

## Overview

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This document details how to navigate the College Board's annual Advanced Placement (AP)<sup>1</sup> Course Audit to receive authorization when using an Apex Learning Virtual School (ALVS) or Apex Learning AP course.

## Annual AP Course Audit

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Schools with courses labeled “AP” must go through the [Audit](#) to verify each course meets specific College Board standards. After authorization, the course appears in the official AP Course Ledger.<sup>2</sup>

ALVS has authorized their AP Course Catalog for the 22/23 School Year. Search for Apex Learning [here](#) to see more detail.

Each school must designate an AP Course Audit administrator and maintain their school's AP course offerings whether the offerings are virtual or completed with an online course provider like ALVS.

Your school's AP courses must be authorized by the AP Program to use “AP” in the course names. The only way to do that is through the AP Course Audit.

Once authorized, your school's courses will be included in the AP Course Ledger—the official list of all AP courses—so colleges and universities can check student transcripts.”<sup>3</sup>

## Add Courses Taught by ALVS Teachers to Your College Board Profile

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If your school offers AP courses through an online course provider, such as ALVS, those courses may be listed on student transcripts if the course provider has received permission from the College Board to label its course “AP.”

Your administrator can use their AP Course Audit account to indicate which authorized courses your school offers. These AP courses will then be included with your school's other authorized courses in the ledger sent to colleges and universities.”<sup>4</sup>

While it's the responsibility of the online provider to submit materials to the AP Course Audit for authorization, it is your school's responsibility to ensure that the AP courses listed on student transcripts, in course catalogs, and on the school website are authorized and annually renewed through the AP Course Audit process.

To add authorized AP courses, the AP Course Audit administrator should:

1. Sign in to your AP Course Audit account
2. Navigate to the Add Online or Distance Learning Course page
3. Select your school from the list of providers and the authorized courses your school offers.

These AP courses will then be included with your school's other authorized courses in the AP course ledger.”<sup>5</sup>

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<sup>1</sup> AP and Advanced Placement are registered trademarks of the College Board.

<sup>2</sup> <https://apcentral.collegeboard.org/courses/ap-course-audit/about>

<sup>3</sup> <https://apcentral.collegeboard.org/courses/ap-course-audit/explore-by-role/school-administrators>

<sup>4</sup> <https://apcentral.collegeboard.org/courses/ap-course-audit/faqs/distance-learning>

<sup>5</sup> <https://apcentral.collegeboard.org/courses/ap-course-audit/explore-by-role/school-administrators>

## Add Online Courses Taught by District Teachers to Your College Board Profile

The College Board requires schools to submit courses to the AP Course Audit for approval before the school name appears on the College Board's list of approved AP courses.

Schools using approved courses from Apex Learning also complete this process.

AP teachers should sign in to the AP Course Audit Web site, navigate to the 'Add New Course' page, and 'Claim Identical' when asked for the course syllabus. When taking the 'Claim Identical' option, schools using Apex Learning AP courses must submit the Apex Learning syllabus number listed below and an identical copy of the College Board approved syllabus or unit guide\*.

### Apex Learning Approved Syllabus Numbers

The table on the left below contains new 2022-23 Syllabus numbers. Use of 2021-22 numbers may erroneously indicate a course is not approved.

2022-23 Syllabus Numbers	
Course	Syllabus #
AP Biology	3100597v1
AP Calculus AB	3100595v1
AP Chemistry	3100598v1
AP English Language and Composition	3100591v1
AP English Literature and Composition	3100592v1
AP Environmental Science	3100599v1
AP Macroeconomics	3100601v1
AP Microeconomics	3100602v1
AP Psychology	3100603v1
AP Spanish Language and Culture	3100590v1
AP Statistics	3109727v1
AP U.S. Government and Politics	3100604v1
AP United States History	3100605v1

2021-22 Syllabus Numbers (Reference only)	
Course	Syllabus #
AP Biology	2880148v2
AP Calculus AB	2860143v3
AP Chemistry	2857214v1
AP English Language and Composition	2859919v3
AP English Literature and Composition	2914638v1
AP Environmental Science	2857217v3
AP Macroeconomics	2856299v1
AP Microeconomics	2857673v2
AP Psychology	2857674v3
AP Spanish Language and Culture	2859862v1
AP Statistics	2914646v1
AP U.S. Government and Politics	2857672v2
AP United States History	2857675v3

## Get Help and Support

Access **Help** at any time, sign in to Apex Learning and click Help in the main menu.

### Apex Learning Support

Monday – Friday, 5AM – 7PM Pacific Time / 1-800-453-1454 option 2 / [support@apexlearning.com](mailto:support@apexlearning.com)