

GENERATE YOUR AP INVOICE ONLINE

All schools must generate an Advanced Placement (AP) Exam invoice online and mail the completed invoice to the AP Program in the envelope provided with your exam shipment by June 15 each year. Failure to do so will result in late fees, inaccurate crediting of federal and state fee reductions to your school's account and, potentially, the inability to order AP Exams next year.

Consult the "How to Generate an Invoice" section of the AP Coordinator's Manual for directions.

You create your invoice by signing in to the AP Exam Ordering Web site at www.collegeboard.org/school. You cannot generate an accurate invoice until you have completed administering all of your school's exams, including late testing.

1. Before you begin, gather copies of the Packing Lists you submitted. You can print out additional copies of your Packing Lists by going to Create/View Packing List in the AP Exam Ordering website and then clicking "Print All Packing Lists." Additionally, you must have on hand information about the number of exams taken by students who qualify for fee reductions.

2. In the AP Exam Ordering website, click the "Generate Invoice" button and answer each of the questions posed to you.

Option 1-Question 1 College Board Fee Reduction asks how many exams were taken by students who qualify for College Board fee reductions (meaning they qualify for free or reduced lunch). Fee reductions based on free/reduced lunch are credited to your school for all these exams (invoice credit item "College Board fee reductions").

Option 1-Question 2 State Fee Reduction asks how many exams were taken by students who qualify for College Board fee reductions (again meaning they qualify for free or reduced lunch) AND ALSO completed the corresponding AP course. The costs for these exams are credited to your school's bill and added to the state's bill (invoice credit item "Option 1 Arkansas Fee Reduction").

The Option 2 question asks how many exams were taken by students who do NOT qualify for College Board fee reductions (meaning they aren't on free/reduced lunch) and DID take the corresponding AP courses. Credits will be applied to your school's invoice for these exams and the cost for these exams is added to the state's bill (invoice credit item "Option 2 Arkansas Fee Reduction").

Note to schools with students taking exams that they didn't complete the course for and Arkansas AIMS Schools: When thinking about fee reductions, be sure you remember that state fee reductions are for exams taken by students who completed the corresponding courses. The state should not be billed for any retakes or any exams for which the student did not complete the corresponding course. When completing the invoice process, the questions that correspond to state fee reductions are Option 1-Question 2 and Option 2. Exams taken by students who didn't complete the corresponding course should NOT be included in the counts for these two questions.

3. Upon completing the questions, you will be brought to your invoice. Review it for accuracy. Be sure to check over all the items and check that the amount listed on the last line as the amount your institution owes the AP Program is the amount that you anticipated your school would owe. If it is accurate, click "Submit Invoice." If it is inaccurate, click "Edit Invoice" and revise as needed. If it's inaccurate and you need assistance in determining what should be edited, please call the Arkansas Department of Education, Office of Gifted & Talented and Advanced Placement at 501-682-4224 or AP Services at College Board at 877-274-64744.

4. Select "Print Invoice." Multiple copies of the invoice will print out. Keep the school copy for your records and mail* additional copies to the addresses indicated on the top of each invoice. The Program Copy is sent to AP Central/College Board. The State Copy is sent to ADE, Office of Gifted and Talented and Advanced Placement, Four Capitol Mall #28, Little Rock, AR 72201.

*Note: Invoices are submitted electronically. You are required to print your invoice and mail it to the AP Program, even if the state pays for your exams, or if your school does not have a balance due. If your invoice indicates that your school owes a balance (last line on the invoice titled AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM), attach a check to the invoice when you mail it to the College Board.

THE POSTMARK DEADLINE FOR INVOICES AND PAYMENTS SUBMITTED TO THE AP PROGRAM IS JUNE 15. LATE PAYMENTS INCUR A \$225 LATE FEE.

IT WILL BE THE RESPONSIBILITY OF THE SCHOOL TO PAY ANY FEES INCURRED DUE TO LATE SUBMISSION OF THE INVOICE.

STATE COPIES OF AP INVOICES SHOULD ALSO BE MAILED TO ADE OFFICE OF GIFTED AND TALENTED AND ADVANCED PLACEMENT BY JUNE 15. Please be sure that we will be able to reach someone during summer months using the contact information you provide on the state copy of the invoice in case we have questions.

Tutorials about creating your invoice can be found on the College Board's website:

<http://professionals.collegeboard.com/testing/ap/coordinate/tutorial> Look under the "After the Exams" section.

Be sure to review your invoice for accuracy. If you are unsure about whether it is accurate or have questions, feel free to contact the Arkansas Department of Education, Office of Gifted & Talented and Advanced Placement at 501-682-4224 or AP Services at College Board at 877-274-6474.