

Office Use Only  
Date Paid/Initial

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## CLEP Registration

Schoolcraft College Testing Center  
18600 Haggerty Road, Livonia, MI 48152  
734-462-4806

**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:** \$93 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: \_\_\_\_\_ Time: \_\_\_\_\_

CLEP Test: \_\_\_\_\_

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: \_\_\_\_\_

### INSTRUCTIONS FOR CLEP TEST PAYMENT

Total Amount: \$ \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### 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.

Return this completed form to:

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

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

Office: Roster \_\_\_\_ Confirmation \_\_\_\_ Processed by \_\_\_\_ Payment type \_\_\_\_ Date Rec'd \_\_\_\_ Emailed Cashiers \_\_\_\_

**Office Use Only: Cash Codes LAC/CLC 02-5610, Receipt # \_\_\_\_\_**

## 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.**