

# Louisiana Believes

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## **2016 AP<sup>®</sup>/IB<sup>®</sup> Fee Reimbursement Process** Exam and Summer Institute Fees

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# 2016 AP<sup>®</sup>/IB<sup>®</sup> Fee Reimbursement Process

## Welcome

- You are being placed in broadcast mode as you join the session to reduce background noise.
- No need to worry as there is no audio being shared at the moment. To access audio during the presentation, please dial **1-800-832-0736** and use room number **2834406**.
- Today's webinar slide deck is available for download at <http://www.louisianabelieves.com/resources/library/webinars>
- If you have any issues, please contact Tristen Guillory via the **Q & A** pod to the right of the screen or email [CollegeReadiness@la.gov](mailto:CollegeReadiness@la.gov).
- We will begin shortly. Thank you.

# 2016 AP<sup>®</sup>/IB<sup>®</sup> Fee Reimbursement Process

## Objective:

The purpose of today's webinar is to provide an overview of the fee reimbursement process for the following:

- 2016 AP Exam Fee Reimbursement
- 2016 IB Exam and Registration Fee Reimbursement
- 2016 AP Summer Institute Fee Reimbursement

# 2016 AP<sup>®</sup>/IB<sup>®</sup> Fee Reimbursement Process

## Part I:

# Exam Fee Reimbursement

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# 2016 AP<sup>®</sup> Low Income Exam Fee Reimbursement

Through the AP<sup>®</sup> Exam Fee Reimbursement Program, the Department will **reimburse \$53** for each AP<sup>®</sup> exam taken by students enrolled in both public and BESE-approved nonpublic schools who meet the **low-income** eligibility criteria resulting in **\$0\*** cost to qualifying students. *\*Pending US Department of Education grant approval*

2016 Low Income AP Exam Fees	Estimated Cost
Total Cost Per AP Exam	\$92
1. College Board fee waiver per exam	-\$30
2. Local fee waiver per exam	-\$9
3. State or local contribution per exam <i>(non-publics are ineligible for the state contribution)</i>	-\$12
4. Parent/student contribution per exam	\$0
5. Federal payment per exam	-\$41
6. Total low income AP exam cost	\$0

Two allocations will be issued\* to participating districts:

1. \$12 per qualifying 2016 low income AP<sup>®</sup> exam – Summer 2016
2. \$41 (anticipated) per qualifying 2016 low income AP<sup>®</sup> exam – Fall 2016



# 2016 AP<sup>®</sup>/IB<sup>®</sup> New Exam and Registration Fee Reimbursement

- For each *new*\* AP<sup>®</sup> Exam taken by students enrolled in Louisiana **public school** during the 2016 AP<sup>®</sup> exam cycle, those of which are implementing or expanding an AP<sup>®</sup> program, LDE will reimburse \$92 per qualifying AP<sup>®</sup> exam.
- LDE will also reimburse \$110 for each *new*\* International Baccalaureate<sup>®</sup> exam taken by a Louisiana **public school** student participating in an IB<sup>®</sup> program.
- Districts will be reimbursed based on a reconciliation process using each eligible school's 2016 College Board self generated invoice, which will identify each school's total number of fee reduced AP<sup>®</sup> exams taken.
- The reimbursement will be based on the assurance that each school's request for reimbursement falls within the grant parameters outlined in today's presentation. A copy of the applicant's 2016 College Board self generated AP exam invoice should be kept on file and may be requested for validation.
- Grant award notifications were distributed the week of May 2, 2016 and reimbursement certificates will be issued to LEA financial officers beginning the week of June 13, 2016.

