

CLEP Registration

Schoolcraft College Testing Center
18600 Haggerty Road, Livonia, MI 48152

SESSION FEE: Enclose a check or money order for \$35.00 per exam payable to Schoolcraft College. This fee is non-refundable and nontransferable.

If paying by credit card, please call Schoolcraft College Cashier's office at 734-462-4449 to complete the payment process after you have been emailed your CLEP confirmation.

CLEP TEST FEE: \$89 per CLEP exam, payable before the day of the exam at <http://clep.collegeboard.org>.
You must bring your CLEP Registration Ticket with you on your test day.

A current, government-issued, photo identification that includes a signature is required to test.

Acceptable ID: driver's license military ID national ID passport state ID

Test Date and Time: _____

Candidates with documented disabilities: Contact the Testing Center 734/462-4806 to make arrangements before the test date.

Registration is not guaranteed. Test seats are limited. Early registration is strongly encouraged. Confirmation of registration will be sent. Only one CLEP test may be taken per day.

Name: _____ Are you a Schoolcraft student? _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

CLEP Test: _____

OFFICE USE ONLY:	Processed By _____	Date Received _____
Roster _____	Confirmed: email _____ paper _____	Amount Paid _____ Cash _____ Check _____ Credit _____

INSTRUCTIONS FOR CLEP TEST PAYMENT

Name: _____ **Student #** _____

Address of Card Holder _____

Email Address _____

Daytime Phone No. _____

Credit Card Payment:

After receiving your emailed CLEP Confirmation, please call Schoolcraft College Cashier's Office at 734-462-4449 to give your credit card information and complete the payment process within 2 business days.

Total Amount: \$ _____

Test Date: ____/____/____

Return this completed form to:

Schoolcraft College, Testing Center, 18600 Haggerty Rd., Livonia, MI 48152
phone: 734-462-4806 Email: testing@schoolcraft.edu fax: 734-462-4808

ALL INFORMATION MUST BE PROVIDED. PAYMENT CANNOT BE PROCESSED UNLESS COMPLETE.

Office use only: Receipt # _____	Date _____	Cashier _____
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Prohibited Items

Use of the following items in the testing room is strictly prohibited:

- Calculators (a calculator function is built into the software for those tests that require calculator use)
- Listening devices including, but not limited to cellular phones/pagers, beepers, walkie talkies, PDAs, or wireless communication devices (e.g., smart phone, tablet, mp3 player)
- Any device capable of recording audio, photographic, or video content, or capable of viewing or playing back content, through such means as digital cameras or video cameras
- Food, beverages, or tobacco products
- Hats (unless worn as a religious requirement)
- Hooded sweatshirts or sweaters
- Calculator watches
- Digital watches (wrist or pocket), alarm watches, or wristwatch cameras
- Dictionaries, books, pamphlets, reference materials
- Papers of any kind (except for authorized scratch paper provided by the center). If the candidate has a paper copy of his/her CLEP Exam Registration Ticket, it must be put away with other prohibited items and not taken into the testing room.
- Slide rules, protractors, compasses, rulers
- Highlighter pens and/or colored pens and pencils
- Copying devices
- Transmission or receiving devices
- Mechanical pencils or any type of pen
- Nonmedical electronic devices (laptop computers, digital assistants)
- Flash/thumb drives or any other portable electronic storage device
- Candidate-provided keyboards
- Any other unauthorized testing aids
- Weapons or firearms
- Backpacks, fanny packs, briefcases, bags, purses, wallets, outdoor wear, and any other personal items may not be taken into the testing room.

Anyone found using prohibited items during the test administration will be dismissed from the examination.