June 16, 2015

TO: Chief School Administrators  
Charter School Lead Persons  
Nonpublic School Administrators  
Principals

FROM: Marie Barry, Director  
Office of Career and Technical Education

SUBJECT: Advanced Placement Test Fee Program Exam Invoices

This memorandum serves as a reminder for schools to submit a signed copy of their Advanced Placement (AP) Test Fee Program Exam Invoices to the New Jersey Department of Education (NJDOE) for all eligible low-income students who took their AP exams in May. As you may be aware, this federal grant program has enabled states to pay part of the cost of advanced placement test fees for students who are enrolled in an advanced placement class and qualify as low-income family members. A low-income individual is defined as an individual who is determined by the local educational agency to be a child, ages 5 through 19, from a low-income family, based on eligibility for free or reduced-price lunches under the National School Lunch Act.

The NJDOE can only pay the federal contribution of $41.00 to the College Board for each AP exam taken by eligible low-income students and upon verification of your school’s participation in this program. Therefore, failure to submit an invoice will result in your district/school being responsible for related fees.

Please submit a signed copy of your AP Exam Invoice to the attention of David McNair at APexams@doe.state.nj.us or via fax at (609) 984-5347 no later than August 3, 2015. You may also mail the invoice to the address below.

New Jersey Department of Education  
Office of Career and Technical Education  
P.O. Box 500  
Trenton, NJ 08625-0500

Please share this information with the appropriate staff. If you have any questions regarding the AP Test Fee program, you may contact David McNair directly at (609) 777-3578.

MB/DM/amr  
c: Members, State Board of Education  
David C. Hespe, Commissioner  
Senior Staff  
Diane Shoener  
David McNair  
Executive County Superintendents  
Executive County Business Officials  
Executive Directors for Regional Achievement Centers  
Garden State Coalition of Schools  
NJ LEE Group