

CLEP (College Level Examination Program)

The College recognizes undergraduate achievement as measured by both the general and subject examinations of the College Level Examination Program (CLEP). Scores may be submitted to the Admissions and Records Office for evaluation, and if the level of achievement is at or above the minimum standards and score levels established by the College, credit may be granted. Carl Sandburg College follows the guidelines of the American Council on Education in accepting CLEP credit.

If you are interested in taking a CLEP exam to earn college credit for a course, please go to the following link; <http://clep.collegeboard.org/> and click on "GET STARTED WITH CLEP."

Refer to the section entitled, "Five Main Steps to Taking the CLEP" and proceed.

- Step 1: Find out your institution's CLEP credit policy.
- Step 2: Decide which exam(s) to take. Read the exam descriptions of all 33 exams to find the right one for you. Then, get more details and try sample exam questions.
NOTE: Students should discuss the CLEP options with a Student Services advisor/counselor prior to registering for any examinations.
- Step 3: Register to take an exam. At this point you are creating an account; as well as registering for your chosen exam(s). You can create and manage your personal account through the My Account registration portal. **Important: Once you register, make sure to print your registration ticket to present to the test center on test day.**
- Step 4: Schedule test day with your test center. This step allows you the opportunity to conduct a Test Center Search. Carl Sandburg College is a "limited" test center. We will test only students admitted to or enrolled at our institution. **The option to take CLEP exams is only available at the main campus in Galesburg.** Please contact our Testing Center at (309)-341-5323 to schedule your CLEP exam(s).
- Step 5: Prepare for your exam(s). Several study materials and resources are available to help you prepare for CLEP exam(s). A CLEP Study Guide may also be available at your local library.

Note: There is a \$20 administrative fee for each CLEP exam administered through the Testing Center. Payment is made in the Carl Sandburg College Business Office (E-100).

If you decide not to test on the date requested, or want to go to a different test center, your CLEP Exam Registration/payment will be saved in your CLEP account online, and is good for a 6 months. Please contact us if you need to change your date or cancel your appointment (48 hours minimum or you may lose the \$20 fee).

Important: You are required to bring these items with you to the Testing Center on test day:

- Acceptable and valid forms of photo identification (Federal or State issued photo ID).
- Your CLEP Exam Registration ticket.
- Proof (receipt) of payment of the \$20 administrative fee.

If you have any questions, please feel free to contact the Testing Center:

Office: Building "B", Room B-07

Phone: (309)-341-5323

Email: mray@sandburg.edu