

# **Late Registration: Advanced Placement Exam for Self-Studying Home Education Students**

## **For Home Education Students ONLY** (Student must be registered with the HCPS Home Education Office)

If you are a Home Education student, registered with the HCPS Home Education Office, and are self-studying for an Advanced Placement Exam, follow the steps below.

**The deadline to complete all these steps is February 21, 2025. No exceptions will be made for students missing the deadline. Refunds will not be provided to students who pay for the exam but do not use the AP class join code by February 21, 2025, or who do not take the exam in May. No makeup exams will be administered.**



Scan QR code or go to  
**www.MyPaymentsPlus.com**



### **Step 1: Set up a myPayments plus account and pay for the exam**

1. Select State and School District
2. Enter name, e-mail, and create password
3. Click on Register
4. Select "I'm a Guest interested in district activities and/or I want to support the district"
5. Select "Done"

Congratulations! You are now ready to use myPayments plus.

1. Sign in to myPayments plus. Go to Events and Activities (at the top of the page or middle right if using the MPP app)
2. Select Exam- College Board: College Board Exam – and the following:  
    **\*\*Home Education Students ONLY\*\*** Advanced Placement (AP) Exam – with Late Fee
3. Complete the purchase
4. Email proof of payment to [diana.beauregard@hcps.net](mailto:diana.beauregard@hcps.net)

### **Step 2: Complete Student Information form**

Use the link below or the QR Code to access the form:

[AP Exams for Self-Studying Home Education Students \(office.com\)](https://www.hcps.net/ap-exams-for-self-studying-home-education-students-office.com)



Once proof of payment and the completed Student Information form is received, Diana Beauregard will email you the next steps of the AP Exam registration process.

- **Payment deadline is February 21, 2025, No EXCEPTIONS**
- **The AP Join Code will expire on February 21, 2025. Refund will not be provided if the AP Join Code is not used by 2/21/25.**