

# How to Start an AP<sup>®</sup> 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<sup>®</sup> (AP<sup>®</sup>) course at your school.

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

• Administrators • Teachers • Both

<b>Step 1</b> 	<b>Step 2</b> 	<b>Step 3</b> 	<b>Step 4</b> 	<b>Step 5</b> 	<b>Step 6</b> 	<b>Step 7</b> 
<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 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<sup>®</sup> 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 and January</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.</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
- **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



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

## Costs at a Glance

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

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

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).