

Prepare Your School for Changes Coming to AP in 2019-20

New classroom resources, a streamlined process for exam ordering, and a shift to fall registration – all designed to help more students earn college credit – are on the way. Here are some steps you can take over the summer and in the early fall to help your staff, students, and parents get ready for these changes:

Summer 2019

- **Review new resources:** New guides for AP coordinators, teachers, and students will help them set up and access the new classroom resources and register for exams. Visit collegeboard.org/ap-tools to download these guides and find additional resources, including an end-of-year meeting agenda.
- **Instruct new AP teachers to complete the course audit process:** Make sure new AP teachers, or those teaching a particular AP course for the first time, have added their courses to their [AP Course Audit](#) account and that their completed Course Audit forms are approved by your school's Course Audit administrator. This step needs to be completed before the start of classes in the fall.
- **Remind teachers to order Course and Exam Description binders:** [Course and Exam Descriptions \(CEDs\)](#) have been updated to provide more transparency about the content and skills students need to master to earn college credit on the AP exam. Teachers can order free, customizable CED binders for their courses at collegeboard.org/CED.
- **Share training opportunities:** Connect your AP coordinators and teachers with training resources including videos, live online sessions and tutorials, and in-person workshops at the AP Summer Institutes and the AP Annual Conference. Coordinators can register now for free face-to-face workshops at collegeboard.org/ap2019workshops.

August 1, 2019

- **Receive Your School's Access Code:** On August 1, you and your AP coordinator will be emailed the code needed to access and set up AP Registration and Ordering. You'll also receive the code by mail at the start of the school year. Make sure your coordinator sets up access to the system as early as possible to ensure that students will be able to join their AP classes online before the second day of class.

For more information – including other downloadable resources and a list of frequently asked questions – [visit AP Central](#).