What is CLEP®?

The College-Level Examination Program® (CLEP®) offers 34 exams that are administered at 1,300 colleges and universities nationwide; 2,900 institutions award college credit to those who perform well on them. The exams allow people who have acquired knowledge outside the usual educational settings—through independent or prior study, on-the-job training, or cultural pursuits—to show that they have learned college-level material so that they can bypass certain college courses.

Pass It On!

Share this information with a friend, family member, or coworker who could benefit from CLEP! Visit www.collegeboard.com/clep for the latest updates. Thank you for helping us spread the word about CLEP.

Pass It On!

“I always wanted to return to school but never had the chance. CLEP gave me the opportunity to earn credit for all the things I had learned throughout my life so I could spend time concentrating on the essentials I needed from higher education.”

— Olga Karlotos Rankin
Graduate of New York University

“I am graduating from college a whole year early because of the 13 credits I got by taking CLEP tests. It was hard studying for some of them, but in the end, I saved over $6,000 in tuition bills.”

— Laura Castle
Class of 2006
Cedarville University

“CLEP examinations have helped me focus my time and attention on my academic major. I came to the United States from Europe to study Spanish. I am fluent in French and German and wanted to earn college credit for those language skills. I took the French and German CLEP exams and earned 32 credits. Those CLEP credits have given me the liberty to concentrate on my studies in Spanish.”

— Barbara M. Zahno
Class of 2006
Arizona State University

Shorten Your Path to a College Degree

Time is everyone’s most valuable—and scarcest—commodity. By reducing the number of courses needed to complete a college degree, CLEP can make it possible for students of a wide range of ages to complete their degrees more quickly. Whether you’re entering college and hoping to accelerate your studies, a part-time student concerned with the fastest route to a degree, or a working adult thinking about beginning or resuming college, CLEP can help you:

• Place out of a graduation requirement or an introductory course.
• Get credit for what you already know.
• Shorten the time it takes to earn a degree.
• Save tuition dollars.
• Have a more stimulating and rewarding college experience.

Join the 6 million people who have used CLEP to get a college degree in record time!

Who Earns College Credit with CLEP?

• Traditional-age college students
• Adults returning to school
• Speakers of foreign languages looking to fulfill their language requirements
• International students who want to translate their overseas courses into credit at U.S. colleges
• Military service members
• Homeschooled students
• Applicants for a master’s degree program looking to fulfill undergraduate prerequisites
• Professionals wanting to advance in their careers

Taking CLEP Exams

All 34 CLEP examinations are administered on computer, offering many advantages:

• Instant official candidate score reports*
• Year-round testing
• “Rights-only” scoring—no penalty for guessing

If you are unfamiliar with taking tests on a computer, consult the CLEP Sampler online at www.collegeboard.com/clep. The CLEP Sampler teaches you how to navigate using the testing tool icons and will familiarize you with the different types of questions designed for the computer. The Web site also provides test-taking tips and procedures.

*Except for English Composition with Essay.
How to Get Started

Step One: Decide which exam(s) to take.
You can read detailed descriptions of all 34 exams at collegeboard.com/student/testing/clep/exams.html.

Step Two: Find out your college’s CLEP policy.
Each college sets its own policy regarding which CLEP exams it will grant credit for and how many credits it will award. Contact an admissions officer or academic adviser at your institution to find out about their CLEP policy. You do not need to be enrolled in college at the time you take a CLEP examination. Send your scores to your college when you enroll. CLEP scores are kept on file for 20 years. (Military transcripts are kept on file for a longer period.) For a list of the colleges that grant credit for CLEP, visit collegeboard.com/CLEPcolleges.

Step Three: Find a test center and register to take your exam(s).
CLEP examinations are administered throughout the year at 1,300 colleges and universities in the United States and at some international locations.

Visit our test center search Web site at collegeboard.com/CLEPtestcenters to search the most up-to-date database of test centers. Centers designated as “open” will test anyone who registers properly. Test centers indicated as “limited” provide testing only for students who attend that institution.

Once you’ve identified a convenient test center, contact that site directly for information about registration, scheduling, and fees. Most colleges charge a nonrefundable administration fee, directly payable to the institution. The College Board recommends a $15 administration fee; however, each test center establishes its own policies and may charge a different amount.

Repeating Examinations
Candidates may not repeat an examination of the same title within six months of the initial testing date. If the candidate retakes the examination within the six-month period, the administration will be considered invalid, the score will be canceled, and any test fees will be forfeited.

DANTES-funded military examinees: The U.S. government will not fund CLEP examinations that are repeated within a 180-day period.

Military Personnel
CLEP exams are funded by the U.S. government through the Defense Activity for Non-Traditional Education Support (DANTES) for the following:

- Military personnel (active duty, reserve, National Guard): Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army and Air National Guard
- Spouses and civilian employees of: Air Force Reserve, Air National Guard, Army National Guard, Army Reserve, Coast Guard (active and reserve)
- Department of Defense Acquisition personnel (eligible only for the following computer-based exams: Principles of Macroeconomics, Principles of Microeconomics, and Principles of Marketing)

Note: CLEP exams for military veterans, retirees, civil service employees, inactive guard or reserve personnel, and spouses and dependents not listed above are NOT funded through DANTES. In addition, the U.S. government will not fund CLEP examinations that are repeated within a 180-day period. Veterans must pay for exams and may seek reimbursement from the Veterans Administration.

