



# **Pre-AP Programs Professional Learning: National Faculty Onboarding & Endorsement Policy**

**Effective May 2022**

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## I. Introduction

As part of College Board’s ongoing commitment to provide the highest quality professional learning for educators, all Pre-AP Program (Pre-AP and SpringBoard) professional learning will be facilitated by consultants who have been accepted as Pre-AP Programs National Faculty and formally onboarded. The guidelines and requirements for onboarding, and endorsement processes are contained herein.

## II. Rationale

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. In order to ensure quality, consistency, and equity in all Pre-AP Programs professional learning, the Pre-AP Program will onboard and endorse national faculty members who work as consultants to facilitate face-to-face and/or online professional learning events.

## III. Pre-AP Programs Professional Learning National Faculty Requirements, Application Process, and Guidelines

*To be eligible for selection and onboarding as a professional learning consultant, applicants must:*

- Sign and comply with the Professional Learning Consultant Agreement
- Attest to understanding and agree to comply with the Pre-AP Programs National Faculty Operations Handbook
- Meet the qualifications for the endorsement(s) for which you are applying. There are three possible endorsements.

Endorsement	Pre-AP Course Teacher	Pre-AP Readiness	SpringBoard
Qualifications	<p>To facilitate Pre-AP course teacher professional learning, you must:</p> <ul style="list-style-type: none"> <li>• Be a current Pre-AP course-authorized teacher who has taught for three years</li> <li>• Have detailed knowledge of the Pre-AP Program, including Pre-AP Classroom</li> <li>• Have participated in College Board-sponsored professional learning events (such as a Pre-AP Summer Institute, Online Foundational Module Series, New Teacher or Experienced Teacher cohort)</li> </ul>	<p>To facilitate Pre-AP Readiness professional learning, you must:</p> <ul style="list-style-type: none"> <li>• Be a current teacher who has taught at least three years and be fully committed to the mission of College Board and the goals of the Pre-AP Program</li> </ul>	<p>To facilitate SpringBoard professional learning, you must:</p> <ul style="list-style-type: none"> <li>• Be a current SpringBoard teacher who has taught for three years</li> <li>• Have detailed knowledge of the SpringBoard Program, including SpringBoard Digital</li> <li>• Have participated in College Board-sponsored professional learning events (such as SpringBoard Initial Institute, SpringBoard eLearning modules, New Teacher cohort)</li> </ul>

- Complete the process outlined in Section IV below
- Commit to fulfilling the mission and goals of the College Board as an endorsed Pre-AP Programs professional learning consultant
- Be able to successfully integrate current technology and relevant resources, including integrating Pre-AP Classroom and/or SpringBoard Digital into workshops and institutes

**NOTE:** Review of National Faculty applications occurs annually, and additional requirements may be added as necessary.

#### **IV. College Board Consultant Onboarding & Endorsement Process**

Invitations to join Pre-AP Programs National Faculty and onboarding are sent between January and April. The term of endorsement is two (2) years and renewal is at the discretion of the College Board.

Approximate Timeline for New Faculty Onboarding:

- March–May: Receive invitation and complete paperwork to begin onboarding process.
- May–June: Complete onboarding activities and events.
- June–December: Complete residency facilitating a professional learning service supported by a mentor to complete endorsement.

#### **V. Professional Learning Delivery, Professional Conduct, and Consultant Development**

To maintain endorsement status, consultants must adhere to the standards of quality professional learning delivery, conduct themselves in a professional manner at all times (both during professional learning services and in their communications with the Pre-AP Program), and participate in annual consultant development requirements. No honorarium is provided for consultant onboarding or development. If onboarding or development is in-person, travel, accommodations, and meal reimbursements are provided.

As such, Pre-AP Program National Faculty will:

- Participate in required development activities (up to 30 hours throughout the year) that provides Pre-AP Program updates, subject-specific updates, and review of Pre-AP or SpringBoard professional learning required topics;
- Prepare for the professional learning to ensure that the goals and learning outcomes are achieved;
- Ensure that the goals and learning outcomes of the event are clearly communicated to participants
- Maintain an inclusive learning environment free of bias, prejudice and harassment that encourages diverse perspectives and respects the diversity of all learners;
- Adhere to the policies outlined in the Workshop Consultant Agreement and Pre-AP Programs National Faculty Operations Handbook;
- Notify the College Board if no longer willing or able to serve as National Faculty within the two years of an active endorsement.