



## 2022-2023 Advanced Placement (AP) Exam Registration Information

### KDE is Subsidizing AP Exams for 2023

The Kentucky Department of Education (KDE) announced they will pay a significant amount toward AP exams for ALL public school students. Students will pay less for exams and then receive an additional refund after taking the exam. All students who register for an AP exam will pay \$42 if they register on time.

### Exam Fees:

\$42 per exam in every subject if registered on time. Students who receive a free/reduced lunch waiver will not pay any up-front fees for on time registrations. However, late and cancellation fees will apply to these students as they are not subsidized by the state.

*After the student takes the AP exam in May, a \$20 refund will be issued.*

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Online Exam registration begins September 29<sup>th</sup> at 12:01 AM ends October 31<sup>st</sup> at 11:59 PM. Students must complete online registration through **My AP AND Total Registration** to register for desired AP exams. Exam payment completes registration.

### **Part 1: Begin exam registration through My AP:**

1. Ensure you've joined your class section(s) online. Log in to [myap.collegeboard.org](https://myap.collegeboard.org). Use your College Board log in information. If you have previously created a College Board account and cannot login to My AP, please use the forgot username/password links to reset your account. If you have trouble logging in to My AP, please call College Board at 866-315-6068.
2. You'll see a REGISTER button in your class section view in My AP after you join your class sections. Clicking this button will let your coordinator know that you plan to take the exam and will order it for you.
3. From the pop-up window, select either CONFIRM REGISTRATION (if you are taking the exam) or NO, I WISH TO REMOVE MYSELF FROM TAKING THIS EXAM.
4. Once you have selected to register, the date and time of your exam will appear in your class section view in My AP.

### **Part 2: Complete exam registration through Total Registration**

1. Login to Total Registration: [www.TotalRegistration.net/AP/181440](https://www.TotalRegistration.net/AP/181440).
2. Enter all required information. To complete registration and payment, all required questions must be answered. Please provide an email address you will check frequently, as you will receive important information regarding AP exams via email. When selecting exams, please select AP exams you intent to take for the 2022-2023 school year.
3. Once you finish registration, you will receive a confirmation page stating registration is complete. Please print a copy of the PDF confirmation page for your records.

**Payments will be made directly to Total Registration—no payments will be made to Dunbar or collected at Dunbar.**

**Most AP exams will be administered at an off-site location in order to accommodate the large number of students taking AP exams. Transportation to and from the test site will be the student's responsibility. The location and arrival times will be announced at a later date.**

**Important dates and information for the registration process:**

- ❖ **September 29<sup>th</sup> at 12:01 AM** - Registration begins.
- ❖ **November 1<sup>st</sup>** – Late Registration begins. Registrations will incur a \$25 late fine per registration.
- ❖ **November 11<sup>th</sup>** – Last day for full refund.
- ❖ **November 14<sup>th</sup>** - \$65 Late fine per exam begins.
- ❖ **March 8<sup>th</sup>** – Last day to order exam w/\$65 late fine per exam.

**No refunds will be given after November 11<sup>th</sup> as a cancellation fee of \$40 per exam is charged by the College Board.**

**Overview of Registration Process Steps:**

1. Go to link: [www.myap.collegeboard.org](http://www.myap.collegeboard.org) and register for AP exams.
2. Go to link: [www.TotalRegistration.net/AP/181440](http://www.TotalRegistration.net/AP/181440) (case sensitive)
3. If you have registered for an AP exam in the past, please use the same email address.
4. Complete all sections/questions on the registration form.
5. Carefully check exams and teachers for which you have registered.
6. Make payment online with Total Registration.
7. Print payment confirmation page for your records. Registration is complete when you are able to print a confirmation page.

Please contact Melanie Burch [melanie.burch@fayette.kyschools.us](mailto:melanie.burch@fayette.kyschools.us) if you have questions or difficulty with the registration/payment process.