International Candidates
If you are outside of the United States and there is currently no testing center in your area, consider taking CLEP upon arriving in the United States at the college or university where you will begin your course work. Ask your admissions officer or international student adviser about the college’s CLEP policy.

Accommodations for Students with Disabilities
CLEP is committed to working with test-takers with disabilities. Contact a CLEP test center prior to registration about testing accommodations and to ensure the accommodation you are requesting is available. Each test center sets its own guidelines in terms of deadlines for submission of documentation and approval of accommodations. Only students with documented hearing, learning, physical, or visual disabilities are eligible to receive testing accommodations. Also, it is important to ensure that you are taking the exam(s) with accommodations that are approved by your score recipient institution.

Testing accommodations that may be provided with appropriate disability documentation include:

- ZoomText (screen magnification)
- Modifiable screen colors
- Use of a reader or amanuensis or sign language interpreter
- Extended time
- Untimed rest breaks
Exam Descriptions

CLEP examinations cover material taught in courses that most students take in the first two years of college. A college usually grants the same amount of credit to students earning satisfactory scores on the CLEP examination that it grants to students successfully completing the equivalent course.

Many CLEP examinations are designed to correspond to one-semester courses; some, however, correspond to full-year or two-year courses. Unless stated otherwise in its description, an examination is intended to cover material in a one-semester course.

Each exam is approximately 90 minutes long and, except for English Composition with Essay, is made up primarily of multiple-choice questions; however, some exams do have other types of questions. Consult the CLEP Sampler at www.collegeboard.com/clep to review the format of the questions for each exam.

Composition and Literature

English Composition with Essay is the only exam that includes a required essay. This essay is typed on a computer and scored by college English faculty designated by CLEP. There is no additional fee for the essay.

Other Composition and Literature exams have optional essays, which some colleges and universities require and others do not. These essays are handwritten and are graded by faculty at the institution that required them. Contact the college or university you are planning to attend to ask about its essay requirements. Optional essays cost an additional $10. Check with your test center for details.

- **American Literature** deals with the prose and poetry written in the United States from colonial times to the present. It is primarily a test of knowledge about literary works—their content, their backgrounds, and their authors. (6 credits)

- **Analyzing and Interpreting Literature** tests the ability to analyze and interpret literary passages from poetry, fiction, nonfiction, and drama. Familiarity with specific literary works is not required. (6 credits)

- **English Composition** assesses skills or required writing that explains, interprets, analyzes, or presents and supports a point of view, as well as the ability to apply the principles and conventions of standard written English. (6 credits)

- **English Composition with Essay** requires the test-taker to write a 45-minute essay in addition to completing a 45-minute multiple-choice section. The essay must be typed on a computer. (6 credits)

- **English Literature** deals with the prose, poetry, and drama written by British authors from Beowulf to the present. It requires knowledge of the major authors and literary works and familiarity with common literary terms and basic literary forms. (6 credits)

- **Freshman College Composition** measures the skills required in most first-year English courses. The test addresses the elements of language, grammar, various types of formal and informal writing, and limited analysis and interpretation of short passages of prose and poetry. The examination assumes that the candidate knows the fundamental principles of rhetoric and can apply the principles of standard written English. The test also requires familiarity with research papers and reference skills. (6 credits)

- **Humanities** covers material taught in fine arts and introductory literature survey courses. It includes questions on painting, sculpture, music, film, dance, and architecture, as well as on drama, poetry, fiction, and nonfiction. (6 credits)

*Note: Only one version of the English Composition exam may be taken in the same six-month period. Before registering, find out which version your college requires.

“Thank you, CLEP, for helping me graduate. At age 51, I began to wonder if I could finish my college degree. Two years after completing all upper-division work with the University of Phoenix, I still lacked 15 lower-division credits. CLEP allowed me to complete my final 15 units in a six-week period. I wish I had known about CLEP earlier in my college career; I could have been finished two years ago.”

Bill Brown  
Class of 2005  
University of Phoenix

“I quickly gained the college credits needed to secure my permanent school secretary license with the New York City Department of Education at a fraction of the cost of attending classes. I intend to continue taking CLEP exams and I will use the credit toward my first salary differential.”

Jane Pieratti  
Payroll Secretary  
ACORN Community High School
These exams cover language skills usually learned from the end of the first year through the second year of college study. They include reading and listening skills and three separately timed sections. Your total score on the language examinations determines whether credit for two or four semesters is awarded. (Up to 12 credits)

- **French Language**
- **German Language**
- **Spanish Language**

### History and Social Sciences

- **American Government** emphasizes national government and includes topics such as the institutions and policy processes of the federal government, the federal courts and civil liberties, political parties and pressure groups, political beliefs and behavior, and the content and history of the Constitution. (3 credits)

- **History of the United States I: Early Colonizations to 1877** covers the period of U.S. History from the Spanish and French colonizations to the end of Reconstruction. Primary emphasis is on the English colonies and the period of nationhood. (3 credits)

- **History of the United States II: 1865 to the Present** covers the period of U.S. History from the end of the Civil War to the present. Primary emphasis is on the twentieth century. (3 credits)

- **Human Growth and Development** deals with life-span development from infancy and childhood through adolescence and old age. It requires an understanding of the major theories and research related to physical, mental, emotional, social, and personality development, and the ability to apply this knowledge to child rearing, child care, and educational services. (3 credits)

- **Introduction to Educational Psychology** includes topics such as educational aims and philosophies, cognitive perspective, behavioristic perspective, development, motivation, individual differences, testing, pedagogy, and research design and analysis. (3 credits)

