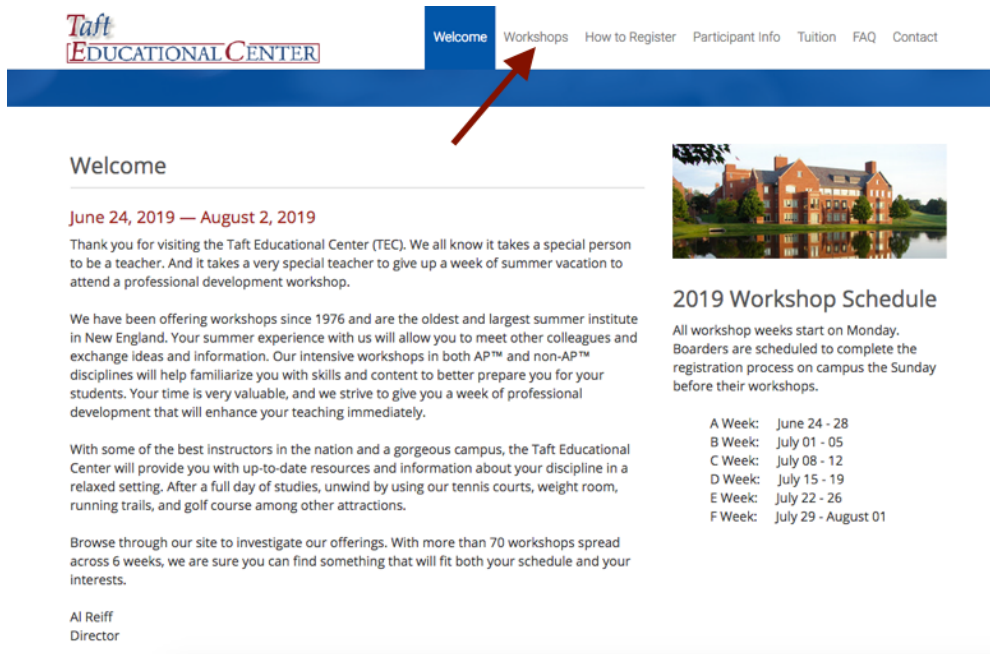


# REGISTRATION GUIDE FOR THE TAFT EDUCATIONAL CENTER ADVANCED PLACEMENT APPLICATION

Thank you for considering the Taft Educational Center for your Professional Development. You can register for the Advanced Placement workshop session two different ways. Once you have decided which workshop session works for you, either by using our website: [www.taftschool.org/TEC](http://www.taftschool.org/TEC) or the College Board calendar of events: <https://apcentral.collegeboard.org/professional-development/workshops-summer-institutes/about-workshops> you can register immediately.

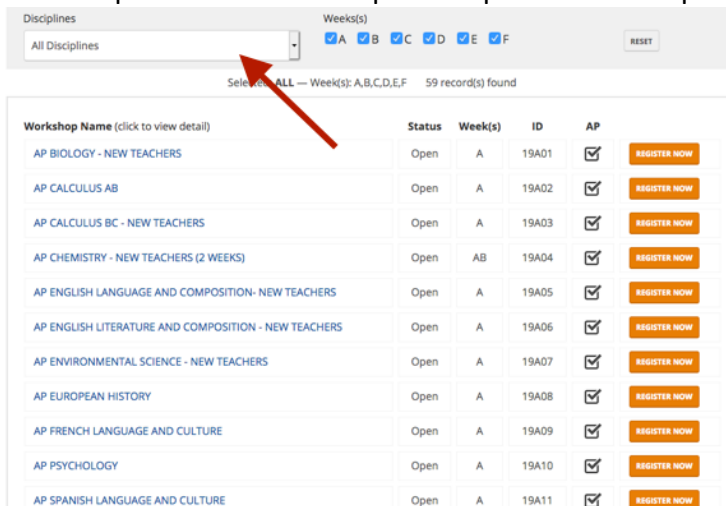
## OPTION #1

You can enter the site through our Taft Educational website [www.taftschool.org](http://www.taftschool.org) and click the **Workshops Tab**.



