

## A CLEP REGISTRATION REQUIRES

- a completed Administrative Application form (on PLA website)
- a completed Registration Admission form (on PLA website)
- a check payable to USM for \$95

***Our policy requires the test fees to be paid at the time of registration.***

- **ALL REGISTRATION MATERIALS** described above must be complete and received by registration deadline in order to be processed for the requested test date.
- **PLEASE BE ADVISED**, incomplete or missing information will delay the process.
- **ALL CHANGES** made on the Registration or Administrative Application forms must be made in writing by you on a newly submitted form; changes cannot be made over the phone or verbally in person.
- **SPACE IS LIMITED**. Registrations are processed on a first-come, first-serve basis as a result of limited computer availability.
- **ATTEND THE SESSION FOR WHICH YOU ARE REGISTERED**. You will not be admitted to another session on the same test day.

## TEST CANDIDATES IN THE MILITARY

If you are an active member of the United States Military Services, you may take the CLEP exams paying only the administration fee (\$25). You must present your active duty card for photocopy (both sides) at the time of registration, as proof to the Educational Testing Service that you are eligible for the exam fee waiver. **Please note on your application form that you are ACTIVE MILITARY when you register.**

Military veterans may now receive full reimbursement for CLEP testing fees. Veterans must pay their CLEP examination and administration fees at the time of registration; however, you may seek reimbursement after you have taken your exam. Please note on your application form that you are a "National" candidate. For more information on who is eligible and how to submit a claim, visit <[www.gibill.va.gov/pamphlets/testing.htm](http://www.gibill.va.gov/pamphlets/testing.htm)>

## ON TEST DAY

**Test takers should arrive on test day...**

- fifteen minutes prior to the scheduled start of the test.
- with current picture ID (driver's license or state ID).

**EXAMS START PROMPTLY.** Arrive at the test site at least 15 minutes prior to the start of the exam. **Late students will not be permitted to take the exam.**

## NOTES TO TEST TAKERS

- \* You may take up to two CLEP exams on the same test date in the morning session only.
- \* Confirmation materials will be sent approximately one week prior to the test date.
- \* Test takers who choose to re-take the same exam must wait 180 days between test dates.
- \* Prior Learning Assessment credits at USM do not count toward USM residency requirement; do not affect GPA; do not qualify for financial aid payment or academic progress.

## CANCELLATION/REFUND/RESCHEDULING POLICIES

**RESCHEDULING:** Rescheduling a test date requires a \$35 rescheduling fee and a completed *Reschedule of Test Date* form which can be obtained at the Office for Prior Learning Assessment, 253 Luther Bonney Hall, Portland Campus, or at <http://www.usm.maine.edu/pla>.

1. You have a 3-month period to reschedule from the originally scheduled test date. After that 3-month period, you must submit new registration forms, test, and administration fees.
2. If you reschedule an exam more than once, you will be placed on a stand-by list for future administrations of the exam, with the payment of the rescheduling fee of \$35.

**CANCELLATIONS/REFUNDS:** If you must cancel, please contact the Office for Prior Learning Assessment during office hours. To receive a refund, you must complete, sign, and submit the *CLEP Refund* form, available from the PLA office. Refunds may take up to six (6) weeks to process.

1. If you cancel seven (7) or more days before the scheduled test date, you will receive a refund equivalent to the cost of the CLEP exam (\$70). A fee of \$35 will be charged to reschedule and the policies regarding rescheduling will be in effect.
2. If you cancel six (6) days or fewer before the test date, you will not be eligible for a refund. A fee of \$35 will be charged to reschedule the exam and the policies regarding rescheduling will be in effect.
3. If you arrive after the start time of the scheduled exam, and therefore are not permitted to take the exam, you may reschedule with payment of the \$35 rescheduling fee and the rescheduling policies will be in effect.

**NO SHOW:** If you are not present on test day and have not notified the test center to cancel, you will not be eligible for a refund. You must resubmit new registration forms, test, and administration fees for the next available test date. A rescheduling fee will be charged.

## POSTING CREDITS

- \* The fee to process CLEP credits is \$15 **per transcript**. The posting fee form can be obtained at the Office for Prior Learning Assessment, 253 Luther Bonney Hall, Portland campus or at <http://www.usm.maine.edu/pla>.
- \* No credit can be awarded for duplication of course content.

Posting credits to a USM transcript requires an \_\_\_\_\_  official test transcript **sent from CLEP to USM.**

Posting credits at another institution \_\_\_\_\_  requires test takers to confirm the process for posting credits to transcripts with the other institution.

## SUBMITTING MATERIALS

**In person:** Office for Prior Learning Assessment  
253 Luther Bonney Hall  
University of Southern Maine  
Portland Campus

**By mail:** CLEP Application Processing  
253 Luther Bonney Hall  
P.O. Box 9300  
Portland, ME 04104-9300