- **Introductory Psychology** includes topics such as learning and cognition, behavior, personality, abnormal behavior, perception, motivation and emotion, and developmental and social psychology. (3 credits)

- **Social Sciences and History** covers material taught in introductory social science and history courses. It includes questions on political science, economics, sociology, psychology, geography, anthropology, United States history, Western civilization, and world civilization. (6 credits)

- **Western Civilization I: Ancient Near East to 1648** covers the civilizations of Ancient Greece, Rome, and the Near East; the Middle Ages; the Renaissance and Reformation; and early modern Europe. (3 credits)

- **Western Civilization II: 1648 to the Present** covers European history from the seventeenth century through post–World War II. It includes political, economic, and cultural developments such as scientific thought, the Enlightenment, the French and Industrial Revolutions, nationalism, imperialism, the Russian Revolution, and World Wars I and II. (3 credits)

“Like many people, I went to college right out of high school. But I left during my sophomore year. Years later when I decided that I needed to return to college and complete my degree program to advance my career I had a very different attitude. Time was of the essence. Credit-by-examination programs, such as CLEP, provided the ideal way for me to earn college credit for the knowledge and skills that I had gained along the way. I will have my business degree in a matter of months, and I owe much of my success to taking CLEP exams. Every student working to earn a degree and improve their career opportunities should take advantage of CLEP exams.”

**Louis Altobelli**
2005 Graduate
Thomas Edison University

“I moved from Mexico to the United States when I was 14, so I grew up speaking Spanish. CLEP allowed me to use my Spanish to move ahead in college by earning three semesters of language credit with one exam. I’m grateful that CLEP exists!”

**José Gutiérrez**
Lane Community College
A scientific calculator is built into the CBT software on the exams that require the use of a calculator. The pretest tutorials and the CLEP Sampler demonstrate the use of this tool. You are not permitted to use your own calculator.

**Science and Mathematics**

- **Biology** covers three major areas of the biological sciences: molecular and cellular biology, organismal biology, and populational biology. Full-year credit is usually awarded. (6 credits)
- **Calculus** includes differential and integral calculus, as well as algebraic, trigonometric, exponential, and logarithmic functions. (3 credits)
- **Chemistry** requires understanding of the structure and states of matter, reaction types, equations and stoichiometry, equilibrium, kinetics, thermodynamics, and descriptive and experimental chemistry. Full-year credit is usually awarded. (6 credits)
- **College Algebra** includes basic algebraic operations; linear and quadratic equations, inequalities, and graphs; algebraic, exponential, and logarithmic functions; theory of equations; and miscellaneous other topics. (3 credits)
- **College Mathematics** deals with material generally taught in college mathematics courses taken by students majoring in fields that do not require advanced mathematics. It tests facility in arithmetic, algebra, geometry, and data interpretation and understanding of logic and sets, the real-number system, functions, and probability and statistics. Full-year credit is usually awarded. (6 credits)
- **Natural Sciences** covers material taught in introductory biological and physical science courses for nonscience majors. It includes topics such as classification of organisms, evolution, genetics, organisms, cells, ecology, atomic and nuclear structure, chemical elements, thermodynamics, classical mechanics, electricity, astronomy, and geology. (6 credits)
- **Precalculus** tests your knowledge of specific properties of the following types of functions: linear, quadratic, absolute value, square root, polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric, and piecewise-defined. (3 credits)
  
  **Note:** An online graphing calculator is available during the Precalculus exam. Students should familiarize themselves with the calculator functionality before taking Precalculus; help will not be available during the exam. A free tutorial is available at www.collegeboard.com/clep in the Exam Description section.

**Business**

- **Information Systems and Computer Applications** requires familiarity with computer hardware and software, system development, design tools and programming logic, data management, telecommunications, organization and user-support systems, information processing, and social and ethical issues in this field. (3 credits)
- **Introductory Business Law** deals primarily with the functions of contracts in American business law. It also includes the history and sources of American law, legal systems and procedures, agency and employment, sales, and other topics. (3 credits)
- **Principles of Accounting** includes principles of both financial and managerial accounting. Full-year credit is usually awarded. (6 credits)
  
  **Note:** This exam will be retired effective 7/1/2007. It will be replaced by the new CLEP Financial Accounting exam.

**Principles of Management** deals with the principles of management and organization in a variety of settings. It requires knowledge of human resources and operational aspects of management but emphasizes functional aspects of management. (3 credits)

**Principles of Marketing** deals with the role of marketing in society and within a company; understanding consumer and organizational markets; marketing strategy planning; the marketing mix; marketing institutions; and selected other topics such as international marketing, ethics, market research, services, and not-for-profit marketing. (3 credits)

The CLEP Trigonometry and Algebra-Trigonometry exams have been retired as of 7/1/2006. They have been replaced with the CLEP Precalculus exam. Consult your institution to find out if you can receive credit for passing scores on these exams.
Preparing to Take CLEP Exams

Refresh your knowledge in a specific subject before testing:

- Obtain a copy of the textbook used by your college for the corresponding course. Public or college librarians can also help you gather additional study materials.
- Use the CLEP Official Study Guide available in many libraries, bookstores, and online at www.collegeboard.com/clep. It includes information for all CLEP exams. OR, purchase an individual subject guide available for download from the CLEP Web site.
- DANTES-funded military candidates can obtain FREE study materials through their base education centers.
- Consult the free CLEP Sampler on the CLEP Web site and become familiar with the computer format of the exams.