*\*The term "new AP course offering" refers to an AP course that has been implemented in addition to AP courses previously offered at the same educational institution. For example: AP Biology was offered for the first time in the spring of 2015. Therefore, the May 2015 exam fee was reimbursed. In the fall of 2015, AP Biology will again be offered and AP Spanish will be offered for the first time. Only AP Spanish May 2016 exam fees will be reimbursed as a new course offering.*

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# AP<sup>®</sup> Dates to Remember

Date	Reminder
<del>February 26</del>	<del>AP exam fee reimbursement application deadline</del>
<del>March 25</del>	<del>Priority deadline for schools to order AP exams</del>
<del>March 30</del>	<del>Deadline for ordering pre-administration materials</del>
<del>April 8</del>	<del>Extension deadline for schools to order AP exams. Each order received after this date will incur a \$55 late fee.</del>
<del>April 15</del>	<del>Final deadline for schools to order AP exams. No orders will be accepted after this date.</del>
May 2 – 13	AP exam administration window
June 1	Deadline to submit all exam materials to the College Board's AP Services division.
June 15	Postmark deadline for all AP exam fee payments. Late payments incur a \$225 fee.
July	AP score reports are available to designated colleges, students, high schools, and LEAs. Teachers of authorized AP courses and school administrators can access AP Instructional Planning Reports.

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# Sample College Board AP<sup>®</sup> Exam Invoice

Remittance Due to the AP Program

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## Enter Fee Reductions

### Number of Used Exams:

95

This is the maximum number of exams eligible for College Board Fee Reductions.

### Number of Unused Exams:

5

## Option 1 Fee Reduction

### College Board Fee Reduction

How many of your used exams were eligible for a College Board fee reduction?

50

[Click here to read eligibility guidelines for College Board fee reductions.](#)

## Option 2 Fee Reduction

How many of your used exams were taken by students who 1) **do not** qualify for the College Board fee reduction and 2) were associated with an AP course offered for the first time during

15

2015-16?



Fees			
Items	Quantity	Fee per Item	Total
A. Used exams	95	\$82.00	\$7,790.00
B. Unused exams	5	\$15.00	\$75.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late-payment fee	0	\$225.00	\$0.00
<b>Total Fees</b>			<b>\$7,865.00</b>

Credits			
Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	50	\$29.00	\$1,450.00
L. Contractual credit	0	\$0.00	\$0.00
Adjustments			\$0.00
<b>Total Credits</b>			<b>\$1,450.00</b>
<b>AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM</b>			<b>\$6,415.00</b>

### State Reimbursement

After sending the amount your institution owes (above) to the AP Program, it is your school's responsibility to work directly with your state to receive reimbursement for AP Exam fees. The information below is based on the answers you supplied to questions about fee reductions as well as the state subsidy information we have on file.

Exam Subsidy	Quantity	Credits per Item	Total
M. Option 1 Louisiana Fee Reduction	50	\$53.00	\$2,650.00
N. Option 2 Louisiana Fee Reduction	15	\$91.00	\$1,365.00
<b>Total Reimbursement</b>			<b>\$4,015.00</b>

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# Sample AP<sup>®</sup> Exam Fee Reimbursement Certificate



## LOUISIANA DEPARTMENT OF EDUCATION

### CERTIFICATE FOR LOUISIANA 2016 ADVANCED PLACEMENT<sup>®</sup> TEST FEE REIMBURSEMENT

This is to notify the Louisiana Department of Education that

#### **XXX Parish School District**

(LEA)

is requesting reimbursement for 29 low-income student AP<sup>®</sup> Exam fees at the reimbursement rate of **\$53** per qualifying AP<sup>®</sup> Exam and 15 new course AP<sup>®</sup> Exam fees at the rate reimbursement rate of **\$92.00** per qualifying AP<sup>®</sup> Exam. The total amount of reimbursement requested is **\$ 2,917.00**. The reimbursement will be allocated based on the following approved school applications and is limited to the \*original grant award:

