

2021-22

How to Order Pre-AP Courses and Print Materials

**STEP 1:**

Review Pre-AP Requirements
and Ordering Resources

**STEP 2:**

Gather the Information
Necessary per School Site

**STEP 3:**

Place Your Order

**STEP 4:**

Receive Access
and Materials

**STEP 1:
REVIEW PRE-AP REQUIREMENTS
AND ORDERING RESOURCES**

College Board recommends you review the **Program Requirements** and **Terms & Conditions** prior to placing your order (you will be required to agree to both before completing your order).

Prior to starting the ordering process, it is also recommended that you review:

- This **short step-by-step video** that shows you how to complete your order
- **Frequently Asked Questions**

**STEP 2:
GATHER THE INFORMATION NECESSARY PER
SCHOOL SITE**

To place your order, you will need the following information for each school site:

- Name, title, and contact information for the principal, Pre-AP[®] coordinator, and Course Audit administrator. **Learn more about the responsibilities of each role.**
- Shipping address and billing address
- Estimated number of students per course, and the grade levels of those students
- Number of teachers per course
- Billing contact and method of payment (purchase order, check, or credit card)

STEP 3 PLACE YOUR ORDER

When ready to place your order, go to order.collegeboard.org/preap.

1. Browse courses and print materials
2. Add items to your cart
3. Enter enrollment data
4. Add contact, shipping, and billing information
5. Complete checkout

All discounts will be applied at checkout. You can select **email your cart** if you need a copy to create a purchase order.

STEP 4 RECEIVE ACCESS AND MATERIALS

Each role identified for each school will receive an email from College Board with important information, including codes required to complete the Course Audit process and access Pre-AP Classroom.

Schools will receive Pre-AP ordered materials for the 2021-22 school year beginning in June 2021.

- Any teacher or student print resources ordered will begin shipping June 2021. Typical transit time is 5–7 business days.
- Digital access to Pre-AP Classroom and instructional materials will be provided in June 2021. To gain access to Pre-AP Classroom, the Course Audit process must be completed. [Learn more](#).
- Online Foundational Modules are available in Pre-AP Classroom for teachers and leaders. Completing these modules satisfies the professional learning portion of our program requirements. [Learn more](#) about professional learning.

Customer Support: Email preap@collegeboard.org
or call 877-262-7320