

AP Course Audit

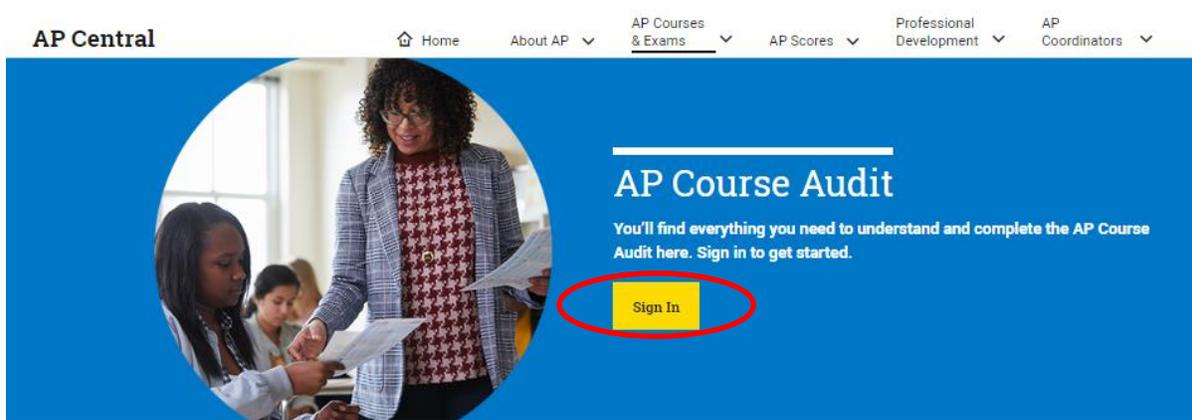
Teacher and Administrator User Guide

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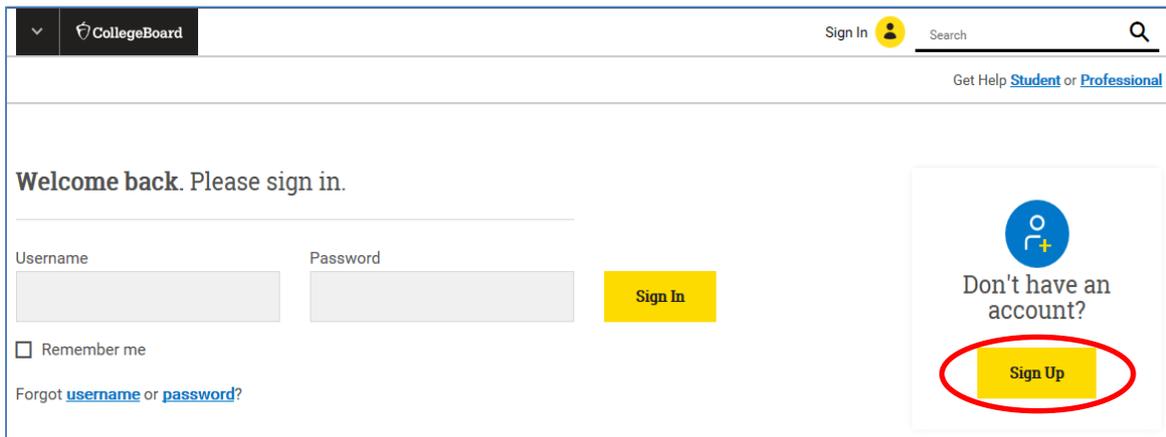
AP Course Audit

Getting Started

Begin by going to the AP Course Audit site, apcentral.collegeboard.org/apcourseaudit. Then click 'Sign In' to add AP Course Audit to your EPL account.