CLEP Study Materials: A Word of Warning

Many private companies offer preparation services for CLEP exams. Some are legitimate, but some make promises they cannot keep and sell services and products that you don’t need.

From time to time, the College Board becomes aware of complaints from CLEP candidates regarding practices that they consider to be unfair or inappropriate. Some of these practices include: attempts to sell preparation services for many CLEP exams at once, with sizable payment up front or on credit; credit agreements with a company other than the one selling the preparation material; salespeople contacting students or their families at home; promises that students can get college credit without enrolling in college; and attempts to sell students dictionaries or encyclopedias as part of the test preparation package.

If a preparation company engages in practices that you feel may be inappropriate, be sure to investigate the company thoroughly before you make a purchase. The College Board recommends that you seek the assistance of an organization such as the Better Business Bureau (www.bbb.org) or the Federal Trade Commission (www.ftc.gov) if you believe someone has cheated you.

In addition, please be aware that there are many free or inexpensive sources for CLEP preparation materials. Some of these include public or college libraries or bookstores. If you are in the military, contact your education officer. Military personnel can obtain CLEP materials free of charge. CLEP exams reflect the material taught in introductory college courses; check with local colleges to see what texts are being used to teach the subject in which you plan to take a CLEP exam.

Order the CLEP Official Study Guide, 18th Edition

The CLEP Official Study Guide, 18th Edition, is the only source of complete information about the computer-based CLEP exams. It contains exam descriptions, test-taking strategies, sample questions and answers for all 34 exams, and general information about credit by examination.

The Study Guide costs USD $24.95 (plus $5 for shipping and handling). To order, visit the College Board Store (http://store.collegeboard.com) and search by title or by entering the item number, 007719. You can also place a credit card order over the phone by calling 800 323-7155 (toll free in the United States), Monday through Friday, 8 a.m. to 9 p.m. EST. International customers please call 212 713-8260.

Taking Only One or Two CLEP Exams?

If you’re taking just one or two CLEP exams, you should consider purchasing the individual subject guides instead of the comprehensive CLEP Official Study Guide. The content for a particular subject in the comprehensive Study Guide is the same as that in the individual subject guides. For $10 you will get an outline of the test, sample questions and answers, and tips for preparing to take the exam. Individual subject guides are available for download as PDFs from the CLEP Web site, www.collegeboard.com/clep.
On the Examination Day

- **Arrive on time.** Plan to arrive in advance of your exam appointment time. You will not be admitted after the testing session has begun.
- Make sure you bring any registration forms or printouts required by the test center (some test centers may require the Registration/Admission Form provided at the back of this booklet).
- You must also bring two forms of identification. The primary form must be a **government-issued** photo ID with signature, such as a passport, state-issued driver’s license, state-issued ID card, tribal ID, naturalization card, or certificate of citizenship. The secondary form of ID must have a photo or signature, such as a social security card, student ID, credit card, or employee ID. All DANTES-funded military candidates must present a current military ID. **If you fail to present appropriate ID, you will not be tested.**
- Bring a nonmechanical pencil.
- Scratch paper will be provided by the test center.
- Exam rest breaks are not scheduled.
- Do not bring a calculator to the exam. If a calculator is required, it is built into the test and will be available to you on the computer. The CLEP Sampler, as well as the pretest tutorials, will show you how to use this feature.
- **Please see the list of prohibited items below.**

### Prohibited Items

- Calculators (a calculator function is built into the software for those exams that require a calculator)
- Cellular phones/pagers, beepers, walkie-talkies, PDAs, or wireless communication devices (e.g., BlackBerry)
- Digital watches (wrist or pocket), alarm watches, or wristwatch cameras
- Any kind of photographic or copying device.
- Listening devices such as radios, media players with headphones, or recorders
- Dictionaries, books, pamphlets, or reference materials
- Papers of any kind. Scratch paper will be provided by the test center administrator
- Mechanical pencils or any type of pen or highlighter
- Slide rules, protractors, compasses, or rulers
- Food, beverages, or tobacco products
- Hats (unless worn as a religious requirement)
- Any other unauthorized testing aids

### What Your CLEP Score Means

In order to reach the total score you see on your score report, two calculations were performed.

First, your “raw score” was calculated. This is the number of points you earned, based on the number of questions you answered correctly. This means that your raw score increased by one point for each question answered correctly, and no points were gained or lost when a question was not answered or was answered incorrectly.

Second, your raw score was converted into a “scaled score” by a statistical process called **equating**. Equating adjusts for slight differences in difficulty between test forms and ensures that your score does not depend on the specific test form you took or how well others did on the same form you took. Your raw score was converted to a scaled score that ranges from 20, the lowest, to 80, the highest. The final scaled score is the score that appears on your score report.

To see whether you attained a score sufficient to receive college credit, compare your score to the table shown. The scores that appear in this table are the credit-granting scores recommended by the American Council on Education (ACE). Each college, however, reserves the right to set its own credit-granting policy, which may differ from that of ACE. If you have not already done so, contact your college as soon as possible to find out the score it requires to grant credit, the number of credit hours granted, and the course(s) that can be bypassed with a satisfactory score.

Please note that CLEP examinations are developed and evaluated independently and are not linked to each other except by the program’s common purpose, format, and method of reporting results. For this reason, direct comparisons should not be made of a CLEP examination for one subject to another. CLEP scores are not comparable to SAT™ scores or scores of other tests that use similar score scales.

