

GUIDELINES
FOR THE ADMINISTRATION OF
ADVANCED PLACEMENT INCENTIVES PILOT PROGRAM

The Advanced Placement Incentives Pilot Program, 22-95-101 through 22-95-105, C.R.S., requires the Department to provide guidelines for participation in the pilot program which include, but are not limited to the timeline for submitting applications to the Department and the form of the program application.

2295101-R-2.00

2.00 Definitions.

- 2.00 (1) Department: The Department of Education created pursuant to section 24-1-115, C.R.S.
- 2.00 (2) Incentive Award: A monetary bonus earned by a teacher, mentor, or school, which is based upon student completion of an Advanced Placement course and taking the Advanced Placement exam.
- 2.00 (3) Mentor: An educator who is designated to assist a student who is enrolled in an Advanced Placement course and attends annual training for this purpose.
- 2.00 (4) Pilot Program: An Advanced Placement Incentives Pilot Program created in section 22-95-102.
- 2.00 (5) Pre-Collegiate Entrance Exam: An exam that has a specific purpose to determine placement for advanced or college-level courses, including Accuplacer, ACT ASPIRE, Compass, PSAT, or SAT.
- 2.00 (6) Rural School: A public high school within a rural school district.
- 2.00 (7) Rural School District: A school district that has determined to be rural by the Department.
- 2.00 (8) School Lunch Program: The Federal “National School Lunch Act” created in 42 U.S.C. Sec 1751 et seq.

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2.01 Implementation Procedures.

- 2.01 (1) **Application Timeline.** Beginning the 2014-15 academic year, the Department will request that eligible rural school(s) and their accompanying district notify the Department of interest to participate in the pilot program through the application process no later than June 1st. For the program's first year of implementation, eligible rural school(s) and their accompanying district will notify the Department of their interest through the program's application process by October 1st, 2014.
- 2.01 (2) **Application Procedures.** The Department will be the responsible agency for implementing the Advanced Placement Incentives Pilot Program. The Department will develop an application. Each application, at a minimum, must specify:
- 2.01 (2) (a) how receipt of incentives will enhance the participation in Advanced Placement Classes in Rural school(s) and the percentage of students who are eligible for the school lunch program;
- 2.01 (2) (b) that all 10th graders will take a pre-collegiate entrance exam to help identify students with the potential to pass an Advanced Placement exam;
- 2.01 (2) (c) the ability to offer at least one Advanced Placement class in math, social studies, science, or English
- 2.01 (2) (d) the willingness to attend annual training for the pilot program.
- 2.01 (3) **Application Review Criteria.** In reviewing applications, the Department shall consider the following criteria:
- 2.01 (3) (a) prior and/or current participation in Advanced Placement program;
- 2.01 (3) (b) ability to implement additional Advanced Placement courses or expand current program(s);
- 2.01 (3) (c) willingness for teachers and administrators to attend annual training;

- 2.01 (3) (d) percentage of students in the school and/or district who participate in the school lunch program;
- 2.01 (3) (e) rural designation of district;
- 2.01 (3) (f) availability of teachers or mentors to assist students;
- 2.01 (3) (g) consideration of best practices in sequencing of Advanced Placement courses;
- 2.01 (3) (h) the likelihood that the school or district will continue to fund the expansion of the Advance Placement program.

- 2.01 (4) **Duration and Amount of Incentive Awards.** Subject to available appropriations, the Department shall award incentives to rural school(s) based upon 22-95-102, C.R.S.
- 2.01 (4) (a) The Department will pay participating school(s) half of the projected amount of incentive awards to be earned annually based upon fall enrollment or course selection for Advanced Placement courses as soon as practicable near July 1st of the next academic year;
- 2.01 (4) (b) Final payment of incentive awards will be paid by the Department to eligible schools before June 30th of the academic year or when student course or exam results become available;
- 2.01 (4) (c) The Department distribution for the pilot program cannot exceed the annual allocated amount available for incentive awards.

- 2.01 (5) **Incentive Awards.** Each school that participates in the pilot program can receive up to Five-hundred dollars per participating student completion of an Advanced Placement course and that same student taking the Advanced Placement exam. The school must also report the following information to the Department on an annual basis regarding the eligible use of incentive awards received:
 - 2.01 (5) (a) the number of teachers and/or mentors who earned an incentive award;
 - 2.01 (5) (b) students participating in course(s) by subject;
 - 2.01 (5) (c) participation by all 10th grade students in a pre-collegiate entrance exam;

- 2.01 (5) (d) course delivery type, such as online, classroom, or synchronously in a virtual environment;
- 2.01 (5) (e) utilization of incentive awards;
- 2.01 (5) (f) (i) professional development programs for teachers and administrators to improve understanding of content, placement, and instructional strategies;
- 2.01 (5) (g) (ii) enhancing online access to Advanced Placement;
- 2.01 (5) (h) (iii) teacher or mentor incentives;
- 2.01 (5) (i) (iv) payment of Advanced Placement exam fees for students eligible for the school lunch program, unless this fee is covered by a Federal grant program.