

# SIGNING UP FOR CLEP TESTING

1. Go to <http://clep.collegeboard.org>
2. Click on the “CLEP EXAMS” tab, then click “Exam Topics”
3. Select the exam title you want to take and add to your cart
  - a. The exam will be listed with an \$89 charge – after completing the registration process as DANTES funded (instructions below), the charge will be removed and will show as \$0
  - b. Add your tests “Examination Guide” as that also comes free for DANTES funded test takers.
4. Once you have added those items to your cart, select the blue “checkout” button.
  - a. If you want more than one test, then select “Keep Shopping” until you have selected all desired tests.
5. Select “Register and Checkout”
6. Log-in or create an account
7. Complete the General Student Information, User Name and Password, and Personal Information sections. Agree to the Terms and Conditions, and click “Next”
8. Confirm your information by “checking” each box. Then either select “edit” to correct information or “confirm” to continue.
9. “Connect with Colleges and Scholarships”, click “not now” and continue. Then continue again.
10. 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
11. On the Preferred Test Center screen, click the “At a CLEP test center” button, then “save and continue”
12. Complete the General Survey section
13. On the Test Confirmation and Score Send screen, agree to the Privacy Policy and the Retake Policy.
  - a. **DO NOT SELECT**, “As a veteran, I plan to seek reimbursement from the Veterans Administration...” if you are DANTES funded.
14. For Score Send screen, choose “Select from list of colleges or universities” from the drop-down menu
  - a. Click the “Find College/University” button and search for the school by name
    - i. Example “Community College of the Air Force”
    - ii. There will be 1 option with (Active Military ONLY, no civilians) in the name for CCAF.
  - b. Once you have selected your school, click “Send my Exam Scores Here”
  - c. Click the box that says “Authorize CLEP to release my exam score...”
  - d. You can send scores to an additional institution, just repeat a through c for your second institution.
15. 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
16. Please either print a paper copy to bring with you on test day **OR** screenshot the “Registration Ticket” on your phone to show the test administrator at check-in on test day.
  - a. You will **NOT** be able to take your CLEP exam without the Registration Ticket

**The Testing Center is located in Building 323C, Room 204.**

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- b. 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.
17. Go to [www.registerblast.com/unomaha-offutt](http://www.registerblast.com/unomaha-offutt) to schedule a day and time to take your exam.

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