Table of Contents

Getting Started.............................................................................................................................................. 2
   Enrolling in the AP Course Audit............................................................................................................... 3
   Creating an EPL account............................................................................................................................ 6
Add a New Course......................................................................................................................................... 7
   Completing the Course Audit Form.......................................................................................................... 8
   Syllabus Submission.................................................................................................................................. 9
Getting Started

Begin by going to the AP Course Audit site, [apcentral.collegeboard.org/apcourseaudit](http://apcentral.collegeboard.org/apcourseaudit). Then click ‘Sign In’ to add AP Course Audit to your EPL account.

If you do not have an EPL account, click ‘Sign Up’ and proceed to [Creating an EPL account](#) section of this document.
Enrolling in the AP Course Audit

Once logged into your professional account:

1. Go to the **Add Additional Tools and Services** menu and locate AP Course Audit on the list. Click ‘Get Access’.
2. Once you are directed to the **Get Access to AP Course Audit** page:
   a. Select your role from the ‘Job Function’ dropdown and select your professional organization.
   b. Click ‘Add’.

**Teacher**

![Teacher access information](image)

**Teacher (Online)** - Teachers at Online/Distance learning providers should select this option to enroll in the AP Course Audit.

![Teacher Online access information](image)

Once you have successfully enrolled ‘Your access’ will list your organization name and AP Course Audit role.

![Access information table](image)
School or District Administrator - To obtain an access code for the role of administrator call the APCA helpline 877.AP.HELP.0 (877.274.3570); option 5.

Once you have successfully enrolled 'Your access' will list your organization name and AP Course Audit role.

3. After you’ve completed your APCA enrollment, scroll to the top of the page to return to the 'My Tools and Services’ menu.
   a. Click ‘AP Course Audit’ from the menu options to access your course status page.
      i. To update your role or organization in the future, return to this page and under ‘Manage Access’ select ‘edit’.
Creating an EPL account

Complete the form to create an EPL account. Remember to use an email address that you check regularly to ensure that you receive future communications from The College Board.
Add a New Course

1. On your Course Status page, first confirm you are in the current academic year. Then click ‘+Add Course’, select the course you plan to teach and follow the prompts.

2. Once you’ve successfully added the course, proceed to the following step and complete the Course Audit form.
Completing the Course Audit Form

Carefully read through each of the attestations and initial the form to submit for administrator approval.

AP Computer Science Principles Course Audit Form

Course Information

Before you can upload a syllabus, you must meet all of the criteria below. If your AP Course Audit administrator disagrees with any selection, s/he will flag them and the form will be returned to you for your review and resubmission. Your syllabus will not be reviewed until this form has been completed and approved by your school’s administrator.

<table>
<thead>
<tr>
<th>Attestation</th>
<th>I Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I attest that I will be teaching this course at Sue Landers High School during the 2018 - 2019 school year.</td>
<td></td>
</tr>
<tr>
<td>I have read and understand the Appropriate Grade Level Policy.</td>
<td></td>
</tr>
<tr>
<td>I have read the most recent AP Computer Science Principles Course and Exam Description.</td>
<td></td>
</tr>
<tr>
<td>I have read and understand the Guidelines for Using Advanced Placement Trademarks.</td>
<td></td>
</tr>
</tbody>
</table>

Curricular Requirements

By selecting "I Agree," you are certifying that the requirement as stated is met in your course and is evident within your course syllabus. By selecting "Alternate Approach," you are confirming that the requirement as stated is not met, but that the course provides a college-level experience through an alternate approach described within the syllabus.

Consent

Initial the form and submit it to your school’s AP Course Audit Administrator for approval.

Your Initials

Submit for Administrator Approval
Syllabus Submission

1. Once you’ve completed the Course Audit form, you will be able to submit your syllabus.

2. Select the ‘Adopt a Sample Syllabus’ option.
3. Select the endorsed provider syllabus – by name – that you would like to use. 
   **Note:** you may have to scroll to the bottom of your screen to locate the syllabus you want.

4. Download and adopt the sample syllabus you’ve selected.
Congratulations! You’ve successfully added AP Computer Science Principles using the pre-approved syllabus from your selected provider.