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



AP Course Audit

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

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:

Sex: Female Male

Email Address:

Confirm Email Address:

AP Course Audit

Enrolling in the AP Course Audit

Once logged into your professional account:

1. Go to the **Add Additional Tools and Services** menu and locate AP Course Audit on the list. 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](#)
- [ReadiStep™ Summary of Answers and Skills \(SOAS\) Reports](#) [Get Access](#)

2. Once on the **Get Access to AP Course Audit** page:
 - a. Select your role from the 'Job Function' dropdown
 - b. Select your professional organization
 - c. Click 'Add'

AP Course Audit

Teacher

Provide your access information

Job Function:

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

Professional Organization:

Enroll Later

Your access

Organization	Position	Expiration Date
<input type="button" value="Finished"/>		

Teacher-Online Provider - Teachers at Online/Distance learning providers should select this option to enroll in the AP Course Audit.

Provide your access information

Job Function:

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

Professional Organization:

Enroll Later

Your access

Organization	Position	Expiration Date
<input type="button" value="Finished"/>		

Homeschool Provider – Homeschool teachers should select the ‘Teacher’ role, and their homeschool state under ‘Professional Organization’.

Provide your access information

Job Function:

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

Professional Organization:

Enroll Later

Your access

Organization	Position	Expiration Date
<input type="button" value="Finished"/>		

Once you have successfully enrolled ‘Your access’ will list your organization name and AP Course Audit role.

Remove	Organization	My Role	Expiration Date	Access Code
<input type="button" value="✕"/>	AP Course Audit High School	AP/Pre-AP Course Audit Teacher	11-Aug-2019	

AP Course Audit

School or District Administrator

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

Your access

Job Function:

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

Professional Organization:

Access Code:

[Enroll Later](#) [Add ▶](#)

Organization	Position	Expiration Date

[Finished](#)

Once you have successfully enrolled in AP Course Audit, 'Your access' will list your organization name and AP Course Audit role.

Remove	Organization	My Role	Expiration Date	Access Code
	AP Course Audit High School	AP Course Audit Administrator	01-Jul-2019	<input type="text" value="enter code"/> Update Access

AP Course Audit

Managing Course Audit Enrollment

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

My Tools And Services			
Tool or Service	My Role	Expires* ?	Manage Access
AP/Pre-AP® Course Audit ▶	multiple roles	multiple dates	edit
AP® Online Reports ▶	multiple roles	multiple dates	edit
AP® Teacher Community ▶	N/A	N/A	

To change schools, you can remove and add schools in this tab to update your audit enrollment.

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](#).

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](#).

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

AP Course Audit

Teacher Functions

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

Homeschool Providers

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.

The screenshot shows the 'AP Course Audit' website interface. At the top, there is a navigation bar with links for 'Home', 'Practice Exams', 'Resources', 'Help', and 'Ledger'. The main heading is 'Homeschool Teacher - Course Status', with 'Academic Year: 2018 - 2019' on the right. Below the heading, a message states: 'To get started, please provide us with the following contact information.' The form contains several input fields: 'Address Line 1' (with a placeholder 'Enter address'), 'Address Line 2 (Optional)', 'City' (with a placeholder 'Enter city'), 'State' (a dropdown menu with 'Choose a State'), 'Zip' (with a placeholder 'Enter zip'), 'Phone' (with a country code dropdown set to '+1'), and 'Website (optional)' (with a placeholder 'http://www.example.com'). Below these fields, a message says: 'Please provide documentation required by your state for home school providers (example: Letter/notification/affidavit of intent).' There is a 'Choose File' button, and below it, a file path 'C:\fakepath\japanese.doc' is displayed with a close icon. A yellow 'Submit' button is located at the bottom right of the form.

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



AP Course Audit

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 providers 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.

Homeschool Teacher - Course Status Academic Year:
2019 - 2020

Courses



United States History

Authorized

[Download Letter](#)

[View Course Audit Form](#)

Document # 2402186v1

[View Authorized Document](#)

 Add Online Provider

[+ Add Course](#)

AP Course Audit

Add a New Course

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

Teacher - Course Status Academic Year:
2020 - 2021 ▾

Advanced Placement High School 1234 Curricular Road
Reading, NY 90210

Active Administrators:
Clara Admin, Cliff Admin

Courses
You do not have any courses at this school for the '2020-2021' school year.

