

COMPUTER BASED CLEP TEST ADMINISTRATION

REGISTRATION PROCEDURES

Computer based CLEP tests are administered by appointment only on Tuesdays, Wednesdays, and Thursdays. They are administered in the **Career Development and Employment Services Office (CDES), Room 1040 in the A. J. Palumbo Academic Center, 824 Peach Street**. To schedule an exam, call Career Development and Employment Services at 814.871.7680 at least two weeks in advance and ask to speak to the CLEP Administrator.

If you decide to take CLEP tests, you should:

- 1) Check with your Dean or school for approval of the particular test you wish to take.
- 2) Call CDES at 814.871.7680 at least two weeks in advance to schedule the exam. Complete the Registration-Admission Form and return it to the CDES Office, either in person or by Mail: Career Development and Employment Services, 109 University Square, Erie, PA 16541.
- 3) Cost of test:
 - A. A non-refundable service fee, \$15.00 per test, **check, cash, or money order only**, made out to **Gannon University**, is payable on the day of the test. **DO NOT MAIL PAYMENT**. There is an additional fee of \$10.00 if an optional essay is administered.
 - B. **Also on the day of the test**, the actual cost of each test, \$72.00, is payable to **CLEP**. Credit card payment of \$72.00 is preferred, but check or money order made out to CLEP is also acceptable. Tests must be paid for individually, even if they are to be taken on the same day.
 - C. Military personnel are responsible only for the \$15.00 non-refundable service fee.
- 4) Confirm your appointment by calling 814-871-7680 by 1:00 p.m. the day before your test date.

You should bring with you:

- Service fee of \$15.00 and test fee of \$72.00 as outlined above.
- Name, address, and code number of the institution where the score is to be sent.
- Two forms of ID. Primary form must be a government-issued photo ID, a driver's license for example. Secondary ID must contain either a photo or a signature. Military personnel must provide authorized military ID in addition to one other form of government-issued ID.



Do not bring food or drink, books, papers, beepers, calculators, or cell phones.

CLEP will send your results to you and to the Registrar's Office of your school approximately two to three weeks after taking the tests.

NOTE TO GANNON STUDENTS: Upon passing the tests, the course and credits will be posted on your transcript. The Registrar's Office will then assess you \$50.00 per credit.

**For more information, including a CLEP Sampler visit the website:
www.collegeboard.com/clep.**