**Test scores are kept on file for 20 years.** During this period, score reports may be sent to an institution, but only at the request of the candidate. A Transcript Request Form and instructions for having your transcript sent to institutions can be downloaded from the CLEP Web site (www.collegeboard.com/clep) or obtained by contacting CLEP.

**Candidates may not repeat an examination of the same title within six months of the initial testing date.** If the candidate retakes the examination within the six-month period, the administration will be considered invalid, the score will be canceled, and any test fees will be forfeited. DANTES-funded military examinees: The U.S. government will not fund CLEP examinations that are repeated within a 180-day period. If you have a question about your score report, a test question, or any other aspect of a CLEP examination that your test center cannot answer, write to CLEP, P.O. Box 6600, Princeton, NJ 08541-6600 or e-mail clep@info.collegeboard.org.
## 2006 CLEP® Credit-Granting Recommendations

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>ACE Recommended Score¹</th>
<th>Semester Hours¹</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business</strong></td>
<td>Accounting, Principles of</td>
<td>50</td>
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<tr>
<td></td>
<td>Business Law, Introductory</td>
<td>50</td>
<td>3</td>
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<td></td>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>3</td>
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<tr>
<td></td>
<td>Management, Principles of</td>
<td>50</td>
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<td></td>
<td>Marketing, Principles of</td>
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<td>3</td>
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<tr>
<td><strong>Composition and Literature</strong></td>
<td>American Literature</td>
<td>50</td>
<td>6</td>
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<td></td>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>6</td>
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<td>English Composition</td>
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<td>English Composition with Essay</td>
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<td>English Literature</td>
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<td></td>
<td>Freshman College Composition</td>
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<td>Humanities</td>
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<td><strong>Foreign Languages</strong></td>
<td>French Language, Level 1</td>
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<td>French Language, Level 2</td>
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<td>German Language, Level 1</td>
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<td>German Language, Level 2</td>
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<td>Spanish Language, Level 1</td>
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<td>Spanish Language, Level 2</td>
<td>66</td>
<td>12</td>
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<td><strong>Level 1</strong>—equivalent to the first two semesters (or 6 semester hours) of college-level foreign language course work</td>
<td><strong>Level 2</strong>—equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work</td>
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<td><strong>History and Social Sciences</strong></td>
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<td>Educational Psychology, Introduction to</td>
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<td>History of the United States II: 1865 to Present</td>
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<td>Human Growth and Development</td>
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<td>Social Sciences and History</td>
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<td>Western Civilization II: 1648 to Present</td>
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<td>College Algebra</td>
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<td></td>
<td>College Algebra–Trigonometry²</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Mathematics</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Precalculus</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Trigonometry²</td>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>

¹ The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of C in the corresponding course.

² These examinations will no longer be available after June 30, 2006. They will be replaced by the CLEP Precalculus exam.

The scores and semester hours listed here are recommended by the American Council on Education (ACE). However, each college reserves the right to set its own credit-granting policy, which may differ from that of ACE. **Check with your institution before taking a CLEP examination** to find out the score it requires to grant credit, the number of credit hours granted, and the course(s) that can be bypassed with a satisfactory score.
Score Reporting Policies

You will receive a copy of your exam score upon completion of the exam. If you have taken English Composition with Essay, you will receive one combined score after the essay has been scored, usually three to four weeks after your test date.

If you want to send your scores to a college, employer, or certifying agency, you must select this option through the examination software on the day of the exam. This service is free of charge only if you select your score recipient at the time you test. A $20 fee will be charged for each transcript ordered at a later date.

Candidates cannot receive scores by fax or e-mail under any circumstances, and scores are not available on the Web. All scores are sent by first-class mail.

Scores are kept on file by CLEP for 20 years. Scores earned by military personnel are retained by DANTES and are kept on file for a longer period. Acceptance of the scores is at each institution’s discretion.

Canceling Scores

If you do not want your score to be reported, you may select that as an option at the end of the exam before you see your score. Canceled scores cannot be reinstated, and canceled exams cannot be taken again for six months. Your exam fee will not be refunded. If you are a DANTES-funded military examinee, you cannot cancel your score; you must wait 180 days to retake in the same subject.

All examinees may request that scores be suppressed from their transcripts at a later date.

Essay Scoring and Retention

The essay portion of the English Composition with Essay exam is scored by English faculty from a variety of colleges and universities, and CLEP retains these essays. Each essay is scored by two or more faculty members using a holistic scoring method.

Other composition and literature exams have optional essays that are sometimes required by colleges and universities. These essays are scored by faculty at the colleges and universities that require them. Therefore, these optional essays are not scored or retained by CLEP. If you have questions about these optional essays, you must contact the institution that will receive your scores.

Availability/Use of Scores

Candidate scores that have been released to colleges may be used for educational research or validity studies by the College Board, the receiving colleges, or ETS, but no names or identification of individuals will be revealed.

Test Security

ETS, on behalf of the College Board, maintains test administration and security standards designed to assure that all test-takers are given the same opportunity to demonstrate their abilities and to prevent any test-taker from gaining an unfair advantage. ETS routinely reviews irregularities and test scores believed to be earned under unusual or nonstandard circumstances.

ETS and the College Board reserve the right to cancel any test score if the test-taker engages in misconduct, if there is a testing irregularity, or if ETS believes there is reason to question the score’s validity or that the score has been obtained unfairly. Before a test score is canceled for the latter reason, the test-taker is given an opportunity to confirm the questioned score by retaking the test at the College Board’s expense, or to authorize ETS to cancel the score and refund all test fees. When test scores are canceled because of irregularities, such as mistiming or defective materials, the test-taker may retest at the College Board’s expense.

