

# AP REGISTRATION INSTRUCTIONS

Deadline to complete registration is November 2, 2025

## **AP Exam Registration and Payment Information**

College Board requires that AP exams are ordered this fall for all students taking one or more AP Exams in May 2026. You can access the 2026 AP Exam Schedule via the following link: <https://apstudents.collegeboard.org/exam-calendar>

For the 2025–26 school year, the payment and registration process for AP Exams is a **two-step process**:

### **Step 1 (Registration/Payment through Total Registration)**

Please access the Total Registration link below to register and provide payment for each AP Exam.

Total Registration Link: [TotalRegistration.net/AP/311310](https://TotalRegistration.net/AP/311310)

For the 2025–26 school year, the cost of each AP exam is \$103.00. *Students requiring financial assistance AND are either enrolled or eligible to participate in the Federal Free or Reduced Price Lunch Program will qualify for the College Board Fee Reduction and should contact their school counselor.*

Online Exam registration will begin, September 2 and will end on Sunday, November 2 at 11:59 PM. Online “late” registration will be Monday, Nov. 3, 2025 – Friday, Nov. 14, 2025 which will incur a \$42 late fee per exam. **Please note that due to exam ordering changes set forth by the College Board, we will be unable to accept registration after the late deadline of November 14th.**

To complete registration, students must answer all of the required questions. *Registration is not complete until students have printed the .pdf of the confirmation page that is provided at the end.* We know that parents may desire to register their

students for exams. We strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered.

*\*Please note the US History AP exam reflects content from US History I and US History II AP. Students take the AP exam in May after completing US History II AP.*

Ridgewood High School offers families the convenience of two payment options.

You may choose to pay online or through the mail. Please be sure to have a credit card or debit card available before beginning registration if you chose to pay online. Paying online is a great way to make sure that payment has been made while avoiding the inconvenience and time of mailing your payment. Once registration and payment is completed through the Total Registration website, please proceed to Step 2.

### **Step 2 (AP Course Registration and Resources through College Board)**

Use the join codes provided at the completion of step one to enroll the student's AP courses and exams in the College Board's system.

- Students can sign into [myap.collegeboard.org](https://myap.collegeboard.org) utilizing their College Board account information . If your child does not already have a College Board account, we suggest he/she create an account at [www.collegeboard.org](https://www.collegeboard.org).
- When your child logs into the MyAP site, they will be prompted to "Join A Class". Note that students will obtain their specific course code from Total Registration.

Your child will have access to AP test resources for each AP course he/she is enrolled through the College Board website. It is important that your child have this information with them during the first week of school.

### **Important Dates:**

- Tuesday, September 2 – Online Registration Begins

- During the first week of school, students will receive their specific course code from Total Registration in order to complete their required registration through their MyAP account
- Sunday, November 2 at 11:59 PM – Online Registrations Ends
- Monday, November 3, 2025 – Online Late Registration begins and will incur a \$42 late fee per exam
- Friday, November 14, 2025 at 11:59 PM – Online \$42 Late Registration Ends
- Saturday, November 15, 2025 AP Registration Closed
- May 2026 AP Exam Schedule:  
<https://apstudents.collegeboard.org/exam-calendar>

If you have any questions or need assistance with registration, please feel free to contact Mrs. Altomare ([jaltomare@rpsnj.us](mailto:jaltomare@rpsnj.us)).