

North Carolina A & T Counseling Services

College Level Examination Program (CLEP)

Registration Form

First Name: _____ **MI:** ___ **Last Name:** _____

Mailing address: _____

Birth Date: (mm/dd/yyyy) _____ **Banner ID#:** _____

Daytime phone: _____ **E-mail address:** _____

Students with documented disabilities: Check here if you need testing accommodations. (Make sure that you have communicated to Counseling Services what accommodations are necessary when the registration form is submitted. Arrangements for the submission of appropriate documentation prior to the examination date will be made).

Are you a DANTES-funded military examinee? Yes No

CLEP Exam you would like to take: (full list at www.clep.org) _____

Repeat Examinations: Check here if you are repeating an examination. (You must wait six months before repeating an examination).

Registration Fees

Counseling Services Examination Fee [\$20 – due at registration (payable at the Treasurer’s Office – 112 Dowdy Bldg.)]

Receipt from the Treasurer’s Office submitted to Counseling Services

CLEP Examination Fee [\$85 –paid directly to CLEP through the www.clep.org]

Voucher produced upon completion of test purchase through www.clep.org required on test day

** If your academic department is sponsoring your CLEP exam, the department is responsible for submitting payments to both CLEP and to the NCAT Treasurer’s Office directly.*

Form & Fee Submission

This Registration Form and a Treasurer’s receipt documenting payment of the Counseling Services Examination Fee must be submitted by mail or in person to:

Counseling Services
1601 E. Market Street
Murphy Hall, Suite 109
Greensboro, NC 27411

QUESTIONS? Call Counseling Services at 336.334.7727

Revised 11/2017

College Level Examination Program (CLEP) Information

Registration: CLEP examinations are administered by Counseling Services throughout the calendar year. Registration is a two-step process. The test must first be purchased from CLEP and the administration must separately be arranged with Counseling Services. To secure an administration, examinees must submit a Registration Form and Counseling Services Examination Fee. Testing sessions are scheduled in two-hour blocks to allow sufficient time for check-in, testing, and score reporting.

Course Credit at NC A&T: Counseling Services makes no guarantee of credit or of the applicability of credit received from a passing score on the CLEP towards a program of study. Decisions about applicability should be directed to academic advisors. The current list of courses for which CLEP credit is available at NC A&T is provided in the *Undergraduate Bulletin*. Counseling Services strongly recommends that potential examinees verify the applicability of CLEP-related credit prior to registration.

Cancellation and Rescheduling: Counseling Services will not honor the cancellation of a CLEP exam. Requests to reschedule a testing session received with at least two business days advance notice will have no penalty. Requests to reschedule a CLEP testing session with less than two business days advance notice shall require forfeiture of the Counseling Services Examination Fee. An additional fee will be required to schedule a subsequent testing session.

Identification Requirements: Examinees must bring two forms of personal identification (primary and secondary) on the examination date.

Primary Identification (Govt. issued photo ID)

- Current driver's license
- State or federal ID card
- Current passport
- Military ID with photo & signature
- Tribal ID
- Naturalization card or certificate

Secondary Identification (photo or signature ID)

- Current student ID
- Military ID (Common Access Card)
- Unused ID from the primary choices column

Score Reports: An unofficial score report will be provided immediately upon completion of the CLEP exam. Official score reports will be sent by CLEP to the school designated by the examinee.