How to Complete the Registration 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 this registration 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.

Items 12 and 13 — 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 15 — Students with Disabilities

Check this box if you require testing accommodations. Make 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 17 — 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 18 — Repeating Examinations

If you are repeating any of the examinations you checked in Item 17, 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.** DANTES-funded military examinees: Effective Dec. 11, 2010, DANTES no longer funds retesting on previously funded CLEP exams. However, service members may personally fund a retest after waiting six months.

Item 19 — Fees

CLEP Exam Fees: The fee for each CLEP exam is $80. If your institution requires an optional essay for a composition or literature exam, you must pay an additional $10 fee to your test center at least 7–10 days before your exam. 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 or debit 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. **Each test center establishes its own policy and may charge a different amount.** DANTES-funded test-takers only pay the test center administration fee if they test at college test center which is not located on a base or sponsored by a military base.

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

Submit your Registration Form directly to your test center.

CLEP®

REGISTRATION FORM Note: Some test centers use their own forms. Check with your test center about the form it requires.

1. First Name (Please print.)	**2. M.I.**	**3. Last Name**
4. Birth Date		**5. Sex** ❑ M ❑ F
6. Color of Hair		**7. Color of Eyes**
8. Daytime Telephone		**9. Email Address**
10. Street Address		**11. City, State, ZIP, Country**
12. First Choice Test Date (mm/dd/yyyy)		**13. Second Choice Test Date (mm/dd/yyyy)**

14. Test Center Name
See your counselor or the CLEP® website for a list of test centers.

15. Students with documented disabilities: Check here ❑ if you need testing accommodations.
Make 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.

16. Are you a DANTES-funded military examinee? ❑ Yes ❑ No If yes, refer to pages 3, 7 and 8.

17. Examinations for which you are registering:

- ❑ American Government
- ❑ American Literature
- ❑ Analyzing and Interpreting Literature
- ❑ Biology
- ❑ Calculus
- ❑ Chemistry
- ❑ College Algebra
- ❑ College Composition
- ❑ College Composition Modular
- ❑ College Mathematics
- ❑ English Literature
- ❑ Financial Accounting
- ❑ French Language
- ❑ German Language
- ❑ History of the United States I: Early Colonization to 1877
- ❑ History of the United States II: 1865 to the Present
- ❑ Human Growth and Development
- ❑ Humanities
- ❑ Information Systems and Computer Applications
- ❑ Introduction to Educational Psychology
- ❑ Introductory Business Law
- ❑ Introductory Psychology
- ❑ Introductory Sociology
- ❑ Natural Sciences
- ❑ Precalculus
- ❑ Principles of Macroeconomics
- ❑ Principles of Management
- ❑ Principles of Marketing
- ❑ Principles of Microeconomics
- ❑ Social Sciences and History
- ❑ Spanish Language
- ❑ Western Civilization I: Ancient Near East to 1648
- ❑ Western Civilization II: 1648 to the Present

*Optional essays are available for these examinations. Please check with your school to see if an essay is required.

Essay sections for which you are registering: _____ Exam Title(s): _____

18. Repeating Exams ❑ Check here if you are repeating any of these exams. Remember, **you must wait six months** before repeating an examination.

19. Fees: The fee for each exam is $80. If you are taking an exam with an optional essay, there is an additional $10 fee payable to your test center at least 7–10 days before your exam. You must pay for the exam on the day of the exam by valid credit or debit 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:

❑ Credit Card (Visa, MasterCard, American Express, Discover, JCB) ❑ Check/money order Check #: _____ Checkholder name: _____

❑ Debit Card (Visa or MasterCard)

20. Signature

Return form and payment to test center, not CLEP.

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