

2021 AP-IB Teacher Training Reimbursement Application

Applications are due Friday, October 1, 2021

In support of the Advanced Placement Incentive Program, the Teacher Training Reimbursement (TTR) incentive includes Advanced Placement (AP), Pre-AP, and International Baccalaureate Programme teachers (IB, DP, and MYP). The AP-IB TTR program reimburses public school districts and open enrollment charter schools for a portion of the costs related to an approved 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 2021 TTR application process and criteria for reimbursement.

- 1) Download a PDF of the application questions to plan your response.
- 2) Download one Excel spreadsheet template to enter each 2021 TTR request.
- 3) Confirm the spreadsheet begins with column A to ensure all required data is entered.
- 4) Save the Excel template as district or campus name and 2021 TTR Application (example, "AustinHS 2021 TTR" or "AustinISD 2021 TTR")
- 5) [Review criteria](#) for eligible TTR requests.
- 6) The training for an individual teacher is eligible for reimbursement every other year.
- 7) Please review the published list of 2020 TTR Reimbursements to determine if a teacher is eligible for a 2021 reimbursement.
- 8) Enter all training reimbursement requests for 2021 on one Excel template.
- 9) Collect and arrange every teacher's training certificate by last name.
- 10) Copy all certificates to create one PDF file.
- 11) Name the file "district or campus name 2021 TTR Certificates". (example, "AustinHS 2021 Certificates" or "AustinISD 2021 TTR Certificates")
- 12) Enter all district/campus contact information in the Qualtrics application
- 13) Upload the completed Excel template into the Qualtrics application where requested.
- 14) Upload the PDF file of certifications into the Qualtrics application where requested.

Not Eligible for TTR Reimbursement:

- Counselors, administrators, and non-teaching staff
- District and campus provided trainings
- Conferences
- One or two day (weekend) trainings
- Teachers who are not assigned to teach an AP and/or IB program or preparation course for the 2021-2022 school year.

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

Select the red arrow to the right to begin the application

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 2021 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 2021 TTR Certificates***.

Upload a single PDF file with certificates below.

Two new questions have been added to verify requests:

- Enter the number of trainings listed on the spreadsheet for which you have requested a reimbursement.
- Enter the number of individual teachers listed on the spreadsheet for which you have requested a reimbursement.

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

Print a copy of your survey as a receipt before you select the submit link.