

# AP<sup>®</sup> Coordinators

## October Newsletter

Dear Coordinator:

We hope your school year is off to a great start.

### Tools to Increase AP Participation

Looking for resources to convey the benefits of AP<sup>®</sup> to students and parents? Be sure to bookmark [Share AP](#), which features a variety of tools and downloadable resources for you to build AP participation.

### October Checklist

#### Complete and Return Participation Materials

By now, your school should have received AP participation materials for the 2014-15 school year. You must return the Participation Form and Participation Survey by **Nov. 15** if you plan to administer AP Exams at your school in May 2015.

Once you return your participation materials, you'll receive copies of the *2014-15 Bulletin for AP Students and Parents* for distribution to all your AP students and the *2014-15 AP Coordinator's Manual*.

Access codes for ordering exams will be sent in January 2015 to the AP Coordinator and any additional staff member(s) designated on the 2014-15 AP Participation Form.

## Look for the Following AP Materials at Your School

- 2014-15 AP Studio Art brochures, sent to the attention of your school's AP Studio Art teacher, if your school offers AP Studio Art.

The AP Studio Art Development Committee, responding to a need to increase students' understanding of portfolio requirements, recommended the creation of a new, streamlined resource document to take the place of the AP Studio Art poster. One notable new feature of the brochure is a section that provides students with guidance about planning and organizing their work, along with space to capture their thought processes. This is intended to encourage students to document concept development, ideation, and artistic processes as they create their portfolios. Samples of student work that demonstrate a diversity of successful approaches to creating a portfolio will continue to be available on AP Central®.

- 2014 free-response booklets, if your school ordered them.
- School rebate checks, if your school administered 150 or more AP Exams in 2014.

For more information on any of these mailings, please refer to the [AP Program Guide](#) (.pdf/3.9MB), which was sent with your school's participation materials.

## Renew Previously Authorized Courses

**Oct. 15** is the preferred date by which AP Course Audit administrators should renew previously authorized courses that are offered again in the 2014-15 academic year. This will ensure the inclusion of these courses in the initial publication of the AP Course Ledger in November. It will also ensure that your AP teachers have access to online score reports in July 2015. If you are your school's

AP Course Audit administrator, renew courses by logging in to your account at the [AP Course Audit website](#).

Due to the implementation of AP Physics 1, AP Physics 2, and the redesigned AP U.S. History courses, all teachers of these subjects will need to submit a new syllabus and Course Audit form regardless of prior authorization. Resources to support syllabus development are accessible from the [AP Course Audit teacher resources](#) page.

For information about ongoing revisions to AP courses, please visit the [Advances in AP website](#).

## Pay Balances from the 2014 AP Exam Administration

Schools with outstanding balances from the 2014 exam administration will not be able to order 2015 AP Exams until balances are paid in full. If you have questions about your latest invoice or about AP billing in general, please call AP Services for Educators at 877-274-6474 (toll-free in the United States and Canada) or 212-632-1781.

## Professional Development Opportunities

### Submit a proposal for the 2015 AP Annual Conference

Help us develop the program for the College Board's 2015 AP Annual Conference by submitting a proposal for a main conference session. Presenting at the AP Annual Conference is an unparalleled opportunity for you to share your knowledge and teaching strategies with colleagues from around the world at the College Board's largest professional development event. The deadline for proposals is **Oct. 24, 2014**.

[Submit a proposal](#)

Counselor Workshops Are Back

Previously called the Fall Counselor Workshops, these free workshops provide school counselors with the information they need to help students prepare for college and career success. Join us at a 2014 Counselor Workshop to learn about the latest tools, resources, and program updates. Visit the [Counselor Workshop website](#) to register for a free in-person or online workshop. If you can't attend a local or online workshop, you can view this chapterized, self-paced, audio-enabled [presentation](#) at your convenience on any device connected to the Internet.

## Sign Up for an AP Coordinator Workshop

The free, full-day "Organizing Your AP Exam Administration" workshop is designed to help new and less experienced Coordinators learn how to effectively manage their schools' AP Exam administrations. Use the [Institutes and Workshops Search](#) to find an AP Coordinator workshop in your region.

## NEW: AP Physics Online Professional Development

Online professional development is now available for AP Physics 1 and AP Physics 2 teachers. Designed by AP staff and subject-matter experts, and aligned with the curriculum framework, this self-paced online professional development course enables teachers to become familiar with AP course content and the concepts and skills that will be assessed on the exams. The course provides approximately six hours of instruction for just \$150 and is eligible for CEUs.

[Encourage teachers to register](#)

AP online professional development is also available for [AP Biology](#) and [AP Chemistry](#).

## Seeking AP Readers

Encourage your AP teachers to lend their expertise at the annual AP Reading, where they can meet colleagues, exchange ideas, and discover new teaching approaches. The AP Program is

accepting applications for AP teachers to serve as AP Readers in June 2015. Readers are particularly needed for Biology, Computer Science, Environmental Science, European History, Human Geography, Physics, Psychology, Seminar, Spanish Language and Culture, Spanish Literature and Culture, Statistics, U.S. Government and Politics, U.S. History, U.S. History Short Answer, and World History.

[Visit Become an AP Exam Reader](#)

## Upcoming Deadline

**Nov. 15:** Deadline to return your school's AP Participation Form and Survey

## Links

- [Important Changes for 2014-15](#)
- [AP Coordinator Community](#)
- [Coordinating the Exam](#)
- [AP Program Guide 2014-15](#) (.pdf/3.9MB)
- [Online Score Reports](#)
- [AP Course Audit](#)
- [Professional Development Workshops](#) (.pdf/787KB)
- [2015 AP Annual Conference: Call for Proposals](#)

## Tell Us What You Think

[Coordinator Comment Form](#)

## Contact AP Services

[apexams@info.collegeboard.org](mailto:apexams@info.collegeboard.org)

[apexams-intl@info.collegeboard.org](mailto:apexams-intl@info.collegeboard.org) (for AP Coordinators  
outside the United States)

Thank you for all that you do to provide college-level opportunities  
for your students.

Sincerely,

Advanced Placement Program

Next AP Coordinator Newsletter: Nov. 4, 2014

The College Board  
45 Columbus Avenue  
New York, NY  
10023-6992

Follow us



To ensure that these emails make it to your inbox, please add  
[collegeboard@noreply.collegeboard.org](mailto:collegeboard@noreply.collegeboard.org) to your address book.

© 2014 The College Board