

# Louisiana Believes

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## AP<sup>®</sup> Course Audit

Tristen Guillory, M.Ed.  
College Readiness Coordinator  
Office of Student Opportunities



# AP<sup>®</sup> Course Audit Webinar

## Welcome

- You are being placed in broadcast mode as you join the session to reduce background noise.
- No need to worry as there is no audio being shared at the moment. To access audio during the presentation, please dial **1-800-832-0736** and use room number **2834406**.
- Today's webinar slide deck is available for download at <http://www.louisianabelieves.com/resources/library/webinars>
- If you have any issues, please contact Tristen Guillory via the **Q & A pod** to the right of the screen or email [tristen.guillory@la.gov](mailto:tristen.guillory@la.gov).
- We will begin shortly. Thank you.

# OBJECTIVE

**To provide AP<sup>®</sup> teachers and administrators with clear guidelines on curricular and resource requirements that must be in place for AP<sup>®</sup> courses.**

# AP<sup>®</sup> Course Audit Overview

- The [AP<sup>®</sup> Course Audit](#) was created as a means for the College Board to give college and universities confidence that AP<sup>®</sup> courses are designed to the same clearly articulated college-level criteria across high schools.
- To receive authorization from the College Board to label a course "AP<sup>®</sup>", teachers without previous authorization for their course(s) must submit two documents related to the course:
  1. [Course Syllabus](#)
  2. [AP<sup>®</sup> Course Audit Form](#)



# Course Syllabus

Each AP<sup>®</sup> teacher is required to create a [professional College Board account](#) and submit an electronic copy of his or her syllabus annually outlining the course of study to be followed.

The screenshot shows the AP Course Audit website. At the top right is the CollegeBoard logo. Below it is a navigation bar with tabs for 'Course Audit Home', 'Teacher', 'School & District Administrators', 'Higher Ed', and 'Online/Distance Learning'. The 'Teacher' tab is selected. On the left, there is a 'Reminder' section for August 2013, stating that AP Course Audit administrators begin renewing previously authorized courses for the 2013-14 school year. The main content area is titled 'Teacher' and contains two numbered items: 1. 'Course Syllabus' with a description and a link to 'Submission Options'; 2. 'AP Course Audit form' with a description. Below this is a section for 'For AP teachers with previously authorized courses:' with links for 'Annual Renewals', 'Account Transfers', and 'AP Practice Exams'. On the right side, there is a 'Get Started Create an Account' button, an 'Account Sign-In' section with fields for 'Username:' and 'Password:' and a 'Sign In >' button, and a 'Links' section with links to 'AP Central@', 'Advances in AP', 'Review Process', and 'Frequently Asked Questions'. At the bottom right is a blue button labeled 'AP Course Ledger'.

**AP<sup>®</sup> Course Audit**

Course Audit Home | **Teacher** | School & District Administrators | Higher Ed | Online/Distance Learning

**1**  
Reminder  
August 2013  
AP Course Audit administrators begin renewing previously authorized courses for the 2013-14 school year. Online/Distance Learning courses can be added through the School Status page.

**Teacher**  
To receive authorization from the College Board to label a course "AP," teachers must submit the following materials related to the course:

- 1 Course Syllabus**  
Each AP<sup>®</sup> teacher is required to submit an electronic copy of his or her syllabus outlining the course of study to be followed.  
[Submission Options](#)
- 2 AP Course Audit form**  
The subject-specific AP Course Audit form specifies the curricular and resource requirements that must be met in order to receive authorization to use the "AP" designation for a course. A school administrator must approve and finalize this electronic form before a syllabus will be reviewed.

