Pre-AP

How to Order **Pre-AP** Courses and Print Materials

STEP 1:
Review Pre-AP 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 ORDERING RESOURCES.
College Board recommends you review the Terms & Conditions prior to placing your order. You'll be required to agree before completing your order.

Get step-by-step help and video supports

STEP 2:
GATHER THE INFORMATION NECESSARY PER SCHOOL SITE.
To place your order, you'll 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

- If ordering print materials, count of student and teacher print resources needed.

- Shipping address and billing address.

- 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. If you offer certain AP courses, you can check the box that appears at the bottom of the cart and receive Pre-AP courses at no charge.

4. Add contact, shipping, and billing information.

5. Complete checkout.

All discounts will be applied at checkout. You can select **Email 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 on how to complete the Course Audit process and access Pre-AP Classroom.

Schools will receive ordered Pre-AP materials for the academic year beginning in June.

- Any teacher or student print resources ordered will begin shipping in June unless a later ship date has been requested. Typical transit time is 5–7 business days.

- Digital access to Pre-AP Classroom and instructional materials will be provided in June. To gain access to Pre-AP Classroom, the Course Audit process must be completed. **The Course Audit Administrator can call 877-APHELP-0 (274-3520) to get the Course Audit Administrator Access Code.** Learn more.

- Online Foundational Modules are available in Pre-AP Classroom for teachers and leaders. Learn more about professional learning.

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

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