

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.

• Administrators • Teachers • Both

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

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.