



AP Consultant Training & Endorsement Policy

Effective September 2023

AP Consultant Training & Endorsement Policy

I. Introduction

As part of College Board's ongoing commitment to provide the highest quality professional learning for educators, all AP professional learning workshops and AP Summer Institutes will be facilitated by consultants who have been formally trained to serve as AP workshop consultants and all AP Mentoring sessions will be facilitated by consultants who have been formally trained to serve as AP mentors. The guidelines and requirements for College Board workshop consultant and mentor selection, training, and endorsement processes are contained herein.

II. Rationale

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. In order to ensure quality, consistency, and equity in all AP professional learning events, including but not limited to workshops, AP Summer Institutes and AP mentoring sessions, the AP program will train and endorse consultants to facilitate face-to-face and/or online professional learning events.

III. AP Workshop Consultant Requirements, Application Process, and Guidelines

To be eligible for selection and training as a workshop consultant, applicants must:

- Sign and comply with the Workshop and Mentoring Consultant Participation Agreement
- Attest to understanding and agree to comply with the AP Workshop Consultant Handbook
- Be a current AP course-authorized teacher or a current active higher ed faculty member who has taught at least one semester of the comparable AP course in the last 3 years
- Have detailed knowledge of College Board systems and the AP Program (including features such as AP Classroom and the AP Course Audit)
- Complete the process outlined in Section IV below
- Commit to fulfilling the mission and goals of College Board as an endorsed AP workshop consultant
- Have participated in College Board-sponsored professional learning events (such as an AP Summer Institute, an AP workshop, or the AP Annual Conference)
- Be able to successfully integrate current technology and relevant resources, including integrating AP Classroom into workshops and institutes
- Maintain a minimum performance score on workshop evaluations set by College Board
- Have recent AP reader experience in the subject (preferred)

NOTE: Review of consultant applications for each AP Subject occurs annually and additional requirements may be added as necessary.

IV. AP Workshop Consultant Training & Endorsement Process

Invitations to training will be sent between January and March. The term of endorsement is up to three years and renewal is at the discretion of College Board.

Timeline for New Consultant Trainee:

- December - January: Receive invitation and complete paperwork to begin training process
- February: In-person training (attendance is required to be part of the training cohort)
- March - May:
 - Virtual agenda preparation sessions with advisor
 - Virtual collaboration sessions with your subject's consultant pool
 - Observation of an online AP workshop
- June–December: Presentation of AP workshop or AP Summer Institute

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- December: Completion of training and endorsement*

V. Workshop Delivery, Professional Conduct and Consultant Training

To maintain endorsement status, workshop consultants must adhere to the standards of quality workshop delivery, conduct themselves in a professional manner at all times (both in workshops and in their communications with the AP program), and participate in annual training on APSI required topics. No honorarium is provided for consultant training. If the training is in person, travel, accommodations and meal reimbursements are provided.

As such, workshop consultants will:

- Participate in required consultant training (up to 30 hours throughout the year) that provides AP program updates, subject-specific updates and review of APSI required topics;
- Prepare for workshops/AP Summer Institutes to ensure that the goals and learning outcomes are achieved;
- Ensure that the goals and learning outcomes of the event are clearly communicated to participants at the beginning of the workshop/AP Summer Institute;
- Maintain an inclusive learning environment free of bias, prejudice and harassment that encourages diverse perspectives and respects the diversity of all learners;
- Adhere to the policies outlined in the Workshop Consultant Agreement and AP Workshop Consultant Handbook;
- Notify College Board of any AP workshops facilitated outside of those hosted by endorsed AP Summer Institutes or College Board.

Workshop consultants are endorsed for a term of up to three years. College Board may extend endorsement for up to three additional terms but is not obligated to do so. Workshop consultants receiving extended terms must continue to comply with the requirements listed under Section III and V.

Please note that training to be a consultant does not guarantee workshop assignments or offers of AP Summer Institutes.

VI. AP Mentor Requirements, Application Process, and Guidelines

To be eligible for selection and training as an AP mentor, applicants must:

- Sign and comply with the Workshop Consultant Agreement
- Attest to understanding and agree to comply with the AP Mentor Handbook
- Be a current AP course-authorized teacher
- Have recent AP reader experience in the subject (preferred)
- Have detailed knowledge of College Board systems and the AP Program (including features such as AP Classroom and the AP Course Audit)
- Complete the process outlined in Section VII below
- Commit to fulfilling the mission and goals of the College Board as an AP mentor
- Be able to successfully integrate current technology and relevant resources
- Maintain a minimum performance score on mentoring evaluations set by College Board

NOTE: Review of mentor applications for each AP Subject occurs annually and additional

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requirements may be added as necessary.

VII. AP Mentor Training & Endorsement Process

Invitations to training will be sent between January and March. The term of endorsement is up to three years and renewal is at the discretion of College Board.

Timeline for New Mentors:

- March–May: Receive invitation and complete paperwork to begin training process
- June: Introduction to peer advisor
- July: In-person training for U.S.- based consultants
- July–December: Training with peer advisor and development of agendas
- January–April: Lead one AP mentoring group
- May: Completion of training and endorsement

VIII. Mentoring Delivery, Professional Conduct and Mentor Training

To maintain endorsement status, mentors must adhere to the standards of quality mentoring delivery, conduct themselves in a professional manner at all times (both in mentoring meetings and in their communications with the AP program), and participate in training, as scheduled. No honorarium is provided for mentor training. If the training is in person, travel, accommodations, and meal reimbursements are provided.

As such, mentors will:

- Participate in required mentor training (up to 30 hours throughout the year) that provides AP program updates and subject-specific updates;
- Prepare for the mentoring meetings to ensure that the goals and learning outcomes are achieved;
- Ensure that the goals and learning outcomes of the mentoring group are clearly communicated to mentees during the first meeting;
- Maintain an inclusive learning environment free of bias, prejudice and harassment that encourages diverse perspectives and respects the diversity of all learners;
- Adhere to the policies outlined in the Workshop Consultant Agreement and AP Mentor Handbook;

AP mentors are endorsed for a term of up to three years. College Board may extend endorsement for up to three additional terms but is not obligated to do so. Mentors receiving extended terms must continue to comply with the requirements listed under Section VI and VIII.