

# How to Start an AP® Course

## 7 Simple Steps to Get You There



You have students who are prepared and eager for a college-level learning experience. Now what? Here are the seven steps to add an Advanced Placement® (AP®) course at your school.

For more information and related resources, visit [collegeboard.org/startapcourse](http://collegeboard.org/startapcourse).

• Administrators • Teachers • Both

Step 1 	Step 2 	Step 3 	Step 4 	Step 5 	Step 6 	Step 7 
<b>Choose a course and add it to your catalog</b>	<b>Select a teacher</b>	<b>Recruit and register students</b>	<b>Obtain course materials</b>	<b>Complete AP Course Audit requirements</b>	<b>Attend AP professional development</b>	<b>Launch the course</b>
<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Review AP Potential™ or other data to identify students who are prepared for college-level courses and exams</li><li>• Ensure that the new course is included in your 2013-14 course catalog</li></ul> <p><b>Ask yourself</b></p> <ul style="list-style-type: none"><li>• Does the course align with your current schedule, accountability framework and class size and graduation requirements?</li></ul> <p><b>When to do it</b></p> <ul style="list-style-type: none"><li>• Early to mid fall</li></ul>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Select a teacher based on interest, availability, and your state's certification requirements</li><li>• Make plans to register the teacher for summer professional development (strongly recommended for new AP teachers)</li></ul> <p><b>Ask yourself</b></p> <ul style="list-style-type: none"><li>• What are the strategies, supports and resources that will be used to foster the teacher's success?</li></ul> <p><b>When to do it</b></p> <ul style="list-style-type: none"><li>• Mid to late fall</li></ul>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Review updated AP Potential data in December and identify additional students for the new course</li><li>• Promote the new course to students and their parents</li><li>• Communicate clear policies and expectations</li><li>• Determine how many sections will be offered</li></ul> <p><b>Ask yourself</b></p> <ul style="list-style-type: none"><li>• Would incentives such as applying extra weight for course grades support participation in the course and exam?</li></ul> <p><b>When to do it</b></p> <ul style="list-style-type: none"><li>• Late fall to late spring</li></ul>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Inventory existing materials</li><li>• Seek multiple vendors, including textbook retailers and resellers</li><li>• Utilize Web resources, including class resources posted on AP Central® and the online AP Teacher Community</li></ul> <p><b>Ask yourself</b></p> <ul style="list-style-type: none"><li>• Is grant, foundation or donor support available for course materials?</li></ul> <p><b>When to do it</b></p> <ul style="list-style-type: none"><li>• Late spring to early summer</li></ul>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Submit Course Audit materials between March 2013 and January 2014</li></ul> <p><b>Ask yourself</b></p> <ul style="list-style-type: none"><li>• Do you want the new course reflected in the initial publication of the online AP Course Ledger? If so, submit Course Audit materials by the end of June 2013.</li></ul> <p><b>When to do it</b></p> <ul style="list-style-type: none"><li>• Late spring to late fall</li></ul>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Attend a weeklong AP Summer Institute (strongly recommended for new AP teachers)</li><li>• Consider attending a full-day workshop during the academic year</li></ul> <p><b>Ask yourself</b></p> <ul style="list-style-type: none"><li>• Have you explored funding sources for training, including state, federal and College Board programs?</li></ul> <p><b>When to do it</b></p> <ul style="list-style-type: none"><li>• Summer</li></ul>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Start planning for the exam order, identifying space and equipment needed for the exam administration, and preparing students for the exam</li></ul> <p><b>Ask yourself</b></p> <ul style="list-style-type: none"><li>• What are the strategies, supports and resources that will be used to foster the students' success?</li></ul> <p><b>When to do it</b></p> <ul style="list-style-type: none"><li>• Late summer to early fall</li></ul>

## Why Students Take AP

Students told us what motivates them to take rigorous AP courses:

- **College benefits:** AP helps students get into the college of their choice, place out of introductory college classes and earn college credit.
- **Rich classroom experience:** Students say AP courses are more interesting than regular classes.
- **Educators like you:** After parents, teachers are the most significant influencers on what courses students take.

## Free Support for AP Teachers

New AP teachers can access a wealth of free information and resources on the College Board website:

- **Online AP teacher communities:** Threaded discussions organized by topic, searchable resource libraries and member directories
- **Classroom information and resources:** Course descriptions, curriculum frameworks, special focus materials, curriculum modules, lesson plans and teaching strategies
- **Exam questions:** Practice exams, released exams, free-response questions, scoring guidelines, and sample student responses and commentary
- **Course Audit resources:** Annotated sample syllabi, syllabus development guides and example textbook lists



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## Costs at a Glance

Starting an AP course can cost less than \$2,000.

	Professional Development	Textbooks	Supplemental Reading	Materials and Equipment	Total
English	\$400–\$1,400	\$0	\$1,500–\$1,800	\$0	\$1,900–\$3,200
Arts	\$400–\$1,400	\$850–\$1,050	\$0	\$1,050–\$1,300	\$2,300–\$3,750
Social Sciences	\$400–\$1,400	\$1,600–\$1,900	\$400–\$500	\$0	\$2,400–\$3,800
World Languages	\$400–\$1,400	\$1,700–\$2,000	\$1,000–\$1,200	\$250–\$300	\$3,350–\$4,900
History	\$400–\$1,400	\$1,750–\$2,100	\$1,250–\$1,500	\$0	\$3,400–\$5,000
Math and Computer Science	\$400–\$1,400	\$1,500–\$1,800	\$0	\$1,900–\$2,250	\$3,800–\$5,450
Sciences	\$400–\$1,400	\$2,250–\$2,700	\$150–\$200	\$4,750–\$5,700	\$7,550–\$10,000

Your school's existing resources may significantly reduce these costs.

These are estimated startup costs for an AP class of 25 students. Costs for specific courses are available at [collegeboard.org/startapcourse](https://collegeboard.org/startapcourse).