The screenshot shows the Taft Educational Center website. The navigation menu includes: Welcome, Workshops, How to Register, Participant Info, Tuition, FAQ, Contact. A red arrow points to the 'Workshops' tab. The main content area features a 'Welcome' section with the dates 'June 24, 2019 — August 2, 2019' and a '2019 Workshop Schedule' section listing weeks A through F with their respective dates.

a) You can use our search option to find the correct dates and workshop session to meet your needs. You can click on the workshop title to see a description of that particular workshop. There is also an option to print the description.



The screenshot shows the search results for workshops. At the top, there are filters for 'Disciplines' (set to 'All Disciplines') and 'Week(s)' (with checkboxes for A, B, C, D, E, F). Below the filters, a table lists various workshops with columns for 'Workshop Name', 'Status', 'Week(s)', 'ID', 'AP', and a 'REGISTER NOW' button. A red arrow points to the 'Workshop Name' column header.

Workshop Name (click to view detail)	Status	Week(s)	ID	AP	
AP BIOLOGY - NEW TEACHERS	Open	A	19A01	<input checked="" type="checkbox"/>	REGISTER NOW
AP CALCULUS AB	Open	A	19A02	<input checked="" type="checkbox"/>	REGISTER NOW
AP CALCULUS BC - NEW TEACHERS	Open	A	19A03	<input checked="" type="checkbox"/>	REGISTER NOW
AP CHEMISTRY - NEW TEACHERS (2 WEEKS)	Open	AB	19A04	<input checked="" type="checkbox"/>	REGISTER NOW
AP ENGLISH LANGUAGE AND COMPOSITION - NEW TEACHERS	Open	A	19A05	<input checked="" type="checkbox"/>	REGISTER NOW
AP ENGLISH LITERATURE AND COMPOSITION - NEW TEACHERS	Open	A	19A06	<input checked="" type="checkbox"/>	REGISTER NOW
AP ENVIRONMENTAL SCIENCE - NEW TEACHERS	Open	A	19A07	<input checked="" type="checkbox"/>	REGISTER NOW
AP EUROPEAN HISTORY	Open	A	19A08	<input checked="" type="checkbox"/>	REGISTER NOW
AP FRENCH LANGUAGE AND CULTURE	Open	A	19A09	<input checked="" type="checkbox"/>	REGISTER NOW
AP PSYCHOLOGY	Open	A	19A10	<input checked="" type="checkbox"/>	REGISTER NOW
AP SPANISH LANGUAGE AND CULTURE	Open	A	19A11	<input checked="" type="checkbox"/>	REGISTER NOW

- b) If the Status states it is *Open* there is still room in the workshop.
- c) Once you pick the week and workshop session that will work for you, you can click on the orange **REGISTER NOW** button which will bring you to the College Board site. (You need to have a College Board Educator Professional Account to log in and register for the event. If you have created an account to use any of the College Board programs (PSAT/SAT/AP), you can log in with the same account. If you do not have an account, you will need to create one and then register.)

## OPTION #2

You can also register immediately from the College Board calendar of events:  
<https://apcentral.collegeboard.org/professional-development/workshops-summer-institutes/about-workshops>.

- a) You will click on *Search by Subject and Location* in the blue box.
- b) This is where you can select the dates and discipline that you searching for. **You can use Taft Educational Center in keyword to see all our workshops.**

# AP Professional Development Event Calendar

Use this calendar to search for upcoming scheduled AP Fall & Spring one day workshops and for week long AP Summer Institutes (APSI) workshops. Use the filters to refine your search by AP subject, workshop location, and even radius distance from a zip code.

