



**AP Professional Development
Consultant Application, Training, & Endorsement
Policy**

2014-2015

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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 consultants for their respective programs and/or disciplines. The guidelines and requirements for all College Board consultant selection, training, and endorsement processes are explained within the following policy.

II. Rationale

The College Board's mission is to connect students to college success and opportunity. 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 the consultants who 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 or retired teacher, counselor, mentor/coach, or administrator from an accredited middle, secondary, or higher education institution; a minimum of three years experience is strongly preferred;
- AP Consultants must have experience as an AP Reader. If a high school educator, they must have completed the AP Course Audit in their subject and currently be teaching the course;
- Have experience with, and detailed knowledge of, the program and/or service for which they are applying – such experience may include, but not be limited to, service as a Test Development Committee member, Item Writer, Course Audit Reviewer, or Academic Advisory Committee member;
- Have an undergraduate degree in an area appropriate to the discipline or topic for which they are applying for endorsement. A Master's Degree 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 recently participated in a College Board-sponsored professional development event (Regional Forum, AP Annual Conference, public workshops, 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

- Must be able to provide a current CV or resume upon request.

NOTE: Review of consultant applications and/or invitations for 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. 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.

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

- Sign the Workshop Consultant Agreement;
- Successfully complete 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 professional development events per year, excluding AP Summer Institutes;
- Complete the required components of the mentor/mentee initiative during the initial term or as required;
- Demonstrate expert content knowledge and ability to employ a variety of instructional approaches appropriate for adult learners;
- Successfully integrate current technology and relevant resources into their workshops;
- Be observed by a College Board staff member, or designee, during any professional development event and receive constructive feedback either in writing or through conversation;
- Submit all workshop documentation including attendance rosters, onsite registration, and all participant evaluations to the College Board;
- Conduct themselves in a professional manner at all times;
- Must be registered as a member of the AP Professional Development community;
- Maintain satisfactory workshop evaluations.

*Note: As changes occur to AP subjects, consultant training will be required to maintain endorsement. The College Board is willing to 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, consultants must consistently adhere to the standards of quality workshop delivery and conduct themselves in a professional manner at all times. As such, 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 as well as 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. Consultants receiving extended terms must continue to comply with the requirements listed above.

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

As needed, endorsed consultants who show exceptional leadership ability in a variety of contexts may be invited by the College Board to serve as Consultant Mentors. College Board Consultant Mentors will have the opportunity to mentor, observe, and/or train new consultants. To be eligible, a consultant must have maintained overall exceptional evaluation ratings and attended Consultant Mentor training.

VII. Benefits of Consultant Endorsement

Endorsement by the College Board provides consultants with the opportunity to participate in a wide variety of professional development activities, receive additional training when new types of professional development are offered, receive support materials and updates on a regular basis, be considered as writers and reviewers of new materials, and belong to 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:

- be given 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).