**For AP teachers with previously authorized courses:**

[Annual Renewals](#)  
[Account Transfers](#)  
[AP Practice Exams](#)

**Get Started Create an Account**

**Account Sign-In**

Username:   
Password:   
Sign In >

? [Forgot Username?](#)  
? [Forgot Password?](#)  
Contact AP Course Audit

**Links**

- ▶ [AP Central@](#)
- ▶ [Advances in AP](#)
- ▶ [Review Process](#)
- ▶ [Frequently Asked Questions](#)

**AP Course Ledger**

# Submission Options

1

**“Submit new or revised syllabus”** to submit a newly created syllabus.

2

**“Claim Identical”** to use a syllabus shared with a colleague. An Approved syllabus ID is required to submit a shared syllabus.

3

**“Adopt Sample Syllabus”** to submit one of the four annotated Sample Syllabus. A sample syllabus ID is required in order to adopt and submit an exact copy of the syllabus.

# AP<sup>®</sup> Course Audit Form

- The subject-specific [AP<sup>®</sup> Course Audit form](#) specifies the curricular and resource requirements that must be met in order to receive authorization to use the “AP<sup>®</sup>” designation for a course.
- The [AP<sup>®</sup> Course Audit](#) school administrator is the principal, or the principals designee, who is responsible for finalizing AP<sup>®</sup> Course Audit forms, renewing authorizations from year to year, and assuring that the annual [AP<sup>®</sup> Course Ledger](#) entry accurately reflects AP<sup>®</sup> course offerings at the school each academic year.

# Previously Authorized Courses

- **Annual Renewals** – Beginning in August of each academic year, AP<sup>®</sup> Course Audit administrators are responsible for renewing previously authorized courses that will again be offered. Administrators can renew courses online from their AP<sup>®</sup> Course Audit account.
- **Account Transfers** – Teachers who change schools and wish to use their previously Approved AP<sup>®</sup> Course Audit syllabi can do so by selecting the ***Transfer Approved Syllabus*** option during submission in order to obtain course authorization at their new school.



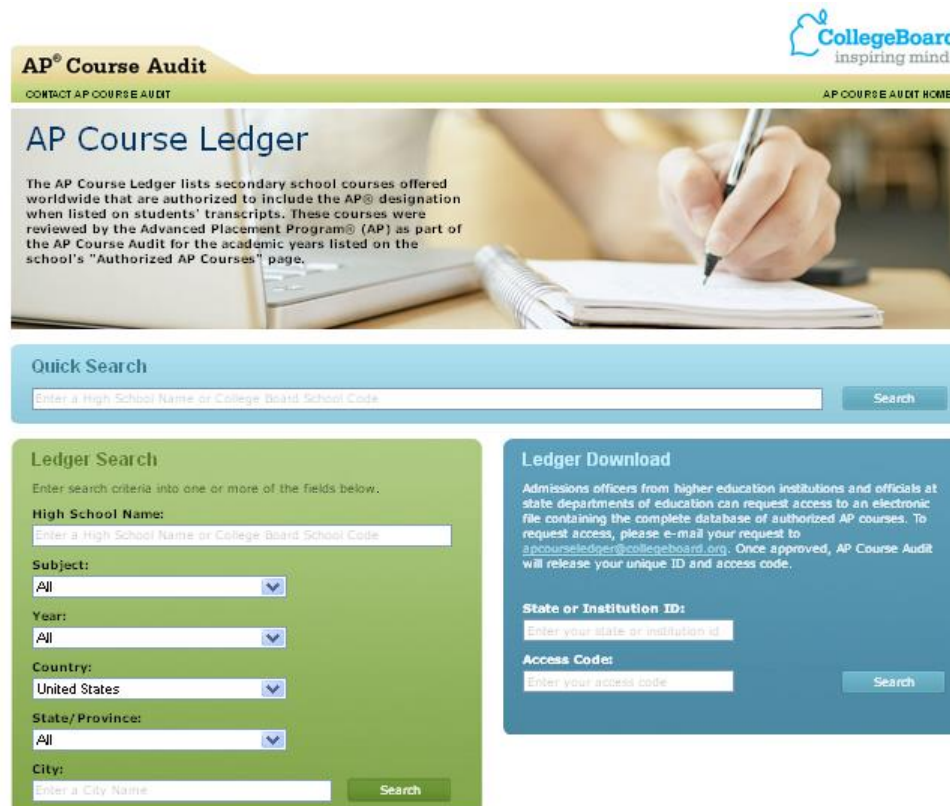
# AP<sup>®</sup> Course Audit Resources

The AP<sup>®</sup> Course Audit provides each AP<sup>®</sup> teacher with a set of [expectations](#) that college and secondary school faculty nationwide have established for college level courses.