School Name	Low Income Exams			New Course Exams		TOTAL REIMBURSEMENT REQUEST
	Low Income Exams Administered	FEDERAL: Race to the Top @ \$12.00 each	FEDERAL: PR Award # S330B140024 @ \$41.00 each	New Course Exams Administered	FEDERAL: Race to the TOP @ \$92.00 each	
ABC High School	20	\$240.00	\$820.00	5	\$460.00	\$1,520.00
DEF High School	9	\$108.00	\$369.00	10	\$920.00	\$1,397.00

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# Sample IB<sup>®</sup> Exam / Registration Invoice



International Baccalaureate  
Americas Global Centre  
7501 Wisconsin Avenue, Suite 200 West  
Bethesda, Maryland 20814  
USA

+1 301-202-3000  
+1 301-202-3003  
[ibabilling@ibo.org](mailto:ibabilling@ibo.org)

## Sales invoice Facture Factura



Invoice number Numéro de facture Número de factura	[Redacted]
Invoice date Date de la facture Fecha de al factura	18-NOV-12
Purchase order number Numéro du bon de commande Número de orden de compra	[Redacted]
Account number Numéro du compte Número de cuenta	[Redacted]
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Item Article Artículo	Description Description Descripción	Quantity Quantité Cantidad	Price Prix Precio	Total Total Total
1	Registration fee per candidate - before first deadline (MAY 2013; [Redacted] Exam)	1	151.00	151.00
2	Registration fee per candidate - before first deadline (MAY 2013; [Redacted] Exam)	1	151.00	151.00
3	Registration fee per candidate - before first deadline (MAY 2013; [Redacted] Exam)	1	151.00	151.00
4	Registration fee per candidate - before first deadline (MAY 2013; [Redacted] Exam)	1	151.00	151.00
5	Registration fee per candidate - before first deadline (MAY 2013; [Redacted] Exam)	1	151.00	151.00
6	Registration fee per candidate - before first deadline (MAY 2013; [Redacted] Exam)	1	151.00	151.00

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# Sample IB<sup>®</sup> Exam and Registration Fee Reimbursement Certificate



LOUISIANA DEPARTMENT OF EDUCATION

## CERTIFICATE FOR LOUISIANA 2016 INTERNATIONAL BACCALAUREATE<sup>®</sup> TEST & REGISTRATION FEE REIMBURSEMENT

This is to notify the Louisiana Department of Education that

**XYZ Parish School District**

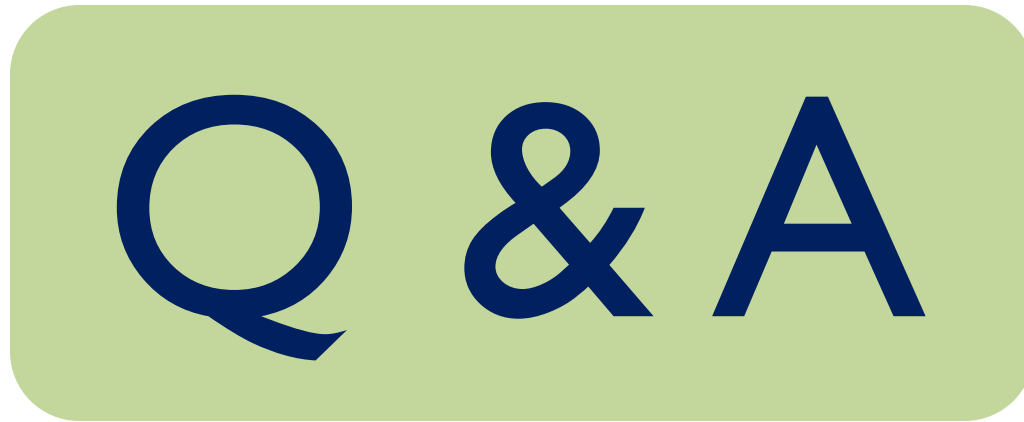
(LEA)

is requesting IB<sup>®</sup> exam fee reimbursement for 43 students at the reimbursement rate of **\$110.00** per qualifying IB<sup>®</sup> exam. The total amount of reimbursement requested is \$4,730.00. The reimbursement will be allocated based on the following approved school applications and is limited to the \*original grant award:

School Name	NEW COURSE EXAM FEES		TOTAL REIMBURSEMENT REQUEST
	New Course IB Exams Administered	FEDERAL: Race to the Top @ \$110.00 each	
ABC High School	20	\$2,200.00	\$2,200.00
DEF High School	23	\$2,530.00	\$2,530.00
<b>TOTAL</b>	<b>43</b>	<b>\$4,730.00</b>	<b>\$4,730.00</b>

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# 2016 AP<sup>®</sup>/IB<sup>®</sup> Exam Fee Reimbursement



You may now submit questions using the **Q & A pod** on the right hand side of your screen.



# 2016 AP<sup>®</sup>/IB<sup>®</sup> Fee Reimbursement Process

## Part 2:

### AP<sup>®</sup> Summer Institute Fee Reimbursement

Audio Access: **1-800-832-0736**; room **2834406**. Download slide deck: <http://www.louisianabelieves.com/resources/library/webinars>

# 2016 AP<sup>®</sup> Professional Development

LDE has worked to secure funding to provide AP training for **public** school teachers. Attending the 2016 AP Summer Institute is crucial for many AP teachers seeking to ensure a smooth transition to the redesigned courses that feature 21st century skills, inquiry-based approaches, and strong alignment to best practices in higher education.

Episcopal High  
School of  
Baton Rouge

University of  
Louisiana at  
Lafayette

University of  
Louisiana at  
Monroe

Pineville High  
School

Rice University  
of Houston, TX

# AP<sup>®</sup> Summer Institute Registration Process

## **\*\*ATTENTION\*\***

*Requesting fee reimbursement from LDOE is only the first step in the process. Each participant or designee must **register** through the desired APSI website to reserve a seat.*

University of Louisiana at  
Monroe (ULM)

[http://www.ulm.edu/eteach/advance\\_placement\\_institute.html](http://www.ulm.edu/eteach/advance_placement_institute.html)

Contact [mlovet@ulm.edu](mailto:mlovet@ulm.edu) for  
more information

University of Louisiana at  
Lafayette (ULL)

<http://www.lpssonline.com/apsi>

Contact  
[mlbroussard@lpssonline.com](mailto:mlbroussard@lpssonline.com)  
for more information

Episcopal High School  
of Baton Rouge

<https://www.episcopalbr.org/ap-summer-institute.html>

Contact [andersons@ehsbr.org](mailto:andersons@ehsbr.org)  
for more information

Rice University  
Houston, TX

<http://collegeready.rice.edu/ap-summer-institute-courses>

Contact [collegeready@rice.edu](mailto:collegeready@rice.edu)  
for more information

Pineville High School (NSU)

[http://www.rpsb.us/PHS\\_rpsb/](http://www.rpsb.us/PHS_rpsb/)

Contact [apsi@rpsb.us](mailto:apsi@rpsb.us) for  
more information

# Required Documentation for APSI Fee Reimbursement

## <PLEASE NOTE>

LEAs will be reimbursed based on the assurance that each school's request for reimbursement falls within the grant parameters outlined in today's presentation. *Reimbursement is for APSI registration fees ONLY as travel and lodging will not be reimbursed due to funding parameters.*

A copy of the applicant's 2016 APSI *Certificate of Course Completion* should be kept on file at the corresponding school and may be requested by the Department for validation.

Grant award notifications were distributed the week of May 2, 2016 and reimbursement certificates will be issued to LEA financial personnel for validation beginning the week of August 1, 2016.