[+ Add Course](#)

2. Click '+Add Course' to select the course you plan to teach and follow the prompts.
3. Once you've added the course, click 'Complete Course Audit Form' to complete the form.

Teacher - Course Status Academic Year:
2020-2021 ▾

Advanced Placement High School 1234 Curricular Road
Reading, NY 90210

Active Administrators:
Clara Admin, Cliff Admin

Courses



Physics 1

Initial Course Submission
Not Complete

[Complete Course Audit Form](#)

Submit Textbook

Submit Course Document

[+ Add Course](#)

AP Course Audit

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 Course Audit Home Practice Exams Roles Resources Help Ledger

AP Physics 1 Course Audit Form



Course Information

Before you can upload a syllabus, you must meet all of the criteria below. If your AP Course Audit administrator disagrees with any selection, s/he will flag them and the form will be returned to you for your review and resubmission. Your syllabus will not be reviewed until this form has been completed and approved by your school's administrator.

I Agree

I attest that I will be teaching this course at Advance Placement HS during the 2018 - 2019 school year.	<input checked="" type="checkbox"/>
I have read and understand the Appropriate Grade Level Policy .	<input checked="" type="checkbox"/>
I have read the most recent AP Physics 1 Course and Exam Description .	<input checked="" type="checkbox"/>
I have read and understand the Guidelines for Using Advanced Placement Trademarks .	<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.

Consent

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

Your Initials

AP Course Audit

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

On your course audit form, a 'Textbook Selection' appears on the Course Audit form, 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 on “Select Textbook”, a non-exhaustive list of pre-approved textbooks will appear. Scroll through the list and select the textbook that matches the one you use.

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, Sallee, Hoey. *Calculus - AP Calculus AB*. 3rd Edition. CPM Educational Program.
- Dietiker, Kysh, Sallee, 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.](#)

AP Course Audit

If you do not use any textbook on the list or use a different edition of listed textbook, select “Click here if you textbook is not found in the list above.” A new window will pop up in which you can enter your textbook details.



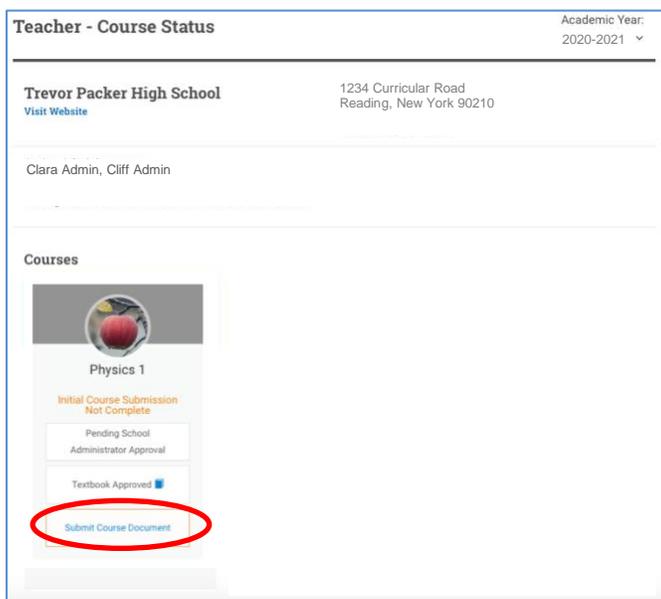
The screenshot shows a 'Textbook Entry' form with the following fields:

- Required:**
 - Author
 - Title
 - Publisher
 - Publication Year
- Optional:**
 - Edition Number
 - ISBN-13
 - URL

At the bottom right, there are two buttons: 'Return to Textbook List' and 'Submit for Review'.

Course Document Submission

Once you've completed the Course Audit form click 'Submit Course Document'.

