

Ensure that all secondary teachers who teach College Board AP® courses have completed the required professional development. This professional development consists of: Advanced Placement® Summer Institute (APSI) delivered through the West Virginia Center for Professional Development (WVCPD) or other College Board endorsed APSI. Teachers of AP® courses must also (1) attend an APSI once every three years after completing the initial APSI and (2) attend an AP® fall workshop every two years (effective 2012-2013).

Assuring the Quality of Education: Regulations for Education Programs (2510)

Request to Attend AP Training*

- AP Course I will be teaching during the _____ school year _____
(Date) (Course name)
- Last time I attended training for the above course (m/yr) _____
- Were you paid for attending the training? yes or no (please circle)

All AP teachers should attend training provided by WVCPD. Registration is available at www.wvcpd.org

All AP teachers will be afforded the opportunity to attend training for the AP® course(s) they are scheduled to teach once every three years. It is each teacher's responsibility to make certain this training has occurred prior to teaching the course.

- AP® teachers will be paid their daily rate of pay.
- WVCPD will pay for lodging (if necessary), breakfast & lunch, and training materials.
- Registration fees, mileage and dinner (for out-of-town trainings only) will be reimbursed by Monongalia County Schools, in accordance with Policy 7-26.
- Training will be provided in all WVEIS approved AP® courses.
- Only AP® readers and AP® Institute Leaders are exempt from training requirements.

Name _____ School _____

Employee ID# _____

Principal's Signature _____

**Please attach to your travel authorization form and return to Sandy DeVault*

At the completion of the AP® training, please submit your Travel Expense Account Settlement form, the AP® Stipend Form and the certificate of completion provided by WVCPD to Sandy DeVault for reimbursement.