The test-taker may also request that the score recipient review the information and make its own decision about
accepting a score, or that a member of the American Arbitration Association arbitrate ETS’s action. Reviews of questionable scores by ETS are confidential. If it is necessary to cancel scores that have already been reported, score users are notified, but the reasons for cancellation are not disclosed.

**CLEP Security Standards**

Colleges that give credit for CLEP do so with the understanding that CLEP scores are legitimate measures of students’ abilities. Therefore, CLEP has established security standards to ensure that all examinees have the same opportunity to demonstrate their abilities, and to prevent any examinee from gaining an unfair advantage. The CLEP program has developed the following security policies and procedures:

- When you take a CLEP exam, you agree to the following statement: “To maintain the security of the exam and the validity of my CLEP score, I will allow no one other than myself to know the exam questions. I will not disclose these questions to anyone at any time during or after the test. I am aware of and agree to the CLEP program’s policies and procedures as outlined in the Information for Candidates bulletin.”

- When CLEP test center administrators find that there is misconduct in connection with a CLEP exam, the student may be dismissed from the testing room, or the program may decline to score the exam or may cancel the score. Misconduct includes, but is not limited to, the following:
  - Obtaining improper access to the exam, or a part of the exam.
  - Consulting prohibited aids such as textbooks, teachers or professors, other students, any electronic device, or any other resource during the exam.
  - Attempting to remove questions or any notes relating to the exam from the testing room.
  - Giving exam questions to anyone else or discussing exam content with others (including your adviser, teacher or professor, family members, and other students) at any time.
  - Leaving the testing room without permission.
  - Creating a disturbance.
  - Examinees involved in any misconduct will be asked to terminate their exam and leave the testing room. These students may not return to the testing room, and the exam scores will be canceled. Failure to adhere to any of these policies and procedures may result in invalidation of CLEP scores.
  - Furthermore, students who, at any time, communicate any exam questions via e-mail, text messaging, the Internet, or any other means will automatically have their scores canceled and will be precluded from ever taking another CLEP exam.
  - If you observe any behavior that might lead to invalidation of grades (e.g., copying, use of notes from an unauthorized source, or access to exam questions before the exam), contact CLEP as soon as possible. All information will be kept strictly confidential.

**Test Security Reporting Hotline**

800 353-8570
tsreturns@ets.org

**ACE’s College Credit Recommendation Service**

The College Credit Recommendation Service (CREDIT) of the American Council on Education (ACE) enables you to put all of your educational achievements on a secure and universally accepted ACE transcript. All of your ACE-evaluated courses and examinations, including CLEP, appear in an easy-to-read format that includes ACE credit recommendations, descriptions, and suggested transfer areas. The service is perfect for candidates who have acquired college credit at multiple ACE-evaluated organizations or credit-by-examination programs. You may have your transcript released at any time to the college of your choice. There is a onetime setup fee of $40 (includes the cost of your first transcript) and a nominal fee of $15 for each transcript requested after release of the first. ACE has an additional transcript service for organizations offering continuing education units.

The College Credit Recommendation Service is offered through ACE’s Center for Lifelong Learning. For more than 50 years, ACE has been at the forefront of the evaluation of education and training attained outside the classroom. For more information about ACE CREDIT, contact:

ACE CREDIT
One Dupont Circle NW, Suite 250
Washington, DC 20036

ACE’s Call Center is open Monday to Friday, 8:45 a.m. to 4:45 p.m., and can be reached at 202 939-9434 or 202 939-9300. Staff members are able to assist you with courses and certifications that carry ACE recommendations for both civilian organizations and training obtained through the military.

Students already registered for an ACE transcript can access their records and order transcripts using the ACE Online Transcript System: https://www.acenet.edu/transcripts.

ACE’s Center for Lifelong Learning can be found on the Internet at: www.acenet.edu/CLLL/index.cfm.
Use this form to request a transcript if you did not indicate a score recipient institution at the time of testing or if you need to send your scores to more than one score recipient. The transcript that you are requesting will contain all your CLEP® scores for the past 20 years. If you do not want certain scores included, indicate which scores should be suppressed.

**Note:** Military personnel should call 609 395-5011 to request a military transcript or visit www.dantes.doded.mil to download a transcript request form.

### PLEASE PROVIDE ALL THE INFORMATION REQUESTED ON THIS FORM. PLEASE PRINT.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name at the time of testing (last name, first name, middle initial)</td>
<td></td>
</tr>
<tr>
<td>Current name, if different from above (last name, first name, middle initial)</td>
<td></td>
</tr>
<tr>
<td>Address: number and street</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Daytime telephone number (include area code)</td>
<td></td>
</tr>
<tr>
<td>Date of birth (month/day/year)</td>
<td></td>
</tr>
<tr>
<td>Social security number</td>
<td></td>
</tr>
<tr>
<td>Test center name</td>
<td></td>
</tr>
<tr>
<td>Test date (month/day/year)</td>
<td></td>
</tr>
<tr>
<td>Scores you DO NOT want to release [Indicate CLEP exam name and test date (month/day/year)]</td>
<td></td>
</tr>
</tbody>
</table>

### CLEP TRANSCRIPT RECIPIENT

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of institution</td>
<td></td>
</tr>
<tr>
<td>College code #</td>
<td></td>
</tr>
<tr>
<td>Person to whom transcript should be sent (if known)</td>
<td></td>
</tr>
<tr>
<td>Mailing address</td>
<td></td>
</tr>
</tbody>
</table>

### PAYMENT INFORMATION

There is a fee of $20 for each transcript

- [ ] Check or Money Order (payable to College-Level Examination Program)
- [ ] Visa, MasterCard, American Express, Discover, JCB

Credit Card Number: ___________________________
Expiration Date: ___________________________

I authorize CLEP to release my scores to the institution designated above.

