



ARIZONA DEPARTMENT OF EDUCATION

College Credit by Examination Grant Guidance

Pursuant to S.B. 1729

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Note: The following version of the application is intended as a reference document for instructions and grant application planning purposes.

Applications must be submitted through Grants Management in ADE Connect.

Introduction

The College Credit Examination Grant applies to public and charter schools offering International Baccalaureate (IB) Diploma Programme and Cambridge Assessment International Education (CIE) A-Level and AS-Level Exams to accommodate Arizona Legislative full test fee waivers for qualifying students.

Applications Open: March 1, 2026

Project Period Starts: July 1, 2026

Submission Deadline: March 1, 2027

Project End Date: May 1, 2027*

***Reimbursement Deadline:** Funds will be swept after the Project End Date.

Eligible Applicants

Local Education Agencies (LEAs) are eligible to apply for this opportunity and will identify the school(s) that will participate.

Eligibility:

1. Public or charter schools offering college credit by examination tests for International Baccalaureate (IB) Diploma Programme or Cambridge International Education (CIE) A-Level and AS-Level Exams as outlined in S.B. 1729.
2. Test fees for qualified students as follows:
 - a. All students enrolled in a school that participates in the National School Lunch Program through the Community Eligibility Provision (CEP) are eligible to receive fee waivers.
 - b. Students not attending a CEP school may be individually eligible for Free or Reduced-Price Lunch (FRPL) and therefore are eligible to receive exam fee waivers.
 - i. FRPL eligibility may be determined by:
 1. Direct Certification; or,
 2. The provision of a FRPL form.
 - ii. A student not meeting the prior criteria may be eligible if through other means:
 1. Enrollment in a local, state, or federal program that aids students from low-income families;
 2. If family income falls within the Income Eligibility Guidelines set by the USDA;
 3. Are homeless or unhoused,
 4. are wards of the state or orphans,
 5. live in group homes or in federally subsidized public housing,
 6. are in foster care,
 7. are receiving public assistance, or
 8. are in a federally funded Head Start program.

Allowable Use of Funds

These grant funds are to be used to reimburse schools for college credit by examination test fees paid by the schools for qualifying low-income students. Valid tests for reimbursement are college credit examinations for International Baccalaureate (IB) Diploma Programme and Cambridge Assessment International Education (CIE) A-Level and AS-Level Exams.

Review Process and Notification

Applications will be reviewed by ADE staff to ensure they contain all the required components.

Note: This is a competitive process – applicants must meet eligibility requirements and submit a completed application. There is no guarantee that applying will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

Submission Process and Deadline

Completed applications must be submitted in GME. Grants will be approved on a first-come, first-served basis.

Incomplete applications will not be considered.

Application Sections:

Getting started:

1. Change the grant status to “Draft Started”

Sections

College Credit Examination Grant - Rev 0

Application Status: Not Started

Change Status To:

2. When done, change the grant status to “Draft Completed.”
3. LEA Business Manager and LEA Authorized Representative approve the application and it is submitted to ADE for review.

Funding Disclaimer

The Grantee acknowledges and agrees that the Arizona Department of Education's award and/or payment of funds under this agreement is considered preliminary and is contingent upon ADE receiving funds from Federal, State, or other funding sources to support the grant.

Action Steps:

1. Check the box to acknowledge.

* Check to acknowledge

FFATA & GSA Verification

Federal Funding Accountability and Transparency Act (FFATA) pulls this section to a centralized database logging all grant opportunities for each LEA that can be searched by the public.

Action Steps:

1. Check questions 1 & 2
2. Provide 1-2 sentences describing the grant – funding college credit test fees (IB or CIE) for qualifying low-income students.

1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance

* Yes

2. The district/organization understands that if ADE is not updated with the organization's SAM.gov information

* Yes

* 3. Please provide a short description of your project in one to two paragraphs:

[Blurred text area for project description]

General Education Provisions Act (GEPA)

Federal statute related to equitable access to, equitable participation in projects and activities funded federally, applies to teachers, students, and other program beneficiaries.

Action Steps:

1. Answer questions 1-4 related to access intentions and barriers. For help, refer to the other GEPA answers provided by the LEA in other grant applications.

