CLEP REGISTRATION

https://www.collegeboard.org

Cost: $80.00 per exam plus $20.00 Proctor Fee

Tests available in Business, Composition/Literature, History and Social Sciences, Math and Sciences, World Languages

YES, DALTON STATE COLLEGE ACCEPTS CLEP CREDIT AND IS A TESTING CENTER

Create An Account

1. Click “Sign up” and then click on “Student”.
2. Fill in general information and create a Username and Password.
   (Be sure to follow the specific guidelines for UN and PW)
3. Check “Agree with Terms and Conditions” and click “Next”.
4. Confirm or Edit personal information. (You will have to check each box.)

   Make sure your first and last name is entered exactly as it appears on the
government document you will use when you check in to your testing
center.

Choose a Test (This website is used for SAT, PSAT/NMSQT, CLEP, Redistep and Big Future)

1. Click on “CLEP” (Get credit for what you already know)
2. Click on “CLEP for Test Takers”.
3. On this page you can browse exams to decide which to take and try a practice test.
4. You can also add study guides to your shopping cart.

Register for the Test

1. Log into your account. (You will be asked to enter your address and click “Update”
2. Click “here” to order a CLEP Exam. (Choose the subject area and then find the name of the test you have decided to take and add to your shopping cart.)
3. You may be asked to check or edit personal data.
4. Select your preferred Test Center. (Make sure you see the name appear on your next screen and you will be told to contact your test center and schedule an appointment. (Go to the testing center website for schedule.)
   http://www.daltonstate.edu/testing-center/index.html
5. You will be asked to complete a general survey.

Test Confirmation and Score Send
1. Answer a set of questions for each exam in your shopping cart.
2. Click that you understand the CLEP retesting policies. (You cannot repeat an exam with the same title within 3 months of the initial testing date.)
3. Type in the name of the college or university you want to receive your scores. (Make sure that name appears on your next screen with a college code.)
4. Check that you authorize CLEP to release exam scores to that institution and then “Save and Continue”.

Check Out and Review
1. Make sure you have selected the exam you want. (You have the option of removing it if it is not what you want.)
2. You will be directed to College Board to submit payment.
4. Agree to terms and place order.
5. You will receive a confirmation.
6. Bring that confirmation with you to the test center.

On the Day of Testing
1. Go to the business office at Dalton State and pay $20.00 for the proctor fee. (Make sure you get a receipt.)
2. You must have your confirmation ticket from your online CLEP registration when you arrive at the Dalton State Testing Center. (Room 103, Liberal Arts Building)
3. You must also have a government issued ID when you check in. (Driver’s License, Passport)