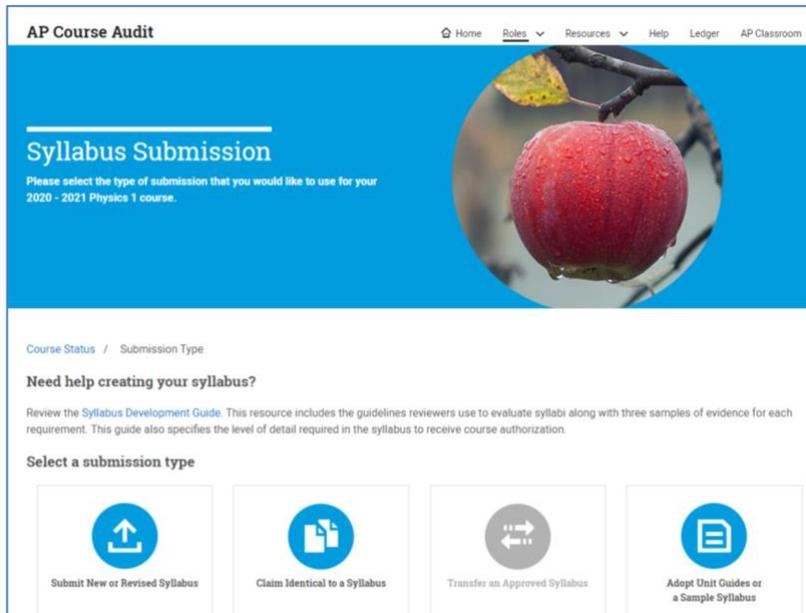


The screenshot shows the 'Teacher - Course Status' page for Trevor Packer High School. The page includes the school's name, address, and contact information. Below this, the course status for 'Physics 1' is displayed. The status is 'Initial Course Submission Not Complete', with a progress bar showing 'Pending School Administrator Approval' and 'Textbook Approved'. A red circle highlights the 'Submit Course Document' button at the bottom of the course status card.

AP Course Audit

You can use 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

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.

Submit New or Revised Syllabus for Physics 1

[Course Status](#) / [Submission Type](#) / [Submit New or Revised Syllabus](#)

Before Submitting

1. Remove any identifying information (e.g., your name, school name) from your syllabus.
2. Save file in an acceptable file format: .pdf, .doc, .docx, or .odt. Uploading your document as a PDF file is strongly recommended.
[Why should I upload a PDF file?](#)
3. Keep an electronic copy of your syllabus. This will allow for edits to be made as needed.
4. Before uploading your syllabus, confirm the file name of the final copy of your syllabus.

Upload a Syllabus

Click to upload

Note: We cannot accept file sizes that exceed 25MB.

[Submit Syllabus Now](#)

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

AP Course Audit

[Home](#) [Roles](#) [Resources](#) [Help](#) [Ledger](#) [AP Classroom](#)

Adopt the Unit Guides or a Pre-approved Syllabus for Physics 1

[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 Syllabi will be posted as they become available.

AP Physics 1 Unit Guides

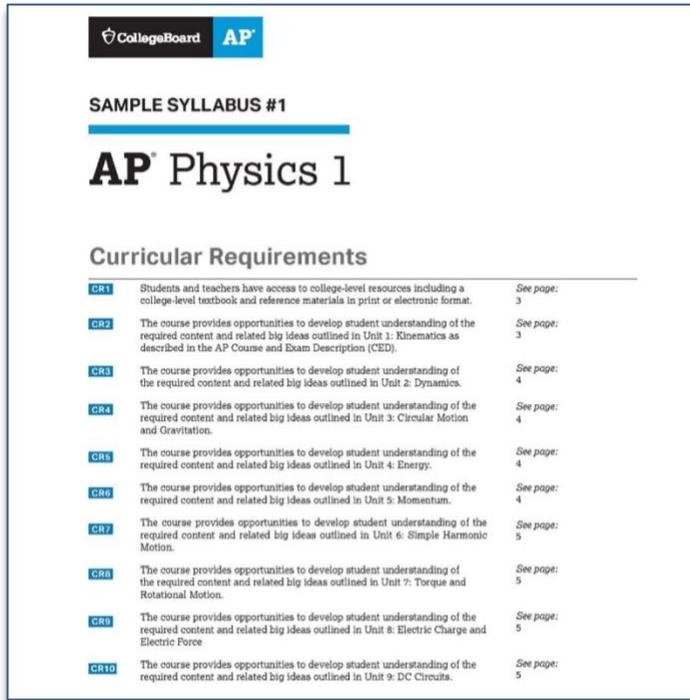
[↓](#)

