



AP Professional Development Consultant Training, & Endorsement Policy

Effective January 2020

I. Introduction

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

II. Rationale

The 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 development workshops and AP Summer Institutes, the AP program will train and endorse workshop consultants to facilitate face-to-face and/or online professional development 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 Consultant Agreement
- Attest to understanding and agree to comply with the Consultant Operations 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 recent AP reader experience in the subject (that is, they attended the AP Reading within 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)
- Be available to present a minimum of two College Board managed professional development events per year, not including AP Summer Institutes
- Complete the process outlined in Section IV below
- Commit to fulfilling the mission and goals of the College Board as an endorsed AP workshop consultant
- Have participated in College Board–sponsored professional development 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 the College Board

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

IV. College Board 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 the College Board.

Timeline for New Consultant Trainee:

- January–March: Receive invitation and complete paperwork to begin training process
- June: Introduction to peer coach
- July: Face-to-face training with coach
- July–October: Observation of AP workshop
- October–March: Presentation of AP workshop
- November: Contract with the endorsed AP Summer Institute hosting your summer workshop
- May: Completion of training and endorsement*
- June–May (ongoing): Create and finalize 1-day and 4-day agendas with support from your Peer Coach

V. Workshop Delivery and Professional Conduct

To maintain endorsement status, workshop consultants must adhere to the standards of quality workshop delivery and conduct themselves in a professional manner at all times. As such, workshop consultants will:

- Prepare for the workshop 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;
- 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 Consultant Operations Handbook.
- Notify the College Board of any AP workshops facilitated outside of those hosted by endorsed AP Summer Institutes or the 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.