



AP Professional Development Consultant Application, Training, & Endorsement Policy

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I. Introduction

As part of the College Board's ongoing commitment to providing only the highest quality professional development for educators, all College Board professional development events will be facilitated by consultants who have been formally trained to serve as College Board workshop consultants for their respective programs and/or disciplines. The guidelines and requirements for all College Board workshop consultant selection, training, and endorsement processes are explained within the following policy.

II. Rationale

The College Board's mission is to clear a path for students to own their future. We are a not-for-profit membership organization committed to excellence and equity in education. The array of College Board programs provides an integrated set of services that support educators in their daily work with students. In order to ensure quality, consistency, and equity in all College Board professional development events, the College Board will train and endorse workshop consultants to facilitate face-to-face and/or online professional development events.

III. College Board Consultant Requirements, Application Process, and Guidelines

To be eligible for selection and training as a workshop consultant, applicants must:

- Be an active teacher, counselor, mentor/peer coach, or administrator from an accredited middle, secondary, or higher education institution; a minimum of three years' experience is strongly preferred;
- Have recent experience as an AP Reader if applying to lead AP subject-level workshops. If a high school educator, they must also have completed the AP Course Audit in their subject and currently be teaching the course;
- Have experience with and detailed knowledge of the course and exam for which they are applying to present. Preferred experience may include but is not limited to, service as a Test Development Committee member, Item Writer, Course Audit Reviewer, or Academic Advisory Committee member;
- Be able to demonstrate dynamic presenting skills and engagement strategies when working with peers
- Have an undergraduate degree in an area appropriate to the discipline or topic for which they are applying for endorsement. A Master's Degree and/or National Board Certification is strongly preferred;
- Be able to show evidence of continuing education to remain current and credible in their area of expertise (e.g., recent coursework, membership in professional organizations, attendance/presentations/exhibits at professional conferences);
- Commit to fulfilling the mission and goals of the College Board as a workshop consultant;
- Have participated in a College Board-sponsored professional development event (one-day public workshops, AP Annual Conference, AP Summer Institute, Regional Forum, etc.);

- Own or have access to a laptop, which they will be required to use for workshop presentations;
- Be able to successfully integrate current technology and relevant resources into workshop presentations; and
- Provide a current CV or resume upon request.

NOTE: Review of consultant applications and/or invitations for yearlong training will be based on the need for additional consultants in each respective College Board region, program and/or discipline area.

IV. College Board Consultant Training & Endorsement Process

Invitations to training will be sent by the appropriate program director within the College Board. Typically this invitation period occurs during summer months. Training dates, locations, and models are designed to best meet the needs of the program as well as the selected participants, and are thus subject to change. The term of endorsement is up to three years and renewal is at the discretion of the College Board.

To receive and maintain endorsement, which may be renewable after the initial term, prospective College Board workshop consultants will:

- Sign the Workshop Consultant Agreement;
- Successfully complete workshop consultant training provided by the College Board; training may require attendance at a multi-day face-to-face event and/or participation in online training events(*);
- Be available to present a minimum of two College Board sponsored professional development events per year. These events do not include AP Summer Institutes;
- Complete the required components of the peer coach/mentee initiative during the initial yearlong term or as required;
- Demonstrate expert content knowledge, as well as the ability to employ a variety of instructional approaches that engage adult learners;
- Successfully integrate current technology and relevant resources into their workshops;
- Agree to be observed as requested by a College Board staff member or designee during any professional development event, as well as receive constructive feedback either in writing or through conversation;
- Support all workshop registration, evaluation, and payment processes;
- Conduct themselves in a professional manner at all times;
- Register as a member of the AP Professional Development Consultants Community; and
- Maintain satisfactory workshop evaluations.

*Note: As changes occur to AP subjects, additional workshop consultant training may be required to maintain endorsement. The College Board will cover training expenses associated with these trainings for those consultants who meet the above requirements on an ongoing basis.

V. Workshop Delivery and Professional Conduct

To maintain endorsement status, workshop consultants must consistently adhere to the standards of quality workshop delivery and conduct themselves in a professional manner at all times. As such, workshop consultants will:

- Prepare for the learning event (including delivery of the workshop) 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 at the beginning of the workshop;
- Provide feedback to participants on their attainment of the learning outcomes throughout the workshop;
- Maintain an inclusive learning environment free of bias, prejudice and harassment that encourages diverse perspectives and respects the diversity of all learners;
- Provide sufficient supplemental materials (when necessary) to accommodate up to 30 workshop participants; and
- Obtain permissions for any copyrighted materials distributed during the learning event per Attachment B of the Workshop Consultant Agreement, *Policy for Workshop Consultants Regarding Distribution of Non-College Board Materials at College Board Workshops*.

Workshop consultants are endorsed for a term of up to three years. The College Board may, at its discretion, extend endorsement for additional terms but it not obligated to do so. Workshop consultants receiving extended terms must continue to comply with the requirements listed above.

VI. Requirements for Selection, Training, & Endorsement as a Consultant Peer Coach

As needed, endorsed workshop consultants who show exceptional leadership ability in a variety of contexts may be invited by the College Board to serve as Peer Coaches. College Board Consultant Peer Coaches will have the opportunity to mentor, observe, and/or train new workshop consultants. To be eligible, a workshop consultant must maintain overall exceptional evaluation ratings, demonstrate consistent support for AP and its mission, and attend Peer Coach training as required.

VII. Benefits of Consultant Endorsement

Endorsement by the College Board provides consultants with the following benefits:

- Opportunities to participate in a wide variety of professional development activities;
- Additional training when new types of professional development are offered;
- Support materials and updates on a regular basis;
- Consideration as writers and reviewers of new materials; and
- Membership in a recognized community of professional practice that is strongly supported by the College Board.

Other benefits, depending on the specific program for which they are consulting, may include:

- Opportunities to communicate with experienced consultants for the purpose of exchanging best practices;
- Feedback on presentations upon request;
- Networking opportunities; and
- One-day public workshop registration fee waiver per year (if attendance is for the purpose of observing a workshop within their own discipline).