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SECRETARY OF PUBLIC EDUCATION

MICHELLE LUJAN GRISHAM  
GOVERNOR

August 7, 2024

**MEMORANDUM**

**TO:** Superintendents, Principals, Charter School Administrators, State-Supported School Administrators, and Bureau of Indian Education Administrators

**FROM:** Amanda DeBell, Deputy Secretary of Teaching, Learning, and Innovation

**RE:** Advanced Placement Exam Fee Waiver Program 2024-2025

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The New Mexico Public Education Department (NMPED) strongly believes that all students should have equal access to the full benefit of Advanced Placement® (AP) coursework. Students enrolled in AP courses complete college-level work in high school. Students scoring three or higher on the AP exam can earn college credit. NMPED will again cover a large portion of the exam fee for eligible students under the [College Board's AP Exam Fee Reduction guidelines](#), resulting in a total cost to students of \$3 per exam. **Students must individually qualify** for the AP exam fee waiver regardless of the district/school Community Eligibility Provision or Title I status. Please review the below guidance to support determining student eligibility:

Primary Criteria for Schools/Districts Not Participating in Community Eligibility

- Families must complete the National School Lunch Program (NSLP) application to determine eligibility according to the College Board fee reduction guidelines.

Primary Criteria for Schools/Districts Participating in Community Eligibility

- School districts must work with their Nova (data) coordinator to review the “poverty code” for each student located in the Nutrition reports to determine eligibility for the College Board fee reduction guidelines.

The testing window for AP exams opens Monday, May 5, 2025, and runs through Friday, May 16, 2025. Combined with expanded access to AP courses, the fee reduction program creates the opportunity to earn portable college credit for many students who previously needed help to afford to take the exam after completing the course. With this state funding, the AP exam and

college credit access will be expanded for many NM students. More information and deadlines concerning the NM Fee Reduction Program are available at [www.APNewMexico.org](http://www.APNewMexico.org). Below is a breakdown of cost sharing for the 2025 AP exam fees charged to eligible students.

Cost Per AP Exam	\$99
College Board Fee Waiver	\$37
School foregoes administration fee (suggested)	\$9
Exam Cost	\$53
New Mexico State Fee Subsidy (AP Exam Fee Waiver for Eligible Students)	\$50
<b>Total Projected Cost to Eligible Students</b>	<b>\$3</b>

*\*AP Capstone exams will have an NM state fee subsidy of \$98.*

Students must register for AP exams by **November 15, 2024** (except for spring-only courses). After November 15, a *late registration fee* of \$40 will be added to the Total AP Exam Fee. Should a student decide not to take an exam, a \$40 *cancellation/unused exam fee* will be charged to the school. Cancellation and unused exam fees will be owed even if a student is eligible for College Board fee reductions and will not be covered by NMPED. AP Fee Waivers must be reported in the College Board AP Registration and Ordering platform and on the [NMPED AP Exam Fee Waiver Form](#) in the fall and spring.

All public colleges in New Mexico follow a standard, guaranteed AP credit policy. Details are available through the [Higher Education Department's Advanced Placement Policy](#). Please support and encourage students taking an AP course to take the corresponding AP exam and to submit their score(s) to at least one college or university. We strongly affirm our commitment to ensuring that AP participation continues to grow as it has for the past ten years, making it equitable and accessible to all students. Please join me in working to ensure that all students in our state have access to rigorous college preparation coursework, such as AP, and the opportunity to earn college credit through AP exams. For more information, contact [Melissa.DeLaurentis@ped.nm.gov](mailto:Melissa.DeLaurentis@ped.nm.gov) or call 505-490-3512.

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cc: Dr. Arsenio Romero, Secretary of Education  
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