Keyword:  **Taft Educational Center** Date:

Filter Events: **June 2019**

Point of Interest:  **AP Chemistry - (2 Weeks) - Watertown, CT**  
⌚ June 24, 2019 – July 05, 2019  
[More Details](#)

Subject Area:

- All
- Administrators
- Art History
- Biology
- Calculus
- Capstone

[Show More](#) [Reset Filters](#)

**July 2019**

**AP Biology - New Teachers -Watertown, CT**  
⌚ July 01, 2019 – July 05, 2019  
[More Details](#)

**AP Calculus AB - Watertown, CT**  
⌚ July 01, 2019 – July 05, 2019  
[More Details](#)

c) You can click on *More Details* to see the workshop session in detail. When you click on *View Website* you will then go to our website to register

**AP Biology - New Teachers -Watertown, CT**

⌚ July 01, 2019 at 8:00 AM - July 05, 2019 at 4:00 PM ET  
[Add to Calendar](#)

📍 110 Woodbury Road, Watertown, Connecticut, 06795, USA

[View Website](#)

**Description**  
Instructor: Laura Monti  
Designed for new teachers of AP Biology, this workshop will provide a thorough introduction to the revised AP Biology curriculum. We will examine the structure of the course, including the four "big ideas" and the science practices that ground the revised course in the idea of "doing" science. Time will also be spent on the structure of the exam, the way it is scored, and strategies to enhance student performance on the exam. We will discuss inquiry-based approaches to teaching science, and we will perform many of the required laboratories, including ample discussion of the quantitative skills that are now a hallmark of the course. Variations of several labs will be presented to meet the needs of as many programs as possible. Over the course of our week together, you will begin work on an AP Biology pacing guide or syllabus that could be used as part of the AP Audit.  
Taft Educational Center, Watertown, CT

**Subject Area**  
Biology

**Registration Deadline**  
July 01, 2019 at 10:00 AM

## Taft Educational Center Registration website

Already Registered? [Register](#)

**Taft EDUCATIONAL CENTER**

**TAFT EDUCATIONAL CENTER - WEEK B - 2019**

Welcome to TEC

CB Scholarships

Fees

Sessions

Housing

**Important Information**

**Daily Schedule**

**Boarder Information**

**Commuter Information**

**FAQs**

**Staff**

**Contact Us**

**Directions**

Welcome

Thank you for visiting the Taft Educational Center (TEC). We all know it takes a special person to be a teacher. And it takes a very special teacher to give up a week of summer vacation to attend a professional development workshop.

We have been offering workshop sessions since 1976 and are the oldest and largest summer institute in New England. Your summer experience with us will allow you to meet other colleagues and exchange ideas and information. Our intensive workshop sessions in the AP™ disciplines will help familiarize you with skills and content to better prepare you for your students. Your time is very valuable, and we strive to give you a week of professional development that will enhance your teaching immediately.

With some of the best instructors in the nation and a gorgeous campus, the Taft Educational Center will provide you with up-to-date resources and information about your discipline in a relaxed setting. After a full day of studies, unwind by using our tennis courts, weight room, running trails, and golf course among other attractions.

Browse through our site to investigate our offerings. With more than 70 workshops sessions spread across 5 weeks, we are sure you can find something that will fit both your schedule and your interests.

If you have any questions, we'll be happy to answer them at 860-945-7937.

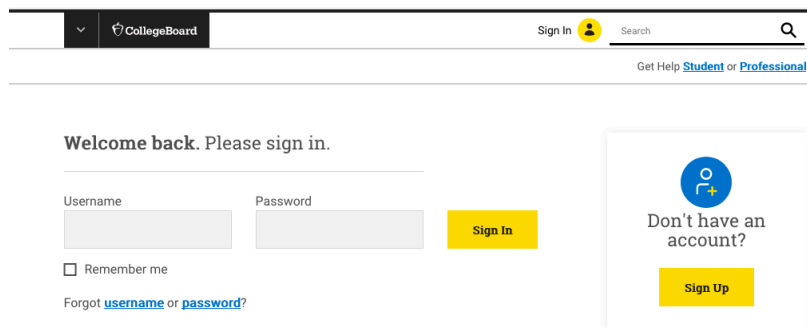
At Taft  
Director

**The Time and Place**

When  
Monday, July 1, 2019 - Friday, July 5, 2019

[Add to Calendar](#)

- d) You can view all the information available and review the workshop session that you are interested in taking. When you are ready you will click on the *Register* button on the top of the page to begin registration.