Signature: ___________________________ Date: ___________________________

Mail this form to: CLEP-Transcript Services, P.O. Box 6600, Princeton, NJ 08541-6600.
## Contacting CLEP

To find a test center, check if an institution has a CLEP policy, view exam descriptions, purchase a *CLEP Official Study Guide* or consult the free *CLEP Sampler*, and for other general information, visit:  
www.collegeboard.com/clep

<table>
<thead>
<tr>
<th>CLEP Services</th>
<th>E-mail</th>
<th>Address</th>
<th>Phone/Fax</th>
<th>Be sure to include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register for a CLEP exam</td>
<td></td>
<td></td>
<td></td>
<td>Contact the testing office of the college where you wish to test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Visit <a href="http://www.collegeboard.com/clep">www.collegeboard.com/clep</a> to consult the list of test centers.</td>
</tr>
<tr>
<td>Customer Service (Monday–Friday 8 a.m. to 6 p.m. Eastern Standard Time)</td>
<td><a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a></td>
<td>CLEP P.O. Box 6600 Princeton, NJ 08541-6600</td>
<td>800 257-9558 International: 609 771-7865 Fax: 609 771-7088</td>
<td>Your name, address, telephone number</td>
</tr>
<tr>
<td>To request a transcript—$20 for each requested transcript. (Military personnel should call 609 895-5011 to request a military transcript or visit <a href="http://www.dantes.doded.mil">www.dantes.doded.mil</a> to download a transcript request form.)</td>
<td></td>
<td>CLEP Transcript Request P.O. Box 6600 Princeton, NJ 08541-6600</td>
<td>800 257-9558 (only if ordering with a credit card*)</td>
<td>Transcript Request Form, check or money order payable to CLEP, name (at testing time), date of birth, social security number, exam title, test date, where you tested, and where you want the transcript sent</td>
</tr>
<tr>
<td>To report a problem with a test administration</td>
<td><a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a></td>
<td>CLEP P.O. Box 6600 Princeton, NJ 08541-6600</td>
<td></td>
<td>Test name, test center, and test date</td>
</tr>
<tr>
<td>To report a problem with a test question</td>
<td><a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a></td>
<td>CLEP P.O. Box 6656 Princeton, NJ 08541-6656</td>
<td></td>
<td>Test name, test center, test date, and the number of the test question</td>
</tr>
</tbody>
</table>

*American Express, MasterCard, Visa, Discover, JCB*
How to Complete the Registration/Admission Form

Before You Begin

Exam administration schedules, registration dates, and deadlines are set by individual test centers. Contact your test center directly for this information before filling out your Registration/Admission Form. Some institutions use their own forms or have online registration procedures. If you are required to complete this form, return the form and payment to your test center and pay special attention to the following items.

Item 9—Test Dates

Contact your test center for available test dates. Enter your first and second test date choices (month, day, and year). A second date is needed in case there are any scheduling problems.

If you plan to take more than one test, you must submit separate fee payments for each exam.

Item 12—Students with Disabilities

Check this box if you require testing accommodations. Be sure to contact your test center by its deadline for submitting documentation and well in advance of the test date to make the necessary arrangements. (See page 3, “Accommodations for Students with Disabilities.”)

Item 14—Examinations

Check the box next to the title of each examination you wish to take. Some schools may require you to write an optional essay. If so, check the box and enter the title of the exam(s) for which you will also take the essay section. Exam descriptions are on pages 4–6.

Policies vary from college to college as to how many examinations you may take in one day. Check with the college where you plan to test.

Item 15—Repeating Examinations

If you are repeating any of the examinations you checked in Item 14, check this box.

Any examination may be repeated six months or more after you last took it, but inquire about your college’s regulations before registering for retesting. Scores on tests repeated earlier than six months will be canceled and test fees forfeited.

Item 16—Fees

CLEP Exam Fees: Effective July 1, 2006, the fee for each CLEP exam is $60. Certain exams have an optional essay. If your institution requires an optional essay, you must pay an additional $10 fee to your test center. CLEP exams and optional essays are free to all eligible military personnel and eligible civilian employees (with proper military ID). Test fees must be paid by valid credit card (preferred method of payment) or a check or money order made payable to the College-Level Examination Program. Checks made payable to any other payee will not be accepted, and CLEP cannot be responsible for cash sent through the mail. Your check or money order must be dated no more than three months earlier than the test date. There is a $15 surcharge for a returned check. A separate payment is required for each CLEP exam.

Test Center Administration Fees: Most test centers charge a nonrefundable administration fee, directly payable to the institution. The College Board recommends a $15 administration fee; however, each test center establishes its own policy and may charge a different amount. DANTES-funded military candidates are required to pay the test center administration fee.

Contact the test center directly to inquire about forms of payment for the administration fee and the optional essay fee.

Item 22—Score Recipient

If you want your scores to be reported to a college, you must select a score recipient on the appropriate screen just prior to beginning the exam. If you do not select a score recipient at that time, you will have to pay a $20 transcript fee for this service at a later date. Refer to the list on the CLEP Web site at www.collegeboard.com/clepcolleges. If your college’s code is not available, enter “Score Recipient Not Listed” and the complete name and address of the institution (do not abbreviate).

