

The AP[®] Participation Form must be completed by schools that intend to offer AP Exams or that have students who need to take AP Exams at other schools in May 2019. The deadline for submitting the AP Participation Form is **November 15, 2018**. If you are accessing this form after this date, you must return it as soon as possible.

Completing the Participation Form

Please complete all the steps of the Participation Form. **Note:** In Step 2, in the space provided under Address, please print your six-digit College Board school code and your full school name and mailing address. Please print the name of the principal and AP coordinator at your school in the grids provided.

Returning the Participation Form

Return the printed, completed Participation Form, signed by the principal and AP coordinator at your school, to:

Standard Mail

AP Services
P.O. Box 6671
Princeton, NJ 08541-6671

Overnight/Courier Mail

AP Services
1425 Lower Ferry Road
Ewing, NJ 08618-1414
Phone: 877-274-6474 (toll free in the United States and Canada)

For schools outside the U.S.: Return the printed, signed Participation Form to the address listed above. If possible, the use of a traceable courier service is encouraged. You may also scan and email the completed form to APforms@ets.org. (This email is for submissions only and will not be monitored. For any questions, contact AP Services for Educators directly.) Please note that electronic signatures will not be accepted for mailed or emailed submissions.

Once your Participation Form has been processed, you will receive a confirmation email. If you return your form before November 15, your confirmation may not be sent until after the deadline.

If you have any questions about completing these materials or the status of your participation in the AP Program, please contact AP Services for Educators at 877-274-6474 (toll free in the United States and Canada) or 212-632-1781, or email apexams@info.collegeboard.org (apexams-intl@info.collegeboard.org for educators outside the United States).

Step 3: Share AP Coordinator's Contact Information (optional)

I give the College Board permission to share my AP coordinator's (and if applicable, additional authorized staff person's) contact information with:

- Organizations that offer professional development or other AP-related resources.
- Persons trying to locate a school that will administer exams to homeschooled students or students whose schools do not offer AP.

Step 4: Confirm AP Course Audit Information

To label classes "AP®," your school must authorize or annually renew these courses through the AP Course Audit process. You (or your school's designated Course Audit administrator) are responsible for ensuring that the online 2018-19 AP Course Ledger accurately reflects the authorized AP courses at your school. The accuracy of your school's online ledger listing is crucial because admission officers use AP Course Audit results when evaluating students' transcripts to determine the extent to which students avail themselves of rigorous course work. The 2018-19 AP Course Ledger is available to the public online in November, but you (or your school's designated administrator) should check your school's 2018-19 authorized courses now at collegeboard.org/apcourseaudit.

Instructions:

As part of the AP participation process, schools offering AP courses in 2018-19 must ensure the accuracy of their AP Course Ledger listings. Principals at schools offering AP courses in 2018-19 must review and initial each of the statements below.

- _____ To ensure the accuracy of my school's 2018-19 AP Course Ledger listing, I (or my school's designated administrator) have checked the current listing of my school's 2018-19 AP courses using the Course Audit website. I (or my school's designated administrator) have a current AP Course Audit account and have begun or completed the annual authorization and renewal processes required to label my school's courses "AP."
- _____ I understand that in order for my school's ledger listing to be accurate, it must include all teachers' authorized AP courses offered during the 2018-19 school year. I am aware that an inaccurate ledger listing may negatively impact students in the admission process.
- _____ If there are any inaccuracies or omissions in my school's AP course information online for the 2018-19 school year, I (or my school's designated administrator) will correct these inaccuracies using the AP Course Audit website before the release of the AP Course Ledger on November 1, 2018.
- _____ I am aware that teachers typically should have completed the AP Course Audit process prior to teaching the course, and that, at the latest, teachers must submit all required materials by **January 31, 2019**.
- _____ I am aware that I must renew previously authorized courses by January 31, 2019 in order for teachers at my school to have access to online score reporting for the 2019 AP Exam administration.
- _____ I attest to the provision of required instructional materials and resources to students enrolled in the AP courses offered at my school.

Principal's Signature

Date

Step 5: Confirm Awareness of 2019-20 Changes

Starting in 2019-20, schools will implement new annual processes and have access to new classroom resources and supports. AP Exams will be ordered in the fall via a new registration and ordering system and personalized AP ID registration labels will eliminate the need for preadministration sessions. Teachers and students will receive free course and exam preparation resources, including question banks, personal progress checks, and performance feedback. Information about these changes is available at collegeboard.org/ap2019.

(Principal)

(AP Coordinator)

I am aware of the changes to AP Exam registration and ordering and the new classroom resources and supports beginning in the 2019-20 school year. I will help ensure that my school community is aware of and prepared for these changes.