You will now begin the registration process for the workshop session you are interested in taking. Please fill in all required fields.

\* Please note that Housing is a separate line item at the end of the workshop session list. If you are interested in housing on campus, please make sure you take that option before completing your application.

Once you have completed your application you will receive an email stating that your application is PENDING. The TEC office will verify all payment information before releasing you into the workshop session. You will receive another email when your application has been verified and you are entered into the workshop session.

We are always available if you have any questions or concerns. If you do not receive any emails from us or you do not receive an email in May or June with the status of the workshop, please feel free to call or email us.

If you want to register for more than one workshop session, you will have to start the process from the beginning by either going to our website or the College Board calendar of events again. You can only take one workshop per week.

Frequently Asked Question:

**How do I register without a College Board Educator Professional Account?**

We cannot continue the registration process until you complete this step in the registration. It takes about 2 minutes to complete and once you have entered in the information, the system will recognize you for future years and workshop sessions.

**Why are there two different paths to the registration?**

The College Board is using a new registration system (Cvent) that all Advanced Placement Summer Institutes need to use.

**Where do I go if I need to change any information, cancel the workshop session, change dates or housing options?**

You should call or email the Taft Educational Center Office: [Tecinfo@taftschool.org](mailto:Tecinfo@taftschool.org) or (860) 945-7837. All modifications, cancellations and payments must be done through our office.

**What is the Early Bird fee VS the Regular fee?**

The Early Bird fee is available for people that complete the registration by April 30th. After April 30th, the fee increases by \$100 per week.

## **What does the \$300 fee for Housing include?**

***We only have one dorm that is air-conditioned. Rooms are assigned by date of registration.***

Accommodations: Our boarders stay in a single room dormitory on campus. Each dorm has a lounge, complete with kitchen; a washer and dryer; and a central bathroom on each floor. Each room has a desk, chair, bed, and chest of drawers.

Linen: Boarders will be provided with: 2 sheets, 1 pillow and pillowcase, a blanket, towels, and washcloths. Additional linens are available if needed.

Meals: All meals are provided starting with dinner on Sunday through lunch on Friday. Dinner ends at 6:30 PM on Sunday evening.

Activities: Taft has a beautiful campus for you to relax and enjoy. A social time is held before dinner a few nights a week to give you a chance to enjoy your colleagues in a social setting. If you are more energetic, we have tennis courts, weight room, running/walking trails and a golf course. We do not provide tennis or golf equipment. Please feel free to bring your own.

## **Does the fee double if you are taking a two-week workshop session?**

Yes, the cost is quoted by week. If you take a two-week AP Chemistry workshop session, the cost is double both in tuition and housing.

## **How do I know when the workshop session is confirmed to run?**

We will notify you via email with the additional information you will need once a workshop session is confirmed to run.

## **What do you mean by “confirmed to run”?**

Once we have at least 6 participants in the workshop we will confirm the workshop session to run. Sometimes a workshop session will not reach 6 teachers quickly and we keep the registration open longer. We do have to cancel workshop sessions occasionally but we try very hard to run all our workshop sessions.

## **If TEC cancels a workshop session, how will I be notified and will I get reimbursed?**

If TEC cancels a workshop session we will notify you via email and/or your mobile phone. You will be given the option to go into another workshop session either in the same week or a different week. If you decide that you cannot make any additional workshop sessions then you will be 100% refunded any monies that were sent to us.