If you have not decided to which college you want to send your score, leave this item blank.

Item 23—Your Mailing Address/Change in Registration

Print your name and the address to which you want your Registration/Admission Form returned. This confirms your test date. (Note: If you are taking English Composition with Essay, fill in your home address in order to receive your combined score report.) The Registration/Admission Form admits you to the test center. It may be used only by you and only at the test center where you are registered to take the examination(s). You must also present appropriate ID. (See page 8, “On the Examination Day.”)

To change your registered date, enter the new date on line A of your Registration/Admission Form, sign the form, and send it to the CLEP administrator at your test center. The form must be received by the test center at least three days before the original test date. The administrator will confirm the new test date. Depending on the institution, you may be charged a service fee.

To cancel your registration, on line B enter the original test date and the title(s) of the examination(s) you had planned to take, sign your name, and return the form to the test center. Your test payment will be returned to you by the test center. Service fees are nonrefundable.

Item 24

Leave this item blank. The date, time, and test location will be completed by the test center and indicated on your returned Registration/Admission Form.

Mail your Registration/Admission Form directly to your test center.
REGISTRATION/ADMISSION FORM  Note: Some test centers use their own forms. Check with your test center about the form it requires.

1. First Name (Please print.) M.I. Last Name

2. Signature

3. E-mail Address

4. Birth Date

5. Sex M F

6. Color of Hair

7. Color of Eyes

8. Daytime Telephone

9. First Choice Test Date (mm/dd/yyyy)

Second Choice Test Date (mm/dd/yyyy)

10. Street Address City, State, Zip, Country

11. Test Center Name See your counselor or the CLEP® Web site for a list of test centers.

12. Students with documented disabilities: Check here if you need testing accommodations. Be sure to contact your test center to make the necessary arrangements before the test date. Each test center sets its own deadlines for submission of documentation and approval of accommodations.

13. Are you a DANTES-funded military examinee? Yes No If yes, refer to pages 3, 6, and 7.

14. Examinations for which you are registering:

- Accounting, Principles of
- Algebra, College
- American Government
- American Literature*
- Analyzing and Interpreting Literature*
- Biology
- Business Law, Introductory
- Calculus
- Chemistry
- Educational Psychology, Introduction to
- English Composition
- English Composition with Essay
- English Literature*
- French Language
- Freshman College Composition*
- German Language
- History of the United States I: Early Colonizations to 1877
- History of the United States II: 1865 to the Present
- Human Growth and Development
- Humanities
- Information Systems and Computer Applications
- Macroeconomics, Principles of
- Management, Principles of
- Marketing, Principles of
- Mathematics, College
- Microeconomics, Principles of
- Natural Sciences
- Precalculus
- Psychology, Introductory
- Social Sciences and History
- Sociology, Introductory
- Spanish Language
- Western Civilization I: Ancient Near East to 1648
- Western Civilization II: 1848 to the Present

*Optional essays are available for these examinations. Please check with your school to see if the essay is required.

Essay sections for which you are registering: ____________________________

Exam Title(s)

15. Repeating Exams: Check here if you are repeating any of these exams. Remember, you must wait six months before repeating an examination.

16. Fees: The fee for each exam is $60. If you are taking an exam with an optional essay, there is an additional $10 fee payable to your test center. You must pay for the exam on the day of the exam by valid credit card (preferred method of payment) or a check or money order payable to the College-Level Examination Program. Do not combine fees for multiple tests even if they are to be taken on the same day. CLEP exams and optional essays are free to eligible military personnel, and eligible civilian employees with proper military ID. See page 3 for eligibility details. Your test center may also require a separate, nonrefundable administration fee; contact the test center about payment.

Pay by: ❑ credit card (Visa, MasterCard, American Express, Discover, JCB)
❑ check/money order

Return form and payment to test center, not CLEP.

Do not detach

CLEP TEST CENTER ADMISSION FORM

Complete questions 17–24 below. Do not detach. After validation by the test center administrator, this part of the form will be returned to you. DO bring with you on the test day: 1) this Registration/Admission Form; 2) your valid credit card or $60 (per test) payment in the form of a check or money order payable to College-Level Examination Program (not necessary for DANTES-funded military candidates); 3) two forms of identification: primary must be a government-issued photo ID with signature, such as a driver’s license, passport, or state ID; secondary ID must have either a photo or signature such as a social security card, military ID, student ID, credit card, etc.; in addition to a primary ID, DANTES-funded military personnel must provide a military ID; and 4) a nonmechanical pencil. DO NOT bring food or drink, books, papers, or any electronic devices.

17. Signature

I accept the conditions in this booklet regarding administration of tests and reporting of scores.

18. Birth Date

19. Sex M F

20. Color of Hair

21. Color of Eyes

22. Score Recipient: Code No. _____

Institution Name and Address:

23. Your Mailing Address (Home address required for DANTES-funded military candidates taking English Composition with Essay)

Name ____________________________________________

Number and Street ____________________________________________

City __________________________ State ______ Zip _____________

Country ____________________________________________

Change in Registration
A. Please change my registration to

________________________

B. Please cancel my registration for

________________________

Signature __________________________ Date of Request _____________

24. Do not write in this space.

Report at Time Date

Location Building Room

Address ____________________________________________

Signature of test center administrator __________________________ Telephone number of test center administrator ( ) __________________________