

REGISTERING FOR A CLEP EXAM- ACTIVE DUTY

1. Go to clep.collegeboard.org/register/exam.
2. Click “Sign-in” next to the  icon on the top right hand corner then click “Sign Up” to create a new account or enter your username and password if you already have an account.
3. After signed in, check the exam title you wish to take then click “Add to Cart”.
4. Once the exam has been added, “Add Study Materials” screen will prompt you to select the CLEP Official Student Guide *or* the Examination Guide. Choose one of the two options and click “Add Materials and Checkout”.
5. Click “Register and Checkout”.
6. Complete the “Personal Information” section
 - Address & Contact tab: make sure your **first name** and **last name** must match exactly as they appear on your government issued ID and your address is up to date > click “Save and Continue”
 - Personal Details: Answer questions shown on the screen > click “Save and Continue”
 - a. **Active Duty**, please make sure you select **YES** to “Are you eligible for DANTES funding and are not a veteran?” > Select “A member of the military” and provide Branch of Service, Military Status, Current Pay Grade, and SSN.
 - b. **Civilian (including dependents of Active Duty)**, make sure you select **NO** to “Are you eligible for DANTES funding and are not a veteran and provide last four digits of your SSN.
 - Preferred Test Center: Click “Edit This Information”> Type in “Craven Community College- MCAS Cherry Point” > Click “Select As My Test Center”> Click “Save and Continue”
 - General Survey: Complete the General Survey then click “Save and Continue”
7. Review and acknowledge Privacy Policy, Retest Policy and Financial Accounting then select an appropriate answer to “When did you decide to take this CLEP exam?”> Click “Save and Continue”
8. Choose how you want your score report to be sent> Click “Save and Continue”
9. Review your information, acknowledge the College Board Terms and Conditions, then click “Place Your Order”
 - a. **Active Duty**: DANTES only funds the \$85.00 exam cost and the PDF version of the Examination Guide for each subject. If you correctly enter your information, you will see that your chosen exam has been added at a cost of \$0.00 and a CLEP Examination guide was automatically added at a cost of \$0.00. If you are retaking a CLEP Exam, you must select “Self Funded”.
 - b. **Civilian**: Please make sure “Funding Actions” column on your order says “Self Funded”.
10. **DANTES Funded CLEP**: At this point, your Registration Ticket will be generated
Self-funded CLEP: The website will prompt you to complete your payment then you will receive a Registration Ticket

CLEP CLEP' Exam Registration Ticket

TEST-TAKER INFORMATION: First Name, MI, Last Name: Margaret Jones; Address: 100 Columbus Avenue, New York, NY 10023; Country: United States; Government-issued ID: Yes; Gender: Female; Date of Birth: 03/20/1994; DANTES funded: No

REGISTRATION INFORMATION: TICKET ID: 10000997; LAST NAME: Jones; EXAM TITLE: Chemistry; SCORE RECEIPT: Pace University - New York City; USE TICKET BEFORE: December 24, 2014

SCHEDULE AN APPOINTMENT AT YOUR PREFERRED TEST CENTER: 1. Contact your test center to schedule your appointment to test. 2. You must contact the test center to make arrangements prior to your test session. Please note that this registration ticket does not guarantee a seat at the test center. 3. Record your test date and time on your registration ticket. 4. Verify your account information. If you need to update your account information prior to test day, go to the CLEP website, update your information and reprint your registration ticket.

EXAM DESCRIPTION: Chemistry: The Chemistry examination covers material that is usually taught in a one-year college course in general chemistry. Understanding of the structure and states of matter, reaction types, equations and stoichiometry, equilibrium, kinetics, thermodynamics and descriptive and experimental chemistry is required, as is the ability to interpret and apply this material to new and unfamiliar problems. During this examination, an online scientific calculator function and a periodic table are available as part of the testing software.

IMPORTANT INFORMATION FOR EXAM DAY: Bring these items with you to the test center: Acceptable and valid form of photo identification (the name listed on your IDs must exactly match the name printed on this ticket). This CLEP Exam Registration ticket. Test administration fee (each test center charges an additional administration fee and sets its own policy for payment). Contact your preferred test center for additional information. The following items are not permitted in the test center: Cellular phones/pagers, smart phones, listening/recording devices, photographic devices, calculators, dictionaries/books/pamphlets, digital/alarm/wristwatches, cameras, hats/hoodies, papers of any kind, mechanical pencils/pens/highlighters, flash/thumb drives, tobacco products, slide rules, compasses or rulers, weapons or firearms, and food or beverages.

For additional and more detailed information, visit the CLEP website at clep.collegeboard.org/exam-day-info.

clep.collegeboard.org

PLEASE NOTE THAT YOU WILL NOT BE ALLOWED TO TAKE THE EXAM WITHOUT THE REGISTRATION TICKET.