

APSI REGISTRATION PROCESS

Whenever an educator is teaching a new AP course in the coming year, they are expected to complete an AP training during the summer. Once the educator completes the AP training for a specific course, such as AP US History, they can continue to teach that course year after year without having to retake the training. When College Board makes changes to a course, it is encouraged that teachers complete the updated training.

Process for Educators:

1. Go to [AP Summer Institute's calendar](#) to find which training will fit your schedule.
 - a. Filter for **online workshops** on the left-hand side of the screen.
 - b. Filter for the **subject area** needed, also on the left-hand side of the screen.
 - c. **Select a training**, NOT a workshop.
Note: Teachers are welcome to participate in a workshop, but Curriculum and Instruction pays only for training sessions. Anything additional would come from the building budget and be managed by the head principal.
2. **Select** the online training option to register.
 - a. A pop-up screen will appear providing further details.
 - b. Click on **View Website**.
3. Once on the website, click **Register Now**.
 - a. Follow the prompts to register.

Payment Information

Each institution will vary slightly in their options for payment.

Curriculum & Instruction pays for the tuition via credit card, which MUST BE DONE BEFORE May 15th.

4. Once you get to the **payment information** portion, you'll need to do one of the following:
Option 1: Get a quote and email it to **Stacy Bourassa**, SBOURASSA@west-fargo.k12.nd.us
Option 2: Set up a phone call with **Stacy Bourassa**, C&I administrative assistant, to be appropriately instructed for your circumstances.

POST-TRAINING INFORMATION

After you complete the training, email a copy of your **completion certificate** to your **curriculum coordinator**. It is after the certification is received that you will be paid for your hours from the training at a rate of \$27.50/hour.

Science/World Language/Art/Music – Kate Solberg, KSOLBERG@west-fargo.k12.nd.us

Math/Health/PE – Nicole Seyfried, NSEYFRIED@west-fargo.k12.nd.us

ELA/Social Studies – Nikki Weltin, NWELTIN@west-fargo.k12.nd.us

UND CREDIT OPPORTUNITY

Nikki Weltin manages the credit opportunity through UND. She will be in touch with further instructions before summer.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.