AP Physics 1 Sample Syllabus 1

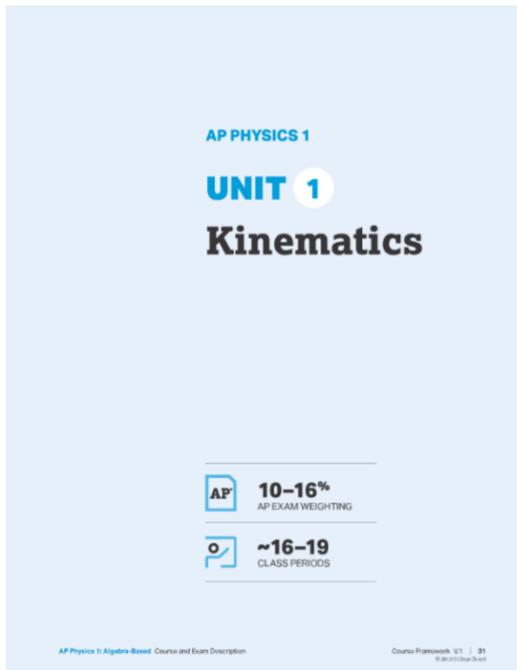
[↓](#)

AP Course Audit

Adopt a Sample Syllabus: Select this option to download and adopt an annotated sample syllabi.



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



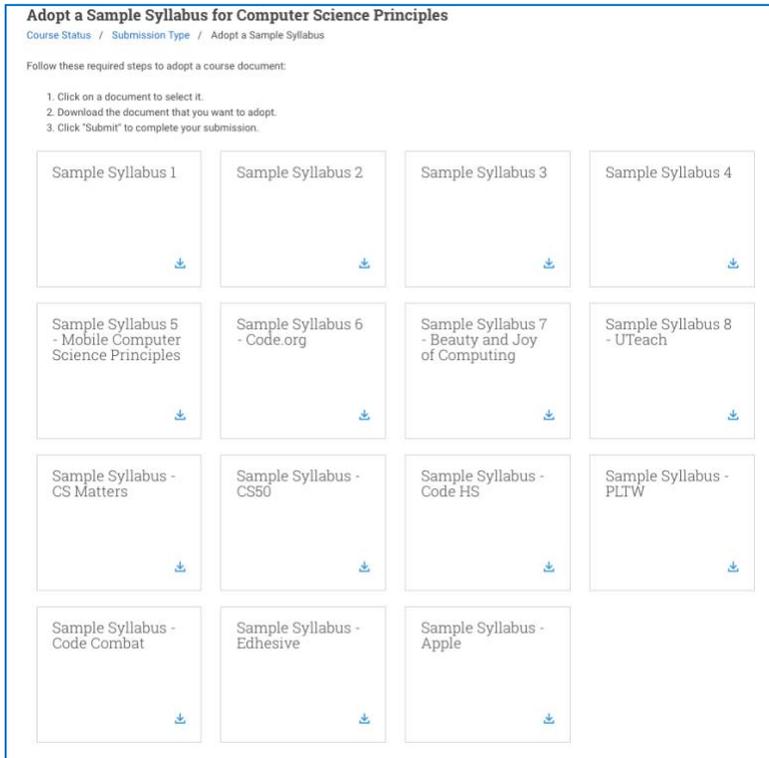
Download

Submit

AP Course Audit

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.