# Sample APSI Fee Reimbursement Certificate

## 2016 Advanced Placement Summer Institute Reimbursement Summary

LEA: XYZ School District

2016 AP Summer Institute for Teachers: \$2,300.00

### To Claim Reimbursement-

- Review and certify that all attendance and fee information below is correct
- Complete the Grant Award Certificate and return to [Tristen.guillory@la.gov](mailto:Tristen.guillory@la.gov).
- Deadline to submit a claim for 2016 APSI fee reimbursement is **TBD, 2016**

\*Please notify [Tristen.guillory@la.gov](mailto:Tristen.guillory@la.gov) immediately with any discrepancies as the information below will be used to certify 2016 AP Summer Institute fee reimbursement.

AP Summer Institute 8(g) Fee Reimbursement Schedule				
School Name	Participant	APSI Site	APSI Date	APSI Fee
ABC High School	John Smith	Episcopal High School	6/13/16	\$600.00
EFG High School	Mary Brown	UL Monroe	7/11/16	\$600.00
LMN High School	Suzy Simmons	Pineville High School	6/13/16	\$550.00
XYZ High School	Roy Roberts	UL Lafayette High School	7/18/16	\$550.00
<b>TOTAL</b>				<b>\$2,300.00</b>

# Sample APSI Fee Reimbursement Certificate



LOUISIANA DEPARTMENT OF EDUCATION

## GRANT AWARD CERTIFICATE 2016 LOUISIANA ADVANCED PLACEMENT® SUMMER INSTITUTE FEE REIMBURSEMENT

This is to notify the Louisiana Department of Education that

**XYZ School District**

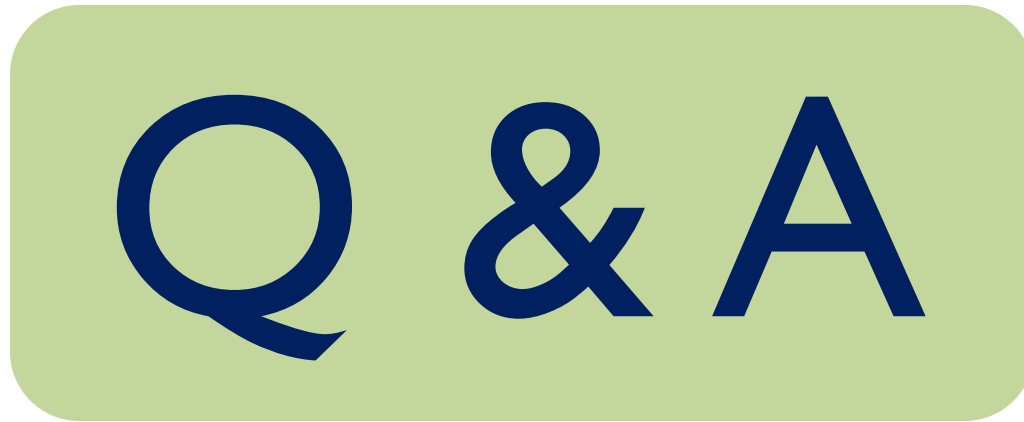
(LEA)

is requesting reimbursement for 4 AP® teachers to attend a 2016 AP® Summer Institute at Episcopal High School. The total amount of reimbursement requested is \$ 2,300.00. The reimbursement will be allocated based on the following approved school applications:

School Name	Total 8(g) Reimbursement Request
ABC High School	\$600.00
EFG Ascension High School	\$600.00
LMN High School	\$550.00
XYZ High School	\$550.00
	\$ 2,300.00

I hereby certify that the above 2016 Advanced Placement® Summer Institute Fees were paid on behalf of teachers attending a certified Advanced Placement® Summer Institute.

# 2016 APSI Fee Reimbursement



You may now submit questions using the **Q & A pod** on the right hand side of your screen.

# Contact Information

For more information on the AP<sup>®</sup> and IB<sup>®</sup> Fee Reimbursement Program, please contact [CollegeReadiness@La.Gov](mailto:CollegeReadiness@La.Gov)

For a copy of today's presentation please visit <http://www.louisianabelieves.com/resources/library/webinars>