

How to Complete the Registration/Admission Form

Before You Begin

Exam administration schedules, registration dates, and deadlines are set by individual test centers.

Contact your test center directly for this information before filling out your Registration/Admission Form. Some institutions use their own forms or have online registration procedures. Others will accept this form. Check with your test center to find out the deadline for submitting registration information.

Item 9—Test Dates

Contact your test center for available test dates. Enter your first and second test date choices (month, day, and year). A second date is needed in case there are any scheduling problems.

If you plan to take more than one test, you must submit separate fee payments for each exam.

Item 12—Students with Disabilities

Check this box if you require testing accommodations. Be sure to contact your test center well in advance of the test date to make the necessary arrangements and to find out its deadline for submitting documentation. (See page 3, "Accommodations for Students with Disabilities.")

Item 14—Examinations

Check the box next to the title of each examination you wish to take. If your school requires you to write an optional essay, check the box and enter the title of the exam(s) for which you will also take the essay section. Exam descriptions are on pages 4–6.

Test centers' policies vary as to how many examinations you may take in one day. Check with the test center where you plan to test.

Item 15—Repeating Examinations

If you are repeating any of the examinations you checked in Item 14, check this box.

Any examination may be repeated six months or more after you last took it, but inquire about your college's regulations before registering for retesting. **Scores on tests repeated earlier than six months will be canceled and test fees forfeited.**

Item 16—Fees

CLEP Exam Fees: The fee for each CLEP exam is \$65. Certain exams have an optional essay. If your institution requires an optional essay, you must pay an additional \$10 fee to your test center. CLEP exams and optional essays are free to all eligible military personnel and civilian employees (with proper military ID). Test fees must be paid by valid credit card (preferred method of payment) or a check or money order made payable to the College-Level Examination Program. Checks made payable to any other payee will not be accepted, and CLEP cannot be responsible for cash sent through the mail. Your check or money order may be dated no more than three months earlier than the test date. There is a \$15 surcharge for a returned check. A separate payment is required for each CLEP exam.

Test Center Administration Fees: Most test centers charge a nonrefundable administration fee, directly payable to the institution. The College Board recommends a \$15 administration fee; *however, each test center establishes its own policy and may charge a different amount.* DANTES-funded military candidates are required to pay the test center administration fee.

Contact the test center directly to inquire about forms of payment for the administration and optional essay fees.

Item 22—Score Recipient

Enter the name of the college to which you want your exam score(s) reported. To find the code for your institution, refer to the list of colleges that grant CLEP credit at www.collegeboard.com/CLEPcolleges. If your college's code is not available, enter "Score Recipient Not Listed" and the complete name and address of the institution (do not abbreviate). If you have not decided which college you want to receive your scores, leave this item blank.

You will have an opportunity to select a score recipient during the exam administration. If you do not choose a college at that time, CLEP will charge you a \$20 transcript fee to send your score at a later date.

Item 23—Your Mailing Address/Change in Registration


Print your name and the address to which you want your Registration/Admission Form returned. This confirms your test date. (**Note:** If you are taking English Composition with Essay, fill in your home address in order to receive your combined score report.) The Registration/Admission Form admits you to the test center. It may be used **only** by you and **only** at the test center where you are registered to take the examination(s). **You must also present appropriate ID.** (See page 8, "On the Examination Day.")

To change your registered date, enter the new date on line A of your Registration/Admission Form, sign the form, and send it to the CLEP administrator at your test center. The form must be received by the test center at least three days before the original test date. The administrator will confirm the new test date. Depending on the institution, you may be charged a service fee.

To cancel your registration, on line B enter the original test date and the title(s) of the examination(s) you had planned to take, sign your name, and return the form to the test center. Your test payment will be returned to you by the test center. Service fees are nonrefundable.

Item 24

Leave this item blank. The date, time, and test location will be completed by the test center and indicated on your returned Registration/Admission Form.

