

## AP<sup>®</sup> Course Audit FAQs

### 1. Can schools order and administer AP Exams without completing the AP Course Audit?

Yes, the AP Course Audit is only required for schools desiring to:

- use the "AP" designation on students' transcripts
- be listed in the ledger of authorized AP courses provided each fall to college and university admissions offices and the public.
- to be eligible to participate in the LDE AP Exam Fee Reimbursement Program

Schools that simply offer the AP Exam as an opportunity for their students to earn college credit, without actually labeling the school's courses "AP" on students' transcripts do not need to participate in the AP Course Audit, and can continue offering AP Exams to their students.

### 2. Does the College Board recommend a particular size for AP classes?

The College Board recognizes that schools have varying degrees of human and financial resources, which can affect class size. Each individual school should make a decision that best suits its needs.

### 3. Can courses offered in middle school be labeled AP?

The AP designation may only be applied to courses offered at or above the 9th grade level which have received authorization through the annual AP Course Audit process. The AP label cannot be affixed to courses and transcripts prior to 9th grade. There is one exception to this policy: AP world language courses. These courses focus on linguistic proficiency and cultural competency, so in rare situations these courses can be successfully offered earlier than 9th grade among students who can already speak, read, and write the language with fluency. In summary, the AP Course Audit will only renew or authorize courses that are offered exclusively in grades 9–12, with the exception of AP world language programs. For information on appropriate grade levels for AP courses, click [here](#).

### 4. Will the College Board audit "Pre-AP" courses?

The College Board strongly believes that all students should have access to preparation for AP and other challenging courses, and that Pre-AP teaching strategies should be reflected in all courses taken by students prior to their enrollment in AP. The College Board discourages using "Pre-AP" in the title of a course and on a student's transcript, because there is no one fixed or mandated Pre-AP curriculum that students must take to prepare for AP and other challenging coursework. Rather than using Pre-AP in course titles, the College Board recommends the adoption of more comprehensive Pre-AP programs that work across grade levels and subject areas to prepare the full diversity of a school's student population for AP and college.

The College Board's official Pre-AP program for all middle school and high school students is [SpringBoard<sup>®</sup>](#), which consists of a full curriculum in mathematics and English language arts. SpringBoard is integrated with professional development and formative assessments, and is based on the College Board's college readiness standards: the [College Board Standards for College Success](#).

The College Board also provides an array of [Pre-AP professional development workshops](#) designed to help teachers instill more rigor in the courses they are teaching students in the years prior to AP.

## **5. Do Schools have to complete the audit each year?**

The AP Course Audit is an annual process; however, after receiving authorization during any given year, schools will not need to resubmit AP Course Audit forms or syllabi in following years unless the teacher has changed, the school offers a new AP course, or the curricular and resource requirements for a course undergo significant revision by the College Board. Beginning in August of each year, Course Audit administrators can renew their schools' course authorizations for the following year through their AP Course Audit online accounts.

## **6. Why do teachers need to submit the AP Course Audit form and syllabus?**

The AP Course Audit is, at heart, a way of achieving a mutual understanding between those leading the course, the AP teachers; their principals; and colleges and universities, who gain access to a ledger of courses authorized to use the "AP" designation. Each school will participate in the audit differently, with some schools or districts, perhaps, using a common syllabus for single subjects and others using syllabi that vary by teacher. In order to ensure that each and every teacher demonstrates their awareness and inclusion of the curricular requirements in their course, we need to require that all teachers submit the same type of materials for review.

## **7. What does authorization actually entail?**

Authorization to use the "AP" designation for your course indicates College Board permission to use the designation on students' transcripts, in your school's course catalog, and/or on your school's website. The course will be listed as an authorized AP course in a ledger available to colleges and universities each fall and made available to the public via the Web.

## **8. What is my AP teacher leaves the school after the AP Course Audit has been completed?**

The replacement teacher must submit the AP Course Audit form and syllabus for review. If a previously approved syllabus will be used in the course, the teacher will need to submit that syllabus for verification purposes. The teacher can streamline the review process by providing the syllabus ID number from the previously approved (available from the principal or AP Coordinator's page on the Course Audit Website) upon submission.

## **9. What role can districts play in the AP Course Audit?**

District officials with Course Audit accounts have several resources available to them, such as a direct download of authorized courses for all schools in their district. With these resources, districts can work with their schools' teachers to ensure they understand the AP Course Audit's curricular requirements and timeline. Districts can also help teachers prepare syllabi for submission. To obtain a District Official Course Audit account, please contact the AP Course Audit Helpline by using the "Contact Us" link on the Course Audit homepage or by calling 877-APHELP-0.

## **10. Does the AP Course Audit specify educational background or certification requirements for AP teachers?**

No, there are no formal requirements that a teacher must satisfy to teach an AP course. However, the College Board advocates high standards for Advanced Placement teachers in the following areas: content knowledge, teacher certification, pedagogy and student learning, analysis and reflection, and ongoing professional development. Although the College Board recognizes that there is no single path to becoming an effective AP teacher, the educational background and professional development of the teacher can greatly improve the quality of his or her teaching.

**11. Does the AP Course Audit require teachers to participate in professional development?**

No, the AP Course Audit does not mandate a type or amount of teacher professional development. However, the College Board encourages schools to provide funding opportunities for their AP teacher(s) to attend workshops, Summer Institutes, or other professional development activities. The College Board strongly recommends that AP teachers attend a professional development experience in their subject area before teaching the AP course for the first time, and on a periodic basis thereafter. Examples of College Board workshops and independent Summer Institutes endorsed by the College Board are listed on the AP Central events page.

**For more information on the AP Course Audit or  
Louisiana's AP Initiative, please contact:**

Tristen Guillory, M.Ed.  
College Readiness Coordinator  
[Tristen.Guillory@la.gov](mailto:Tristen.Guillory@la.gov)  
(225)219-4533