

DEADLINE FOR CAMPUS/DISTRICT SUBMISSION TO TEA: Midnight (CST) FRIDAY, SEPTEMBER 26, 2008



2007-2008 Advanced Placement/International Baccalaureate Teacher Training Reimbursement (TTR) Application

CAMPUS/DISTRICT Instructions

In 1993, The Texas Legislature adopted the Advanced Placement/International Baccalaureate (AP/IB) Incentive Program. One component of the program provides subsidized teacher training for AP/IB teachers.

Teacher training reimbursements for tuition in an amount not to exceed \$450 per teacher are available for certain teachers completing [College Board Summer Institutes](#) or official [IBO Teacher Training Workshops](#) that are directly connected to an IB course. Teachers eligible for program participation include the following:

- 1) 2008-2009 Teachers of AP or IB courses at any grade level
- 2) Teachers of Grades 6 – 11 who, in the 2008-2009 school year, teach a course that
 - a) goes beyond the TEKS in depth and complexity
 - b) is appropriately rigorous to prepare students to be successful in AP/IB courses;
 - c) is part of a vertically-aligned series of courses that ends with a specific AP or IB course (i.e., a Pre-AP English course that leads directly to AP Language and Composition); **AND**
 - d) are listed on the [2008 TTR Approved Courses](#) chart.

Note: All four (4) of the above must apply to courses that are not official AP/IB courses as indicated by the PEIMS code.

Certain additional restrictions apply:

The only teachers who may apply for reimbursement are teachers who

- i) attended an approved AP Summer Institute in 2008 (or IB training during the 2007-2008 school year) designed to prepare them for the specific courses they teach; **and**
- ii) attended the training for the course for the first or second time **or** have not received reimbursements for at least two years.
- iii) were not reimbursed for a training in 2007.

NOTE: the second qualifier (ii) above is being phased out this year and will be replaced in 2009 by iii. For one year only, the transition year of 2008, both sets of teachers (those represented by ii and those represented by iii) will be eligible.

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Directions for applying campus principals or coordinators:

1. Upon careful review and verification of the applications and documentation submitted by your teachers, complete the table called 2008 Campus/District TTR Application. You may see a completed sample version of this form here: Alphabet ISD TTR Application.
2. Save the table electronically with a new name specific to your campus/district (i.e., Alphabet HS TTR 2008.xls). Please use your district name as the FIRST word in your new file name. This is a very important step as TEA will receive hundreds of versions of this table from districts all over the state.
3. Print and keep a copy for your records along with copies of each teacher application, each teacher certificate of completion, and all invoices and/or receipts for tuition.

Should the TEA have questions concerning your application, you will be asked to submit this documentation. Should the documentation not be presented upon request, your application must be denied.

Please remember that ONLY College Board Summer Institutes and IBO Teacher Training Workshops are included in this reimbursement program.

4. Submit your completed table as an email attachment to GTED@tea.state.tx.us. Please note: This email MUST come from the email address of the campus principal or authorized district official, not an assistant, and MUST include the following language in the text of the email:

I, _____[name]_____, principal of _____[campus name]_____, have verified the information submitted to the Texas Education Agency via this email and attached table and certify its truth and accuracy.

(Should the district determine that one administrator will be responsible for this submission for the entire district, please make appropriate changes to the above certification statement.)

The sender will receive e-mailed verification of the submission within five (5) working days of its receipt. Should such verification not arrive, please contact Advanced Academics Programs Specialists Rose Duarte or Laura Perez at 512-463-9581 or GTED@tea.state.tx.us.

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