		1. First Name (Please print.)		M.I.	Last Name			
		2. Signature			3. E-mail Address			
4. Birth Date		5. Sex <input type="checkbox"/> M <input type="checkbox"/> F	6. Color of Hair		7. Color of Eyes			
8. Daytime Telephone		9. First Choice Test Date (mm/dd/yyyy)		Second Choice Test Date (mm/dd/yyyy)				
10. Street Address City, State, Zip, Country								
11. Test Center Name <small>See your counselor or the CLEP® Web site for a list of test centers.</small>			12. Students with documented disabilities: Check here if you need testing accommodations. <small>Be sure to contact your test center to make the necessary arrangements before the test date. Each test center sets its own deadlines for submission of documentation and approval of accommodations.</small>					
13. Are you a DANTES-funded military examinee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, refer to pages 3, 7, and 8.								
14. Examinations for which you are registering: <table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none; vertical-align: top;"> <input type="checkbox"/> Algebra, College <input type="checkbox"/> American Government <input type="checkbox"/> American Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> Biology <input type="checkbox"/> Business Law, Introductory <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> Educational Psychology, Introduction to <input type="checkbox"/> English Composition <input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature* </td> <td style="width:33%; border: none; vertical-align: top;"> <input type="checkbox"/> Financial Accounting <input type="checkbox"/> French Language <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> German Language <input type="checkbox"/> History of the United States I: Early Colonization to 1877 <input type="checkbox"/> History of the United States II: 1865 to the Present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Humanities <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Macroeconomics, Principles of <input type="checkbox"/> Management, Principles of <input type="checkbox"/> Marketing, Principles of </td> <td style="width:33%; border: none; vertical-align: top;"> <input type="checkbox"/> Mathematics, College <input type="checkbox"/> Microeconomics, Principles of <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Precalculus <input type="checkbox"/> Psychology, Introductory <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Sociology, Introductory <input type="checkbox"/> Spanish Language <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present </td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Optional essays are available for these examinations. Please check with your school to see if the essay is required. Essay sections for which you are registering: _____ Exam Title(s) _____</p>						<input type="checkbox"/> Algebra, College <input type="checkbox"/> American Government <input type="checkbox"/> American Literature* <input type="checkbox"/> Analyzing and Interpreting Literature* <input type="checkbox"/> Biology <input type="checkbox"/> Business Law, Introductory <input type="checkbox"/> Calculus <input type="checkbox"/> Chemistry <input type="checkbox"/> Educational Psychology, Introduction to <input type="checkbox"/> English Composition <input type="checkbox"/> English Composition with Essay <input type="checkbox"/> English Literature*	<input type="checkbox"/> Financial Accounting <input type="checkbox"/> French Language <input type="checkbox"/> Freshman College Composition* <input type="checkbox"/> German Language <input type="checkbox"/> History of the United States I: Early Colonization to 1877 <input type="checkbox"/> History of the United States II: 1865 to the Present <input type="checkbox"/> Human Growth and Development <input type="checkbox"/> Humanities <input type="checkbox"/> Information Systems and Computer Applications <input type="checkbox"/> Macroeconomics, Principles of <input type="checkbox"/> Management, Principles of <input type="checkbox"/> Marketing, Principles of	<input type="checkbox"/> Mathematics, College <input type="checkbox"/> Microeconomics, Principles of <input type="checkbox"/> Natural Sciences <input type="checkbox"/> Precalculus <input type="checkbox"/> Psychology, Introductory <input type="checkbox"/> Social Sciences and History <input type="checkbox"/> Sociology, Introductory <input type="checkbox"/> Spanish Language <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 <input type="checkbox"/> Western Civilization II: 1648 to the Present
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15. Repeating Exams <input type="checkbox"/> Check here if you are repeating any of these exams. Remember, you must wait six months before repeating an examination.								
16. Fees: The fee for each exam is \$65. If you are taking an exam with an optional essay, there is an additional \$10 fee payable to your test center. You must pay for the exam on the day of the exam by valid credit card (preferred method of payment) or a check or money order payable to the College-Level Examination Program. Do not combine fees for multiple tests even if they are to be taken on the same day. CLEP exams and optional essays are free to eligible military personnel, and eligible civilian employees with proper military ID. See page 3 for eligibility details. Your test center may also require a separate, nonrefundable administration fee; contact the test center about payment. Paying by: <input type="checkbox"/> credit card (Visa, MasterCard, American Express, Discover, JCB) <input type="checkbox"/> check/money order Check #: _____ Checkholder name: _____								
Return form and payment to test center, not CLEP.								

Do not detach **Do not detach**

CLEP TEST CENTER ADMISSION FORM

Complete questions 17–24 below. Do not detach. After validation by the test center administrator, this part of the form will be returned to you. **DO** bring with you on the test day: 1) this Registration/Admission Form; 2) your valid credit card or \$65 (per test) payment in the form of a check or money order payable to College-Level Examination Program (not necessary for DANTES-funded military candidates); 3) two forms of identification: primary must be a government-issued photo ID with signature, such as a driver's license, passport, or state ID; secondary ID must have either a photo or signature such as a social security card, military ID, student ID, credit card, etc.; in addition to a primary ID, DANTES-funded military personnel must provide a military ID; and 4) a nonmechanical pencil. **DO NOT** bring food or drink, books, papers, or any electronic devices.

17. Signature _____ I accept the conditions in this booklet regarding administration of tests and reporting of scores.					
18. Birth Date		19. Sex <input type="checkbox"/> M <input type="checkbox"/> F	20. Color of Hair		21. Color of Eyes
22. Score Recipient: Code No. _____			Institution Name and Address: _____		
23. Your Mailing Address (Home address required for DANTES-funded military candidates taking English Composition with Essay) Name _____ Number and Street _____ City _____ State _____ Zip _____ Country _____			Change in Registration A. Please change my registration to _____ B. Please cancel my registration for _____ _____ Signature _____ Date of Request _____		
24. Do not write in this space.		Report at _____ Time _____ Date _____		Location _____ Building _____ Room _____	
Address _____			Address _____		
Signature of test center administrator _____			Telephone number of test center administrator () _____		