Brief Description of Exam
The College-Level Examination Program (CLEP) gives participants the opportunity to receive college credit for what they already know by earning designated minimum scores on any of 34 examinations. Refer to the information posted on the CLEP website for a list of CLEP exams accepted by Pillar College (PC) and the minimum score requirements for each exam.

Registration and Payment
Registration and payment for all CLEP exams must be completed online through www.collegeboard.org/clep. Click on "Create an Account" in the upper right corner of the screen and provide all requested information. After you have registered online, you may then call the Pillar College Testing Center at 973-803-5000 x 1109 to schedule a time to take your exam. There may be a wait of several weeks before your request can be accommodated. Pillar College offers the CLEP exam only on Fridays. Testing is by appointment only.

Some policies regarding CLEP exams are at the discretion of individual colleges and universities, i.e. minimum score requirements, optional essays, and course credits. All candidates must contact their school’s Registrar prior to testing to ensure the CLEP exam they wish to take will meet the recipient school’s requirements. The Testing Center recommends that candidates visit the College Board CLEP Web site to make certain they have the most current information regarding all testing policies and procedures. On the registration site you will both register for your CLEP exam and submit the CLEP testing fee payment. You must print your registration ticket to present at the testing center on test day. Your online registration is valid for six months.

Fees / Payment Method / Remittance Policy
Total cost is $99 per exam. Examinees must pay an additional $10.00 fee if they take the optional written essay component of applicable CLEP exams. The $80 exam fee is payable on-line with a credit or debit card during the registration process. The $19 PC Testing Center fee is payable the day of testing. Please report to 60 Park Place, 7th floor fifteen minutes before your scheduled exam time to check-in and to take care of the PC fee payment. Late arrivals will not be accommodated.

Only money orders or credit card (including Visa, MasterCard, or Amex via PayPal) are acceptable. Pillar College Test Center fee and essay fees must be paid separately from the CLEP fee; however, the PC Test Center fee and essay fees can be combined into one money order. Please make all money orders for the essay fee and PC Testing Center fee payable to “Pillar College”. Note: CLEP exams are funded by the U.S. government through Defense Activity for Non-Traditional Education Support (DANTES) for eligible military
examinees. Visit CLEP for Military Personnel on the College Board Web site for more information. Some veterans are also eligible for CLEP benefits.

Identification Requirements
Examinees must present 2 forms of identification, primary and secondary along with your registration ticket. Your primary I.D. must be government-issued and include your name, signature, and a recognizable photograph. Acceptable forms of primary I.D. include:

- Current driver’s license
- State or federal I.D. card
- Current passport
- Military I.D. with photo and signature
- Tribal I.D.
- Naturalization card
- Certificate of citizenship.

Acceptable forms of secondary I.D. include:

- Employee photo I.D.,
- Student I.D.,
- Voter’s registration card,
- Military I.D. with signature only, and
- Unused I.D. from the primary choices above.

Parking
Pillar College has an arrangement with Welcome Parking located at 1160 Raymond Boulevard, directly across from PS&G building. You can park there for up to five hours for $5.00. You must bring your ticket to the PC Testing Center to receive a stamp to allow for this discounted rate. If you will be taking more than one test or plan on being here for more than five hours we are unable to offer the discounted rate. Allow adequate time to acquire parking prior to your scheduled test time.

Permissible Test Aids
Examinees may bring their own non-mechanical pencils; however, scratch paper and pencils will be provided by the Testing Center. A built-in, online calculator is available for some sections of some CLEP exams. Visit “Exam Descriptions” on the College Board CLEP Web site for more calculator information.

Prohibited Items
Calculators (a calculator function is built into the software for some exams), cellular phones/pagers, beepers, walkie-talkies, PDAs, wireless communication devices (e.g. BlackBerry), digital watches, alarm watches, wristwatch cameras, any kind of photographic or copying device, listening devices such as radios, media players with head phones or recorders, dictionaries, books, pamphlets, reference materials,
papers other than the scratch paper provided by the Testing Center, mechanical pencils, pens, highlighters, slide rules, protractors, compasses, rulers, food, beverages, tobacco products, hats (unless worn for religious requirement), hoodies, and any other unauthorized testing aids. Cell phones and other communication devices may not be taken into the testing room. A locker will be provided for your personal items.

**Results / Score Reports / Transcripts**
Examinees will receive a preliminary score report instantly upon completion of the exam. The only exceptions to this are the written essay portions of any exams that must be hand-scored. Official transcripts are sent to the college or university that examinees select on test day. College Board maintains CLEP transcripts for a period of 20 years. To request additional transcripts contact College Board. Visit “Scores & Transcripts” on the College Board CLEP Web site for more information.

**Cancellations and No-Show Policy**
The Testing Center has a limited number of seats available for testing. Candidates who need to cancel a scheduled CLEP exam may do so without penalty if they contact the Pillar College Test Center (973-803-5000 x 1109) at least 24 hours in advance of the exam start time. Candidates who fail to cancel an exam in time or who do not arrive for a scheduled exam or who arrive late or who do not have their ticket, required identification or administrative fee will be responsible for the $19 Test Center Administration Fee for each missed exam. These fees must be paid prior to taking any subsequent CLEP exams at Pillar College.

You registration ticket is valid for six months from the date of registration. If your registration ticket has expired, you must go through the registration process online again.

**Inclement Weather Policy**
If Pillar College closes due to inclement weather, CLEP exams scheduled during that time are also canceled. To check our website: [www.pillar.edu](http://www.pillar.edu).

**Retest Information**
Examinees may not repeat a CLEP exam of the same title within six months. Visit “Retest Policy” on the College Board CLEP Web site for more information.

**Accommodations**
Contact the Testing Center at 973-803-5000 x 1109 regarding all accommodation requests prior to testing. Visit “Students with Disabilities” on the College Board Web site for general information on College Board’s policies regarding accommodations.

Additional Information
Dress so that you can adjust to any room temperature.
The testing room is equipped with video surveillance.
Food and drink are not allowed in the Testing Center.
Visitors are not permitted in the testing room while testing is in progress.

Transcripts
CLEP Transcripts Request Service P.O. Box 6600 Princeton, NJ 08541-6600
Phone: 800-257-9558 (8 a.m. to 6 p.m., ET, Monday-Friday) if ordering with a credit card (American Express, MasterCard or VISA only)

Military personnel should call 877-471-9860 to order a military transcript.

Please include:
• Completed Transcript Request Form
• $20 for each requested transcript
• Your name and date of birth
• Exam title, test center, and test date
• Where you want the transcript sent

If you have any questions or need more information, please contact the PC Testing Center.