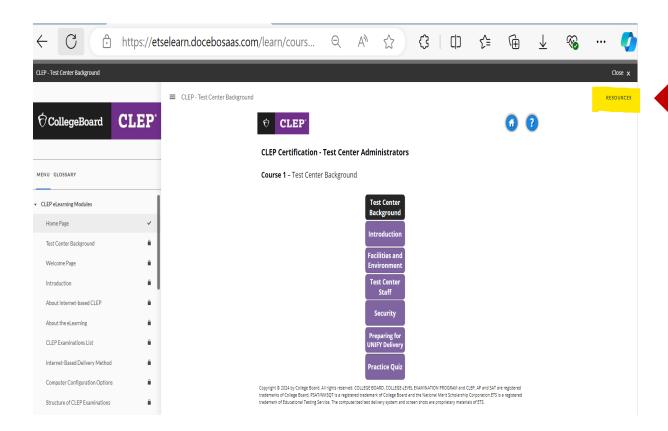# Accessing the CLEP Test Administrator's Handbook

Primary Test Center Administrators (PTCAs) and Test Center Administrators (TCAs) can access the *CLEP® Test Administrator's Handbook* by logging in to the elearning training and certification modules and following these steps:

1. Log in to your account in the Test Center Portal at tcportal.ets.org.

2. Access any of the PTCA elearning Modules or the TCA elearning Modules, depending on your role. Click on the **Resources** button in the upper right corner of whichever module you select.

3. You'll see a dropdown menu from which you may view or download a copy of the current *CLEP Test Administrator's Handbook.*

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