Date: February 4, 2019

To: Principals and Advanced Placement Program Coordinators

From: Mary Barrie, Ed.D, Supervisor, High School to Postsecondary Initiatives
Minnesota Department of Education (MDE)

RE: Advanced Placement Program Application for Reimbursement 2018-19

The Advanced Placement program provides opportunities for rigorous, challenging learning as part of the regular course offerings for public and non-public students in secondary schools. The Minnesota Legislature has appropriated $4.5 million dollars to provide financial incentives to schools for student exam subsidies and teacher training for the Advanced Placement and International Baccalaureate programs. Following is an explanation of funding for Advanced Placement (AP):

AP Teacher Training

Minnesota teachers attending in-state training at Carleton College and/or Augsburg University may apply to receive a scholarship of $600 for tuition and college credit, and an additional $150 for room and board on campus. For registration information, scholarship form and deadlines view Carleton website or view Augsburg website.

A limited number of out-of-state scholarships will be approved for funding of up to $900 for tuition, room, board and travel to attend out-of-state, in-depth training (National AP Conferences are not included). Applications will be considered for the following reasons:

1. The AP course you need is not offered/available at Augsburg University or Carleton College.
2. The Augsburg or Carleton dates are a conflict for you.
3. If you attended Augsburg or Carleton training in 2018.

Teacher Training Scholarship Process

Minnesota scholarships are available for public and non-public teachers who are teaching or plan to teach an AP course in 2019-20. The school or district will be responsible for the initial cost of the training. Approved scholarships are paid directly to the school or district.

To register and apply for an In-State scholarship, follow these steps:

1. Complete and mail your Summer Institute Registration Form, along with the registration fee, to Augsburg University or Carleton College.
2. Complete the 2019 Augsburg or Carleton Minnesota Teacher Scholarship Application—one per teacher.
3. Send the completed 2019 Augsburg Teacher Scholarship Application or Carleton Teacher Scholarship Application by May 24, 2019, to: Traci Valentino, Office of Career and College Success, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.
To register and apply for an Out-of-State Scholarship, follow these steps:

1. Complete the Registration Form from the institution offering the training and an MDE 2019 Out-of-State Teacher Scholarship Application and submit both forms to MDE by May 24, 2019. You will receive an e-mail from MDE regarding the status of your application within 10 business days.
2. Send your completed Registration Form and payment to the training institution. Keep copies for your records.
3. Within 10 days after completion of the course, complete the Out-of-State AP Summer Institutes Request for Reimbursement Form 2019. Send the completed form and copies of all receipts necessary to document your attendance and expenses of course completion through June 30, 2019 to MDE, so that reimbursement of expenses can be paid to your district. Scholarship applications without proper documentation will not be reimbursed. Send copies of all forms and required documentation to: Traci Valentino, Office of Career and College Success, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

AP Exam Fee Reimbursement

Exam subsidies are available for public and non-public school students. The state will reimburse $53 per exam for category one (fee-reduced, low-income) students and $40 per exam for exams taken by category two (non-fee-reduced) students. To qualify for exam fee reimbursement for your students, each school must complete and submit the AP Program Application for Reimbursement 2018-19 to MDE by April 19, 2019.

<table>
<thead>
<tr>
<th>AP Exam Fees</th>
<th>Category One: Fee-reduced students</th>
<th>Category Two: Non-fee-reduced students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Exam</td>
<td>$94</td>
<td>$94</td>
</tr>
<tr>
<td>College Board reduction</td>
<td>$32</td>
<td>$0</td>
</tr>
<tr>
<td>School rebate</td>
<td>$9</td>
<td>$9 (optional)</td>
</tr>
<tr>
<td>MDE reimbursement</td>
<td>$53</td>
<td>$40</td>
</tr>
<tr>
<td>Total Cost to Students</td>
<td>$0</td>
<td>$45 or $54 (if school does not waive rebate)</td>
</tr>
</tbody>
</table>

The College Board waives $32 per exam for all fee-reduced students and when schools forego their $9 rebate, the state subsidy covers the entire cost of these exams. Schools will be invoiced $53 per category one exam.

Student Exam Fee Policy and Reimbursement Procedures

AP Coordinators: In order to qualify for exam fee reimbursement and/or teacher training, each school must complete and submit the AP Program Application for Reimbursement 2018-19, and scholarship form(s), if applicable, to MDE by the dates indicated on each form.

Send AP program application for reimbursement 2018-19 to: Traci Valentino, Office of Career and College Success, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

Process Timeline: Schools or districts are responsible to pay the entire cost of exam fees to the College Board by June 15, 2019. The state will reimburse the district or school for exam costs once schools submit the College Board’s 2019 AP Exam Invoice: State Copy to Traci Valentino, Office of Career and College Success, Minnesota Department of Education, 1500 Hwy 36 W, Roseville, MN 55113. The postmark deadline for invoices submitted to MDE is June 15, 2019.
Timeline of Application Due Dates

Please note the deadlines listed below. Schools are responsible for adhering to all deadlines in order to receive reimbursement for qualifying student exams.

March 29, 2019: Complete the College Board AP Exam ordering form, indicating number of fee-reduced and non-fee-reduced exams for your school.

April 19, 2019: Complete and submit the AP Program Application for Reimbursement 2018-19 to Traci Valentino, Office of Career and College Success, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

May 2019: Following the completion of exams, fill in the “Option 1” oval on the student’s answer sheet for fee-reduced, category one students. For non-fee-reduced, category two students, fill in the “Option 2” oval. AP exam materials must be returned before the close of the first business day after the school's last scheduled exam of a particular administration period (i.e., regular or alternate).

May 24, 2019: In-State/Out-of-State Teacher Scholarship Forms are due to MDE. Submit to: Traci Valentino, Office of Career and College Success, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

June 15, 2019: Complete the online 2019 AP Exam Invoice and send full payment for exams to the AP Program at Educational Testing Service. The invoice will have a section for calculating the Minnesota reimbursement. In order to receive reimbursement, you must submit a copy of the 2019 AP Exam Invoice: State Copy, to: Traci Valentino, Office of Career and College Success, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

Advanced Placement Program Contact Information

Questions about AP program policy and development:

Contact Mary Barrie, Ed.D, Supervisor, High School to Postsecondary Initiatives, 651-582-8478

Questions about AP program application, reimbursement processes, payments, scholarship forms, and administration issues:

Contact Beth Barsness, Office of Career and College Success, High School Specialist, 651-582-8336

Advanced Placement Program Web Resources

Visit the MDE website for copies of this program information.

Visit Ready Set Go MN website for college readiness information for students, parents and educators.

Visit the College Board website for additional dates and specific ordering and test administration information.

Visit the Carleton website for registration information and to obtain a Minnesota Scholarship Application Form.

Visit the Augsburg website for registration information and to obtain a Minnesota Scholarship Application Form.