



## **Advanced Placement/International Baccalaureate 2016 Teacher Training Reimbursement Frequently Asked Questions**

**1. How often may I be reimbursed?**

*A teacher may be reimbursed once every three years.*

**2. Does the College Board Annual Conference qualify for reimbursement?**

*No. Only College Board-endorsed, subject-specific institutes which meet the 24- to 30-hour guidelines are eligible for reimbursement. Conferences and workshops are NOT eligible.*

**3. If I was approved for reimbursement in 2015, may I apply again in 2016?**

*No. TEA recognizes that many circumstances could exist that would make two consecutive years of training beneficial or even crucial; however, we must work with limited funds and rapid growth of the program and strive to train as many new teachers as possible. Under no circumstances will a teacher be eligible for training reimbursement from state funds except every third year. Districts should budget local funds to cover the expense of additional training.*

**4. If I changed districts, will I be eligible two years in a row?**

*No. TEA recognizes that many circumstances could exist that would make two consecutive years of training beneficial or even crucial; however, we must work with limited funds and rapid growth of the program and strive to train as many new teachers as possible. Under no circumstances will a teacher be eligible for training reimbursement from state funds except every third year.*

**5. If I am assigned to teach a new course, will I be eligible two years in a row?**

*No. TEA recognizes that many circumstances could exist that would make two consecutive years of training beneficial; however, we must work with limited funds and rapid growth of the program and strive to train as many new teachers as possible. Under no circumstances will a teacher be eligible for training reimbursement from state funds except every third year.*

**6. If I teach a course that is not listed in “2016 Teacher Training Reimbursement Eligible Courses,” am I eligible for reimbursement?**

*Probably not, but not every circumstance can be foreseen. You may apply for an exception, providing justification for the exception, and your application will be considered individually. Exception requests should be e-mailed to [gted@tea.state.tx.us](mailto:gted@tea.state.tx.us).*

**7. If the course I teach is listed on “2016 Teacher Training Reimbursement Eligible Courses,” am I automatically eligible for reimbursement?**

*No. You must meet all other requirements AND have your district coordinator/campus principal’s approval. Some districts have additional requirements which must be met beyond those established by the state.*

**8. I was not reimbursed in 2015. Am I eligible in 2016?**

*Yes, provided that you meet all other requirements.*

**9. Can teachers be added to the campus/district application spreadsheet after the posted deadline?**

*No. In order to provide prompt reimbursements to all qualifying applicants, the TEA will adhere to the posted deadline.*

**10. If the application spreadsheet is submitted with errors, can the campus/district submit corrections?**

*Yes, but please contact the Texas Advanced Placement (AP)/International Baccalaureate (IB) Incentive Program coordinator prior to submitting updated data. Please remember that additional teachers may not be added to the spreadsheet after the posted deadline.*

**11. If multiple teachers attend the same training, how can we prove tuition amount?**

*If multiple teachers attend the same training, the invoice for the training tuition must be itemized by each teacher.*

**12. What if the training I attend includes hotel accommodations in the fee and/or invoice?**

*The TEA must receive an invoice that reflects the exact tuition amount for the training only. Please request this from the institute offering the training.*

**13. What if I attend an out-of-state or out-of-country training?**

*If the training meets all other requirements, you may still be reimbursed in an amount up to \$450 in accordance with program guidelines.*

**14. Will the district/campus receive confirmation of the applications that are submitted?**

*The district/campus contact person who submits the data to TEA will receive an e-mail confirmation within 5 business days of the date the data is received by TEA. Please note that this email does not mean the teachers submitted have been approved; it only means the data was received by TEA.*

**15. If a teacher attends multiple trainings, which training should be submitted for reimbursement?**

*Submit a Teacher Training Reimbursement request for the training that is most relevant to the teacher’s position for the 2016-2017 school year. Under no circumstances can a teacher be reimbursed for two trainings in one year. Please do not submit multiple requests for the same teacher.*

**16. What if my AP course is newly developed AP Course? I've applied for College Board approval, but have not yet received it. May I apply for reimbursement?**

*Yes, but your reimbursement will not be approved by TEA until your course is approved through the College Board audit process. That approval must be for the 2016-2017 school year.*

**17. Which programs qualify for the reimbursement?**

*The following trainings are approved or qualify for the reimbursement:*

- *A College Board endorsed pre-AP or AP institute of 24 hours or longer*
- *An IB training of at least 15 hours or longer for candidate or authorized IB schools*
- *A 30-hour science, math or English training provided by the National Math and Science Initiative (formerly Laying the Foundation)*
- *Springboard Training*
- *Confer Mentoring Program® 30-hour subject-specific trainings*

**18. How do I submit the application spreadsheet to TEA?**

*Spreadsheets must be submitted through Accellion, a secure file transfer protocol. All district personnel can utilize the system to send documents to TEA by going to <https://sendfiles.tea.state.tx.us> and self-registering. District personnel may find detailed documentation on how to use Accellion at the following web page: "Getting Started" link [https://sendfiles.tea.state.tx.us/courier/1000@/Accellion\\_Quick\\_Start\\_Guide.pdf](https://sendfiles.tea.state.tx.us/courier/1000@/Accellion_Quick_Start_Guide.pdf).*

*To sign up for Accellion, please go to <https://sendfiles.tea.state.tx.us>.*