

July 27, 2025

Dear AP Teachers,

We are looking forward to your arrival in Vancouver, Washington for the Oregon Washington AP Summer Institute. We want to share some information about the OW APSI. Due to HVAC construction on the entire campus of Union High School, **the OW APSI will be held at Wy'East Middle School, 1112 SE 136th Ave., WA 98683.**

Please be mindful we are guests of the Evergreen School District and we must follow their rules and procedures.

The OW APSI is approved by the College Board and all of our workshop leaders are trained and certified by the College Board. All of our workshop leaders (College Board Consultants) have attended an AP Reading in the subject this year or previous years. Your workshop leader will be working to ensure you understand the AP curriculum and the AP Test in your subject area. The College Board requires every APSI course to deliver 30 hours of instruction. The 30 hours might include 2 or 3 hours of homework and 1-2 hours of independent study. We ask your cooperation in keeping with the workshop schedule. Upon completion of the AP course, you will receive a certificate from the College Board and OW APSI stating you have completed 30 hours of professional development.

The College Board and the OW APSI have rules and policies for teachers and consultants. The College Board Rules and Policies are posted on the College Board APSI web site. The OW APSI rules and policies are posted on the OW APSI web site (public). You wrote in your initials acknowledging you read and understood the rules when you registered for the OW APSI on the College Board Cvent web site.

All science laboratory rooms require people to wear safety goggles, long pants, socks and closed toed shoes when chemicals are being used. No food or drinks are allowed in any science laboratory rooms on campus.

Please bring your lap-top computer, pen & pencil, a notebook, calculator, etc. to your sessions. OW APSI participants will receive either a spiral bound subject's College Board CED or electronic access to the CED. Most of the AP Consultants have their files stored on Google Drive.

Please bring your own water bottle to fill. We are trying to keep from throwing away hundreds of plastic water bottles. You may leave water bottles and food just outside of the classroom door.

Registration and Payment of Tuition and Fees for the APSI.

Teachers register for the APSI using the College Board Cvent web site. An APSI confirmation number was emailed to you when you registered with the College Board. Your registration is not complete until payment is received by the OW APSI. Payment is made via the public OW APSI web site. DO NOT send any payment to the College Board in New York City. All teachers must have paid for the APSI or had their school district pay for the APSI prior to the start of the APSI. The worst-case scenario is having a teacher show up on the first day of the APSI and the school district has not paid for the teacher's APSI. We have the right to bar a teacher from participating in the APSI until the tuition and registration fee is paid or guaranteed. If we have communication with a teacher's School District that "payment is in the mail", a teacher will be cleared to participate in the APSI.

APSI Badge Distribution will start at 7:15 am Tuesday morning in the Main Lobby located in the Main Entrance. At 8:05 am we would like to have everyone meet in one location for a short overview of the APSI and introductions to the OW APSI Co-Directors and Consultants. However, since we are at the Middle School we might forego this initial meeting. After the meeting, if we have it, your consultant will escort you to your classroom. You will have access to the Evergreen School District guest Wi-Fi service while on campus.

APSI Schedule. Tuesday – Thursday we have classes 8:00 am – 4:15 pm with Office Hours from 4:00 pm until 4:15 pm. On Friday

we have classes 8:00 am – 1:00 pm. We will have a 15-minute mid-morning break at 10:00 am and a 15-minute afternoon break at 2:00 pm. Your workshop leader will schedule the time of the breaks at his/her discretion.

We are using the cafeteria for breaks and lunch. A building map and, rooms and AP courses will be available at the registration desk in the lobby. The official listing of rooms, and subject sessions will be posted in the lobby of the and posted on the OW APSI public web site early on Tuesday morning.

Lunch is provided for all participants and consultants from 11:30 am until 12:45 pm. We will have staggered start times for each workshop for lunch. There will be coffee, tea, juice, muffins, donuts, fruit, and snacks in the early morning on Tuesday starting at 7:30 am. This is the only day we will offer coffee, tea and juice in the early morning. On Friday we are not providing lunch, but we will provide teachers with their choice of what snacks, food and beverages remain as a grab and go.

Doubletree by Hilton Happy Hour. On Tuesday August 5 from 5:15 pm- 6:45 pm at the **Doubletree by Hilton** we will be scheduled to have an optional APSI Happy Hour and a Half. However, this might not occur. We will have an announcement on Tuesday. APSI teachers attending the Happy Hour will receive two (depending) free tickets good for an adult beverage or a nicely crafted beverage with carbon dioxide bubbles. Appropriate light food will be served. Come and mingle and get to know other APSI teachers and consultants.

Book Publishers. There will be two vendors displaying in the Cafeteria on Tuesday August 5 and Wednesday August 6 during breaks and lunch. The vendors have contributed funding to help pay some of the costs for the APSI food and beverages. Be sure to visit their tables and check out the resources!

College Credit. If you want college graduate credit for this APSI, sign-up for NNU credit (Northwest Nazarene University) on-line. Information will be posted on our OW APSI web site and in the lobby Tuesday and Wednesday. You will have two days to decide if you want to pay \$120 to NNU for 2 credits. NNU Credit (Northwest

Nazarene University, Idaho). link to the course to be posted on the Oregon APSI web site in June. *If anyone needs help, NNU has a live chat line at cpd.nnu.edu or teachers can call the NNU main line at (208)467-8439 for assistance.*

- Participants need to complete their NNU online registration before the end of the APSI.

Washington Clock Hours. For Washington AP Teachers, this year there is a twist to obtaining Washington Clock Hours. We will explain at the APSI what needs to be done. We have the Washington Clock Hour form. We also offer STEM Clock Hours.

Outdoor Recreation. There are numerous recreational activities located within a 45-minute drive from the UHS campus. Oregon and Washington have rugged and wild outdoor regions that are not manicured theme parks. Before attempting an outing purchase a guide-book and read about the area you will visit. Talk to local teachers who are in your subject group. Do not hike or venture along the coast or in the Cascade Mountains alone. Tell someone, for example your AP Consultant, where you are going and when you will return.

Daily schedule Tuesday, Wednesday, Thursday:

8:00 am – 10:00 am Session 1

Morning Break (between 10 and 10:30 am for 15 minutes)

Session 2 to noon

Lunch 45 minutes between noon and 12:45 pm

Session 3. 12:45 pm – 2:00 pm

Afternoon break (between 2 – 2:30 pm for 15 minutes)

Session 4 (ends 4:15 pm)

Session 5 Office Hour and Independent Study (4:15 pm – 4:30 pm)

Friday Schedule

8:00 am – 1:00 pm with a break between 10 – 10:30 am for 15 minutes. No lunch is planned.

If you have any concerns or need help with anything, please contact us. We plan to continue with additional APSI courses and workshops in the Summer of 2026 here in Vancouver/Camas, at the Idaho Boise APSI, and Idaho Coeur d'Alene APSI.

Sincerely,

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