Art History	Biology	Calculus AB	Calculus BC
Chemistry	Chinese Language & Culture	Comparative Government & Politics	Computer Science A
English Language & Composition	English Literature & Composition	Environmental Science	European History
French Language & Culture	German Language & Culture	Human Geography	Italian Language & Culture
Japanese Language & Culture	Latin	Macroeconomics	Microeconomics
Music Theory	Physics 1	Physics 2	Physics C: Electricity & Magnetism
Physics C: Mechanics	Psychology	Research	Seminar
Spanish Language & Culture	Spanish Literature & Culture	Statistics	Studio Art: 2-D Design
Studio Art: 3-D Design	Studio Art: Drawing	United States Government & Politics	United States History
World History			

# More Resources

- The [AP<sup>®</sup> Course Ledger](#) lists secondary school courses offered worldwide that are authorized to include the AP<sup>®</sup> designation when listed on students' transcripts.



The screenshot shows the AP Course Ledger website interface. At the top right is the CollegeBoard logo with the tagline "inspiring minds". Below the logo are two links: "CONTACT AP COURSE AUDIT" and "AP COURSE AUDIT HOME". The main heading is "AP Course Ledger". Below this is a descriptive paragraph: "The AP Course Ledger lists secondary school courses offered worldwide that are authorized to include the AP<sup>®</sup> designation when listed on students' transcripts. These courses were reviewed by the Advanced Placement Program<sup>®</sup> (AP) as part of the AP Course Audit for the academic years listed on the school's 'Authorized AP Courses' page." Below the text is a background image of a hand writing in a notebook. The interface includes three main sections: "Quick Search" with a text input field and a "Search" button; "Ledger Search" with a text input field and several dropdown menus for "Subject", "Year", "Country", "State/Province", and "City", along with a "Search" button; and "Ledger Download" with a text input field for "State or Institution ID", a text input field for "Access Code", and a "Search" button. The "Ledger Download" section also contains a paragraph of text explaining the process of requesting access to the database.

# Course Audit Timeline

**August 1, 2015** – AP<sup>®</sup> Course Audit administrators begin renewing previously authorized courses for the 2015-16 school year.

**October 15, 2015** – Preferred date by which administrators should renew previously authorized courses for the 2015-16 school year. Completion by this date will ensure the inclusion of these courses in the initial publication of the AP Course Ledger in November.

**January 31, 2016** – Deadline for submission and approval of all AP<sup>®</sup> Course Audit forms, initial course submissions, and renewals for the 2015-16 academic year.

**February 2016** – AP<sup>®</sup> Course Audit accounts will be unavailable throughout the month of February while annual maintenance occurs to prepare for the 2016-17 course renewal and submission process.

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## Q & A

You may now submit questions using the **Q & A pod** on the right hand side of your screen.

[AP Course Audit FAQ](#)

# Additional Resources

## District-designed AP<sup>®</sup> Course Audit Activities

These articles describe how to create district wide professional development activities centered around the [AP<sup>®</sup> Course Audit](#), including details on organizing syllabi creation and review sessions with teachers. The first in the series is available below.

[A District Approach to Preparing for the AP Course Audit: Katy Independent School District](#)

[Preparing for the AP Course Audit: Houston Independent School District](#)

[District Approaches to Preparing for the AP Course Audit](#)

**For assistance with the AP<sup>®</sup> Course Audit process, or if you have any further questions, please contact**  
**[Tristen.Guillory@La.Gov](mailto:Tristen.Guillory@La.Gov)**