

SIGNING UP FOR A CLEP EXAM

1. Go to <http://clep.collegeboard.org>
2. Click on the “CLEP EXAMS” tab, then click “Register for CLEP Exams”
3. Select the exam title you want to take and add to your cart
 - a. The exam will be listed with an \$85 charge – after completing the registration process as DANTES funded (instructions below), the charge will be removed and will show as \$0
4. In the “Your Shopping Cart” screen, click on the “Register and Checkout” button
5. Log-in or Create an account
6. Complete the General Student Information, User Name and Password, and Personal Information sections. Agree to the Terms and Conditions, and click “Next”
7. Complete the Personal Information section
 - a. Review the DANTES Eligibility Rules pdf to verify whether or not you are eligible for DANTES funded exams (DANTES will only fund one attempt per exam title)
 - b. You will see the question: “Are you eligible for DANTES funding and are not a veteran?” You will want to select “YES” if you meet the requirements for DANTES funding
8. On the Preferred Test Center screen, click the “Edit this Information” button
 - a. Search by zip code: 68113
 - b. Scroll down and locate “University of Nebraska at Omaha – Offutt AFB” and click the “Select as My Test Center” button
9. Complete the General Survey section
10. On the Test Confirmation and Score Send screen, agree to the Privacy Policy and the Retake Policy.
 - a. Those who are DANTES funded **SHOULD NOT** select the box that reads “As a veteran, I plan to seek reimbursement from the Veterans Administration...”
11. On the Score Send screen, choose “Send to a College or University” from the drop down menu
 - a. CLEP scores are automatically sent to CCAF when testing is funded by DANTES. You may elect to send your score to another institution, and should search and select the school at this time. If you do not have another institution to send your score to, you should search and select CCAF as the recipient.
 - b. Click the “Find College/University” button and search for the school by name or location
 - c. Once you have located your school, click “Send my Exam Scores Here”
 - d. Click the box that says “Authorize CLEP to release my exam score...”
12. You should now be at the final Review screen. Make sure all exam information is correct.
 - a. If you are DANTES funded, the total charge should be \$0
 - b. At the bottom of the screen, agree to Terms and Conditions
 - c. Click the “Place your Order” button
13. You should open and print your Registration Ticket.
 - a. **MAKE SURE YOU BRING YOUR REGISTRATION TICKET WITH YOU ON YOUR TEST DAY**
 - b. You will not be able to take your CLEP exam without the Registration Ticket
 - c. Be sure to use the ticket before the expiration date (usually 6 months out) or you will need to contact CLEP to get a new Registration Ticket.