For Profit/Non Profit Disclaimer & Attestation

Grant recipients will verify profit status for grant eligibility. Only "Non Profit" entities are eligible for the College Credit Examination Grant. The LEA certifies that the General Statement of Assurances (necessary for any grant in the GME system) also reflects the profit status.

Action Steps:

1. Select the profit status from the drop-down box.
2. Check the certification box.

* Please select one status from the drop-down menu

Non Profit

If "For Profit" was selected, please contact the program area for this grant before proceeding with

Subrecipient certifies that the status selected above is valid and that the General Statement of Assurances (GSA)

* Yes

Program Information/ Instruction

Program Information describes the purpose of the grant and clarifies qualifying student criteria. Important dates for the grant and relevant contact information for assistance with the grant application are listed on this page.

No action steps.

Contact Information - Requested

Advanced Learning Test Coordinator for the site(s) will be listed for potential contact from ADE to clarify application questions, student tests types, costs, and other relevant college credit by examination questions. Please do not list the contact information for the grant writer unless this individual also is responsible for ordering/administering the college credit by examination tests.

Action Steps:

1. List the Advanced Learning Test Coordinator contact information for each site represented in the application.

Assurances

These items are required by statute. LEA is responsible for all items on this page.

Action Step:

1. Check all 4 boxes.
2. Enter the "Signature" of the person attesting to the item relevancy.

The screenshot shows a form titled "Assurances" with four items, each with a checked checkbox:

- * 1. The LEA acknowledges that they will provide the Arizona Department of Education with fiscal reporting in the Completion Report.
- * 2. The LEA acknowledges that they will provide the Arizona Department of Education with the Program Evaluation reporting in EMAC for 2025-2026 school year.
- * 3. The LEA acknowledges they will work with and provide requested data to ADE for performance reporting within the time frames specified.
- 4. The LEA acknowledges that they will distribute the College Credit Examination Test Fees to the appropriate school(s).

Below the list is a text box with the instruction: "By checking the box below and signing my name, I attest that these assurances have happened or will happen:"

There is a checked checkbox for "Yes" and a "Signature" label above a text input field.

College Credit Examination

Budget

The budget request will align with the uploaded excel sheet in Related Documents. Test Exam fees for students should be coded as Object: 6800, Function: 1000 unless otherwise specified by LEA instructions.

Action Steps:

1. Complete the budget narrative describing the overall cost and line item total that aligns to the Related Document – College Credit Examination Grant Support.

Function Code	Quantity	Salary, Rental, or Unit Cost	Line Item Total
1000 - Instruction	23	\$124.00	\$2,852.00

Narrative Description

Students that meet the qualifications for this grant will be allotted to take up to 7 International Baccalaureate (IB) Exams using the funding from this grant if approved. Costs per test not to exceed \$124.00 per exam.

23 exams x \$124.00 = \$2852.00

Related Documents

The [College Credit Examination Grant Support](#) is a required document for this grant application. The document is available as a template and needs to be completed and uploaded in Related Documents as an excel file. The total on the sheet should align to the amount requested in the budget narrative.

Action Steps:

1. Download the support document and complete the Salmon-shaded items.
2. Upload the completed Excel sheet in Related Documents.

College Credit Examination Grant Checklist

The checklist will be used to communicate application processing success or issues.

Action Steps:

1. If the grant is returned for edits, refer to the checklist for details in correcting the application.

5. Eligibility Verification and Budget are complete and aligned.

1. Eligibility requirements have been met per the related document: [College Credit Examination Support](#)
2. Financial information is completed and aligned to the eligibility requirements and IB/CIE exam fee requirements of the College Credit by Examination grant.

History Log

This is a permanent file of communication between ADE and LEA. The history log will automatically log system notations for status changes like application submissions.

Action Steps:

1. If you are creating a manual history log comment with the intention of communicating with ADE specialists, click on the "Send Email to GME Contacts" box below the comment field and select the individual / team. Add them.

Help

Program Questions:

AdvancedLearning@azed.gov

Grants Management Questions:

602) 542-3901 | <https://helpdesk.azed.gov>