



2020 AP-IB Teacher Training Reimbursement Application

Applications are due Friday, October 23, 2020

In support of the Advanced Placement (AP) and International Baccalaureate (IB) Incentive Program, the AP-IB Teacher Training Reimbursement (TTR) Program reimburses public school districts and open enrollment charter schools for a portion of the cost related to an approved AP or IB teacher training up to a maximum of \$450 for each eligible teacher.

Visit the Texas Education Agency's [AP-IB Incentive Program](#) website for more information about the 2020 Teacher Training Reimbursement (TTR) application process and criteria for reimbursement.

- 1) Watch a 15 minute video for an explanation of the program and an overview of how to complete the application.
- 2) Review the 2020 AP-IB TTR FAQ now or when needed.
- 3) Download a PDF of the application to plan your response to each question.
- 4) Download the spreadsheet template to enter each 2020 TTR request. Then, save the Excel template as ***districtname 2020 TTR Application***.
- 5) Collect and arrange every teacher's training certificate by last name. Create one PDF file with every certificate.
- 6) Name the PDF file ***districtname 2020 TTR Certificates***.

The training for an individual teacher is eligible for reimbursement every other year. You may review the published list of [2019 TTR Reimbursements](#) to determine if a teacher is eligible for a 2020 reimbursement.

Note: Counselors, administrators, and non-teaching staff are not eligible for reimbursement. Teachers of dual credit and gifted and talented courses are not eligible for reimbursement unless the course is also coded as a Pre-AP or Middle Years Programme (MYP) course, or a Pre-AP alternative course approved by the district and designed to prepare students for the content of a future AP course.

Every question for each reimbursement request must be answered with the accurate information. Incomplete teacher training applications will be denied.

If you have questions you may email advancedacademics@tea.texas.gov or call Kay Humes, 512-463-8823.

Select the red arrow to the right for questions.

DISTRICT INFORMATION

Please select your region and district from the list below.

ESC Region

District Name and Number

Please enter the contact information for the person completing this application.

Name

Email*

Verify Email

Phone Number

Superintendent Contact Information

Name

Email

Phone Number

School District Business Office/Accounting Contact Information

Name

Email

Phone Number

Save the completed Excel TTR template as ***districtname 2020 TTR Application***.

Upload the completed Excel spreadsheet below.

Collect, arrange my last name, and copy all certificates to create one PDF file. Name the file ***districtname 2020 TTR Certificates***.

Upload a single PDF file with certificates below.