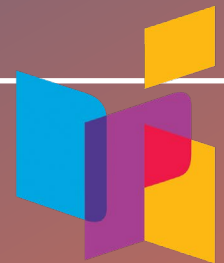


AP Student Exam Reimbursement Process

March 21, 2024



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

Topics in this Webinar

01

Explain reasons for changing the AP Exam Reimbursement process

02

Identify who is involved in the revised process

03

Identify the steps in the process and who is responsible for each step

04

Answer who is responsible for paying CollegeBoard

05

Answer who will receive the reimbursement payment

06

Provide the timeline for the process

07

Identify resources available to assist with the process

08

Answer Questions

Reasons for the Change in Process



Reasons for the Change

Decrease Signatures

- Decrease the amount of signatures required on the AP Exam Reimbursement Submission Form

Streamline

- Streamline the submission process by using WebGrants

Faster Payments

- Allow districts to pay the CollegeBoard invoice before the deadline.

Avoid Duplication

- Avoid double payment of the CollegeBoard invoice amounts by both district and state

+ Who will be Involved in the AP
• ◦ Exam Reimbursement Process? + ◦


Persons involved in the Process




School Level
AP Coordinator


Business
Manager or
Business Office
Designee


+ Steps in the Process and Who +
• is Responsible for Each Step •




Step 1:
Completion of
the AP Exam
Fee
Submission
Form
(SFN #61062)



- The **AP Coordinator** will complete the AP Exam Fee Submission Form.
 - The **AP Coordinator** will sign and date the form.
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Step 2: Form is
Delivered to the
District
Business Office

- The **AP Coordinator** will deliver the form to the Business Manager or Business Office Designee.
 - The **Business Manager or Designee** reviews and signs the form.
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Step 3: Completion of WebGrants Component

- The **Business Manager/ Designee** will complete the ‘Status Report’ within WebGrants.
- The **Business Manager/ Designee** will attach the signed and completed AP Student Exam Fee Reimbursement form (SFN #61062) and the CollegeBoard invoice in the ‘Supporting Documents’ section of the Status Report.
- Once the forms are attached and the two green checkmarks appear. Due by **June 20, 2024**.

A large circle with a gradient from dark blue at the top to orange at the bottom. In the top-left corner of the circle is a small orange plus sign. In the top-left corner of the slide is a small orange circle. In the bottom-right corner of the circle is a small orange dot. On the right side of the slide, there is a vertical line with a blue top section and an orange bottom section.

Step 4: DPI Processes Report

- **DPI** will review the report.
- **DPI** will use the information to process the reimbursement.
- **DPI** will pay the reimbursement directly to the district.

Who Pays the CollegeBoard Invoice?



Payment of CollegeBoard Invoice



The **District** will pay the CollegeBoard the entire amount on the CollegeBoard invoice.

This payment is due to CollegeBoard by **June 15, 2024.**

Who Receives the Reimbursement from DPI?



AP Exam Fee Reimbursement

The NDDPI will reimburse the districts directly for the qualifying AP exam fees.

What is the Timeline for AP Exam Reimbursement?



AP Reimbursement Timeline

Third Week of May

- The **district** receives the CollegeBoard invoice for exam fees. The total amount of the invoice will be entered in the red box on the AP Student Exam Fee Reimbursement (SFN #61062) form.
- Upon completion of the AP Exams, the **AP Coordinator** will use AP Ordering and Exam information and supporting district documentation (number of exams each student has taken) to complete the AP Student Exam Fee Reimbursement form.

AP Reimbursement Timeline

The **AP Coordinator** submits the completed and signed AP Student Exam Fee Reimbursement Form (SFN #61062) to the Business Office for the Business Manager's signature and completion of the process.

End of May

Deadline for **districts** to pay the CollegeBoard invoice.

The **district** will pay the total amount directly to CollegeBoard.

15 June 2024

AP Reimbursement Timeline

June 2024

- Once the CollegeBoard invoice is paid, the **Business Manager or Business Office Designee** completes the Status Report on WebGrants. The CollegeBoard invoice and the AP Student Exam Fee Reimbursement form (SFN #61062) must be attached.

June 20, 2024

- Deadline to submit AP Exam Fee Reimbursement information through WebGrants.

June –July, 2024

- **NDDPI** processes reimbursements and sends reimbursements directly to the districts.

Resources

Go to the [Advanced Placement and Student Exam Fees](#) webpage.

Under the first section the following resources may be found:

- AP Student Exam Fee Guidance 2023-2024
- AP Student Exam Fee Reimbursement Form (SFN #61062)
- AP Exam Fee Reimbursement Process Guidance Document 2023-2024

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Questions