

CLEP Exam Registration Process

UMUC NTC at Travis AFB

This process is for CLEP Exams only. DSST exams do not require pre-registration.

You may view a CLEP Exam Registration Tutorial for DANTES Funded Testers or follow the instructions below to register:

<http://clep.collegeboard.org/clep-exam-registration-tutorial-dantes-funded-test-takers>

Step I. Create an account

- 1) Go to: <https://clepportal.collegeboard.org/myaccount> (Firefox is recommended)
- 2) Click on "Create An Account"
 - a) Must provide accurate info. Name must match Military ID
- 3) check the "I agree with the Terms & Conditions" box
- 4) Click on "Next"
- 5) Confirm your info on the "Create Your Student Account" page
 - a) Confirm (or Edit the information if necessary)

Step II. Military and Dantes funded exams must update personal detail

- 1) Sign in to your account (<https://clepportal.collegeboard.org/myaccount>)
- 2) Click on "MyAccount" (on the top right hand corner)
 - a) Chose "Manage Profile"
 - b) Click on "Edit This Information" under your **Personal Details**
 - c) Answer every question on this form. (The information provided must be accurate)
 - d) Check the box "I am eligible for DANTES funding and I am not a veteran". (If you are a current member of the Armed Forces you must check this box)
 - e) Answer the questions that appear after checking the box including your full social Security number
 - f) Click "Save"

STEP III. Order your exam & print registration ticket

- 1) Logon to <https://cleportal.collegeboard.org/myaccount>
- 2) Click on “CLEP EXAMS”
- 3) Select your exam under the appropriate “Area of Study”
- 4) Add exam to cart
 - a) For DANTES funded, the \$80 will be removed once the exam is added to the cart. Please note: If you are retaking an exam you must choose “Self-Funded” and pay the exam fee when placing your order (There’s a \$20 proctoring fee pay to the NTC the day of the exam.)
- 5) Click on “Register and Checkout”
- 6) Follow the **four** steps for “Checkout and Registration”
 - a) Choose: **UMUC-Travis AFB** as your Test Center
 - b) Score Recipient is **Community College of the Air Force (CCAF)** or choose the school where you wish to send your scores.
- 7) Check the “I agree to the College Board Terms and Conditions” box and “Place Your Order”.
- 8) Print the registration ticket and bring it with your ID the day of the test.

NOTE:

- Your ticket expires within 6 months from the day you order your test.
- You can walk-in to test Monday – Thursday, on time, at: 0900, 1100 or 1400.
- Military members must provide a valid Military ID to test.
- Only first time exams are DANTES funded you must wait the 90 days (if you took the test after 11/17/2014) and pay for retest.

For questions contact the Travis AFB NTC at (707)344-6891 or contact CLEP at (800)257-9558