

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 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 and January <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. <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
- **Tools to build your AP program:** Tips for planning AP informational events, links to videos, student and parent brochures in English and Spanish, and other free tools



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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.

