

# AP<sup>®</sup> Course Audit Homeschool Teacher 2019-20 Calendar

## May 20, 2019

Teachers begin submitting materials for courses offered in the 2019-20 school year.

## July 1, 2019

Teachers begin selecting authorized Online and Distance provider courses through their AP Course Audit accounts.

## August 1, 2019

**AP Classroom Systems opens**

Access granted to teachers with approved Course Audit forms.

## October 1, 2019

Preferred submission deadline for AP Capstone and AP Computer Science Principles course materials in order to access the digital portfolio for these AP courses.

## January 31, 2020

Deadline to:

- Complete the initial submission of course materials for the 2019-20 school year.
- Add Online and Distance Learning courses being taught during the 2019-20 school year.

# AP Course Audit Terms and Definitions

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## AP Course Ledger

The AP Course Ledger serves as an official record of accredited secondary schools that are authorized to use the “AP” trademark on student transcripts, in course catalogs, and on school websites.

**NOTE:** Homeschool teachers and their courses are **NOT** listed on the AP Course Ledger.

## AP Trademark Compliance

It is the homeschool teacher’s responsibility to ensure that all AP courses listed on student transcripts, in course catalogs, and on the homeschool teacher’s website are authorized and annually renewed through the AP Course Audit. In addition, the “AP” trademark can only be used in association with the official AP course titles. If the College Board determines that a homeschool teacher is applying the “AP” trademark to any course titles or sections of courses taught which are not authorized for the appropriate academic year through the AP Course Audit process, the homeschool teacher may not be allowed to continue using the “AP” trademark for any courses, regardless of whether other courses have been authorized for the homeschool teacher.

## Approved Syllabus

An approved syllabus is one that has been reviewed by a certified AP Course Audit reviewer and found to include evidence that all AP curricular requirements are addressed.

## Authorized Course

A course with a finalized Course Audit form and an approved course document is authorized to use the “AP” trademark on student transcripts.

**NOTE:** An authorized course must be renewed each subsequent year to maintain AP Trademark Compliance.

## Course Audit Form

This online form lists all requirements of the AP course.

## Course Document

A syllabus or unit guide; a course-long plan that includes explicit evidence that each AP curricular requirement is addressed in the course.