



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.

The screenshot shows a web browser window displaying the CLEP Test Administrator's Handbook. The browser's address bar shows the URL <https://etslearn.docebosaas.com/learn/cours...>. The page title is "CLEP - Test Center Background". The main content area is titled "CLEP Certification - Test Center Administrators" and "Course 1 - Test Center Background". A vertical list of buttons is visible, including "Test Center Background", "Introduction", "Facilities and Environment", "Test Center Staff", "Security", "Preparing for UNIFY Delivery", and "Practice Quiz". A yellow "RESOURCES" button is highlighted in the top right corner, with a red arrow pointing to it.

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

The screenshot shows a web browser window with the URL <https://etsellearn.docebosaas.com/learn/cours...>. The page is titled "CLEP - Test Center Background" and features the CollegeBoard and CLEP logos. The main content area is titled "CLEP Certification - Test Center Administrators" and "Course 1 - Test Center Background". A vertical list of course modules is displayed on the right side of the main content area, including "Test Center Background", "Introduction", "Facilities and Environment", "Test Center Staff", "Security", "Preparing for UNIFY Delivery", and "Practice Quiz". On the left side, there is a "MENU GLOSSARY" section with a "CLEP eLearning Modules" list. In the top right corner, there is a "RESOURCES" section with a link to "Technical Configuration Guidelines" and a PDF icon for "CLEP Unify Handbook August 2024". A red arrow points to this resource link. The bottom of the browser window shows the Windows taskbar with the time 4:19 PM on 9/30/2024.