Renew
 ☐ Undecided

Calculus BC

☒ Renew
 ☐ Don't Renew
 ☐ Undecided

Calcbc Calbc

Calculus BC

☐ Renew
 ☒ Don't Renew
 ☐ Undecided

Please take a moment to tell us why you are not renewing this AP course for the 2018-19 school year.

☐ A. Insufficient enrollment to offer this teacher's course this year.
 ☐ B. Inadequate resources to offer this teacher's course this year.
 ☐ C. This teacher's course is offered in alternating years.
 ☐ D. This teacher's course is now offered by a different teacher but should remain eligible for renewal in future years.
 ☐ E. The course and/or textbook for the course is being updated. A revised syllabus will be submitted for authorization.
 ☒ F. Our school is no longer offering AP Calculus BC.
 ☐ G. This teacher's course is now offered by a different teacher and will not need to remain eligible for renewal in future years.

Note: Selecting from options A through E will ensure that this teacher's course remains eligible for renewal in future years. Selecting from options F or G means that you/your school will not be able to renew this teacher's course in future years.

Close



Calculus BC	Calteacher Abbc	View	Syllabus # 2163521v1 View Syllabus	Authorization Renewed Download Letter
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Adding an Online Provider

Note: homeschool providers and brick and mortar schools can add online providers.

When you add an online provider, a request is sent to the provider asking for approval.
To request approval from an online provider:

1. Click the 'Add Online Provider' button.

Courses						
Course List					Ledger Preview	
Subject	Teacher	Course Audit Form	Syllabus	Status		
Art History	Teacher 1	View	Syllabus # 2088027v1 View Syllabus	Authorized Download Letter		
Art History	Teacher 2	View	Syllabus # 2088905v1 View Syllabus	Authorized Download Letter		
Art History	Teacher 3	View	Syllabus # 2163523v1 View Syllabus	Authorization Renewed Download Letter		

2. Select the online provider from the list of authorized providers and then select the authorized course you wish to add.

Important Notes:

- Only add an online provider if students at your school take courses virtually at an online institution.
- Only online providers with authorized courses will appear on the 'AP Online Provider' list.

Request Online Courses

If students at your school take AP courses through an online or distance learning provider, complete the steps below to add those courses to your school's AP Ledger entry.

To request an online course:

1. Select an online/distance learning provider from the list provided. You can also filter the list by typing the name of the institution.
2. Select the course(s) you want to add.
3. The online/distance learning provider will be notified of your request and, once approved, the course will be added to your school.

Important Reminders:

1. Only institutions with authorized AP courses for the 2018-19 school year will appear on this list.
2. The online/distance provider must approve your request to add the course.
3. If you have questions about a Provider's AP courses, please contact them directly.

Select an AP Online Provider

QSI Virtual School

Region 4 Education Service Center

Riverside Virtual School

Santa Rosa Online

Scholars Online

Scout from University of California

Sequoia Choice Arizona Distance Learning School

Sharp High School

Test

Cancel

Select Authorized 2018-19 AP Courses

Art History

Add Course(s)

- Once you add an online course, select a reason you've chosen to offer the course with an online provider.

Confirm Online Course Requests

Sharp High School Test

Art History
 Why have you chosen an Online Provider for this course?
☐ Insufficient enrollment to offer this course directly at our school
☒ Inadequate resources to offer this course directly at our school
☐ We do not currently have a teacher with adequate training to offer this course directly at our school
☐ Our school is piloting this subject using an online provider and may eventually offer the course directly
☐ Other - type a response

Cancel

Submit

Confirm Online Course Requests

Randallstown High School

4000 Offutt Road
Randallstown, MD 21133

Chemistry
 Why have you chosen an Online Provider for this course?
☐ Inadequate resources to offer this course directly
☐ Inadequate training to offer this course directly
☐ Other - type a response

Cancel

Submit

After you click 'Submit', you can see the status of your online provider requests on your School Status page.

Added Online Providers		
Subject	Status	School
Art History Remove Course	Approved by Provider	OLP Test School
Biology Remove Course	Pending Provider Approval	OLP Test School
Calculus AB Remove Course	Approved by Provider	OLP Test School

Approving Online Course Requests

Note: only administrators of Online Providers will receive these requests.

When home school providers or brick and mortar schools add an online provider, an approval request is sent to the online provider. Approving the request means you agree to offer the requested course for students of the brick and mortar school.

CollegeBoard

AP

Kimberly

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AP Course Audit

HomePractice ExamsRolesResourcesHelpLedger

Online Course Requests/Approvals

Academic Year:
2018 - 2019

Pending Approval (7)

Enter a school name to refine the list of pending courses

Art History	<input type="radio"/> Approve <input type="radio"/> Decline
Computer Science A	<input type="radio"/> Approve <input type="radio"/> Decline
Human Geography	<input type="radio"/> Approve <input type="radio"/> Decline
Microeconomics	<input type="radio"/> Approve <input type="radio"/> Decline
Psychology	<input type="radio"/> Approve <input type="radio"/> Decline
Statistics	<input type="radio"/> Approve <input type="radio"/> Decline
United States History	<input type="radio"/> Approve <input type="radio"/> Decline

Submit

Approved (0)

Download Spreadsheet

Enter a school name to refine the list of pending courses

No requests found.

Declined (0)

Enter a school name to refine the list of pending courses

No requests found.

Removed by School (0)

Enter a school name to refine the list of pending courses

No requests found.

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