

How to Order Pre-AP Courses and Print Materials



STEP 1:

Review Pre-AP Commitments and 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 COMMITMENTS AND ORDERING RESOURCES.

College Board recommends you review the [Program Commitments](#) and [Terms & Conditions](#) prior to placing your order. (You'll be required to agree to both 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.](#)
- Shipping address and billing address
- Estimated number of students per course, and the [grade levels](#) of those students
- Number of teachers per course
- 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. Enter enrollment data.
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, including codes required 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.

- The Pre-AP coordinator, Pre-AP Course Audit administrator, and the principal will be able to get their access codes for the Course Audit and Pre-AP Classroom on the [ordering website](#) in the **Access Codes** tab.
- 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. [Learn more](#).
- Online Foundational Modules are available in Pre-AP Classroom for teachers and leaders. Completing these modules satisfies the professional learning portion of our program commitments. [Learn more](#) about professional learning.
- Update the contact information for the Pre-AP coordinator, Pre-AP Course Audit administrator, and the principal on the ordering website under **Program Contacts**.
- Complete the **School Profile** information to help the Pre-AP Program be a better partner to you.

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