This image is only for reference. Sign in to your APCA account to see the current provider syllabi available for adoption.

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

 **Endorsed Provider ABC**

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](#)

AP Course Audit

Claim Identical

Select this option if you plan to use another teacher's approved syllabus. You must obtain the approved course document ID number 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:

1. Type in the correct syllabus number.

Syllabus Number:

✓ Found syllabus submitted by Trevor Packer High School in New York, NY, US.

2. 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.

3. Select Submit Syllabus Now

Submit Syllabus Now

Recommendations for Syllabus submission preparation:

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

AP Course Audit

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	<input type="button" value="Click to Select"/>

Syllabus History			View Syllabus
School Name	Academic Year	Submission Method	
High School 2	2018-19	Original Submission	<input type="button" value="Click to Select"/>

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	<input type="button" value="Selected"/>

Syllabus History			View Syllabus
School Name	Academic Year	Submission Method	
High School 2	2018-19	Original Submission	<input type="button" value="Click to Select"/>

AP Course Audit

School Administrator Functions

The following functions 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.

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 syllabus.

AP Course Audit

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 Cadmouss 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	Change Needed
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 type="radio"/>	<input 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	Your Initials
JDS	DAC

AP Course Audit

Renewing a Course

1. 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:

AP Course Audit

- 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 be 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)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undecided
Teacher 2 (apteacher2.com)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undecided
Teacher 3 (apteacher3.com)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> 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.”

Advanced Placement High School

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	<input checked="" type="radio"/> Renew <input type="radio"/> Don't Renew <input type="radio"/> Undecided
Calculus BC	<input checked="" type="radio"/> Renew <input type="radio"/> Don't Renew <input type="radio"/> Undecided

Calcbc Calbc

Calculus BC	<input type="radio"/> Renew <input checked="" type="radio"/> Don't Renew <input type="radio"/> Undecided
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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.

Calculus BC	Calteacher Abbc	View	Syllabus # 2163521v1 View Syllabus	Authorization Renewed Download Letter
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CollegeBoard **AP**

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AP Course Audit

Adding an Online Provider

Note: homeschool providers and brick and mortar schools and 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**

Select Authorized 2018-19 AP Courses

Art History

AP Course Audit

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

Confirm Online Course Requests

Advanced Placement High School 1234 Curricular Road
Reading, NY 90210

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

Advanced Placement Homeschool 5678 Curricular Road
Reading, NY 90210

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

AP Course Audit

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.

The screenshot displays the AP Course Audit web application. At the top, the CollegeBoard AP logo is on the left, and the user's name 'Kimberly' with a profile icon and a notification badge showing '291' is on the right. Below the header, the page title 'AP Course Audit' is followed by navigation links: Home, Practice Exams, Roles (with a dropdown arrow), Resources (with a dropdown arrow), Help, and Ledger. The main content area is titled 'Online Course Requests/Approvals' and includes a filter for 'Academic Year: 2018 - 2019'. The 'Pending Approval (7)' section contains a search bar and a list of seven requests. Each request shows the provider name, location, and course name, with 'Approve' and 'Decline' radio buttons. A yellow 'Submit' button is located at the bottom right of this section. Below are three empty sections: 'Approved (0)' with a 'Download Spreadsheet' link, 'Declined (0)', and 'Removed by School (0)', each with a search bar and the text 'No requests found.'

Provider	Course	Approve	Decline
B&M School 1 – Deltona, FL	Art History	<input type="radio"/>	<input type="radio"/>
Homeschool Provider 1 – Burton, MI	Computer Science A	<input type="radio"/>	<input type="radio"/>
B&M School 2 – New York, NY	Human Geography	<input type="radio"/>	<input type="radio"/>
	Microeconomics	<input type="radio"/>	<input type="radio"/>
	Psychology	<input type="radio"/>	<input type="radio"/>
	Statistics	<input type="radio"/>	<input type="radio"/>
	United States History	<input type="radio"/>	<input type="radio"/>