

# Course Audit Process

## New Pre-AP Schools

Course Audit Administrator	Pre-AP Teacher
<ol style="list-style-type: none"> <li>1. Receives Course Audit access code from College Board via email.</li> <li>2. Registers and logs in to their College Board professional account at <a href="https://preap.org/register">preap.org/register</a>. Uses access code to add Pre-AP Course Audit to their account.</li> <li>3. Attests to Pre-AP for All or deferment.</li> <li>4. <i>After the teacher has completed the course audit process</i>, the Course Audit administrator affirms individual teacher as a Teacher of Record.</li> </ol>	<ol style="list-style-type: none"> <li>1. Registers and logs in to their College Board professional account at <a href="https://preap.org/register">preap.org/register</a>. Adds Pre-AP Course Audit to account.</li> <li>2. Adds course and completes attestations.</li> </ol> <p>Note: Only Pre-AP Teachers of Record should complete the Course Audit process. Instructional coaches and leaders shouldn't complete this process.</p>

## Renewing Pre-AP Schools

Course Audit Administrator	Pre-AP Teacher
<ol style="list-style-type: none"> <li>1. Logs in to their College Board professional account at <a href="https://account.collegeboard.org/login/login">https://account.collegeboard.org/login/login</a>.</li> <li>2. Attests to Pre-AP for All or deferment.</li> <li>3. Selects <b>Renew Pre-AP Courses</b>.</li> <li>4. Confirms which teachers are still teaching courses from previous years (options are <b>yes</b>, <b>no</b>, or <b>undecided</b>). Note: Only the courses that have been ordered for the upcoming academic year will display.</li> </ol>	<p>If a teacher is teaching the same Pre-AP course as the previous academic year, they don't need to take any action.</p>

Learn more at [preap.org](https://preap.org)

## Frequently Asked Questions—Course Audit Administrators

1. What if my school is renewing, but I'm a new Course Audit administrator?  
If your school has offered the College Board Pre-AP Program in past years, but you're a new Course Audit administrator for your school, call 877-262-7320 to get your Course Audit access code. Create your College Board account. Then follow the steps for the renewing school Course Audit administrator.
2. What if I have a new teacher for a course that our school offered in previous years?  
If you're offering a course that you offered in previous years but a new teacher is instructing that course, that teacher should follow the steps for the Pre-AP teacher for new schools. Once the teacher completes their steps, they'll appear in your queue to confirm as the Teacher of Record.

## Frequently Asked Questions—Teachers

1. What if I'm teaching a Pre-AP course for the first time, but my school has offered this course in previous years?  
If your school has offered a Pre-AP course in previous years but you're teaching this course for the first time, follow the steps for a Pre-AP teacher for a new Pre-AP school.