



**2016 Advanced Placement (AP)/International Baccalaureate (IB)
Teacher Training Reimbursement**
Eligibility Information and Application Instructions

Teachers Eligible for Teacher Training Reimbursement (TTR)	
AP Teachers	Have College Board course approval through the AP audit process
IB Teachers	Teach a PEIMS-designated IB course in an authorized or candidate IB school
“Pre-AP” Teachers	Teach grades 6–11; and
	Teach a course that goes beyond the TEKS in depth and complexity; and
	Teach a course that is appropriately rigorous to prepare students to be successful in AP courses; and
	Teach a course that is part of a vertically aligned series of courses that ends with a specific AP course (i.e., a Pre-AP English course that leads directly to AP Language and Composition).
“Pre-IB” Teachers	Teach grades 6–10; and
	Teach a course that goes beyond the TEKS in depth and complexity; and
	Teach a course that is appropriately rigorous to prepare students to be successful in IB courses; and
	Teach a course that is part of a vertically aligned series of courses that ends with a specific IB course (i.e., a Pre-IB math course that leads directly to IB Mathematics Higher Level).
Additional Eligibility Requirements:	
All Teachers	Completed one of the approved trainings in a course of study designed to prepare them for the specific courses they teach
	Completed that training between September 1, 2015 and August 31, 2016
	Were not approved for TTR in 2015
	Teach one of the courses listed in 2016 Teacher Training Reimbursement Eligible Courses*

*courses must meet all eligibility requirements

Training Opportunities Included in the TTR Program	
College Board AP® Summer Institutes	http://professionals.collegeboard.com/prof-dev/workshops/summer-institutes
IBO® subject-specific trainings	http://www.ibo.org/events/
National Math and Science Initiative® 30-hour subject-specific trainings	http://www.nms.org/
SpringBoard® 30-hour subject-specific trainings	http://professionals.collegeboard.com/k-12/prepare/springboard
Confer Mentoring Program® 30-hour subject-specific trainings	http://www.educationalrevision.org/confer_mentoring

Campus Principal/District Coordinator Instructions

1. Establish local procedures for teachers/principals/district coordinators to follow. Procedures should outline (but are not limited to) the following:
 - Who will pay the 2016 tuition initially (teacher, campus fund, district)?
 - Will the 2016 AP/IB Teacher Training Reimbursement District/Campus Application to TEA be coordinated at the district or the campus level?
 - What procedure should teachers follow in submitting the teacher application and documentation to the principal or district coordinator?
 - What is the locally-established deadline for that submission? (Be sure to allow enough time for consolidation, verification, and submission to TEA by 12/16/2016.)
2. Carefully verify the accuracy and eligibility of all teacher applications. When you submit the information to TEA, you are taking responsibility for its accuracy and for the eligible status of each teacher.
3. The **2016 AP/IB Teacher Training Reimbursement Campus/District Application** is now available on our website. Select Advanced Academics or Teacher Training Reimbursements from the TEA A-Z index.
4. Compile all eligible applications into the **2016 AP/IB Teacher Training Reimbursement Campus/District Application**.
5. Save your completed **2016 AP/IB Teacher Training Reimbursement Campus/District Application** with a new name, following this format: [district] [campus] 2016 TTR (i.e., Alphabet ISD Alphabet HS 2016 TTR). **(This is a very important step as TEA will receive hundreds of versions of this table from districts across the state.)**
6. Carefully organize and keep all documentation, including teacher applications, receipts, training certificates, etc. in case it is requested by TEA.

Should TEA have questions concerning your application, you will be asked to submit this documentation. The documentation will then be required for approval.

7. Email the completed **2016 AP/IB Teacher Training Reimbursement Campus/District Application** (saved with the new name) to gted@tea.texas.gov. Some additional requirements for this email follow:
 - **Spreadsheets must be submitted through Accellion, a secure file transfer protocol. Please see [http://tea.texas.gov/About TEA/Contact Us/Sending Files Securely to TEA/](http://tea.texas.gov/About%20TEA/Contact%20Us/Sending%20Files%20Securely%20to%20TEA/) for more information.**
 - The email must come from the email address of the responsible party: the campus principal or the superintendent-appointed district coordinator. This is the person taking responsibility for all information in the application.
 - The email must have the following as the subject line: [district] [campus] 2016 TTR.
 - The body of the email must contain the following statement of certification:
I, _____[name]_____, Principal [or title of individual submitting the application] for _____[district name]_____, have verified the information submitted to the Texas Education Agency via this email and attached document and certify its truth and accuracy.
8. Watch for emailed verification of the submission within five (5) working days. Should such verification not arrive, please contact Advanced Academics Program at GTED@tea.texas.gov or 512-463-9581.

**Do not mail or fax the information to TEA.
Mailed or faxed applications will be returned to the sender.**