

CLEP Implementation Timeline for High Schools



To develop a successful CLEP Program and administer CLEP® exams to your students, follow the steps below.



<input checked="" type="checkbox"/>	Activity	Considerations
<input type="checkbox"/>	Identify Students	Share CLEP information with students and families seeking ways to make college more affordable . Do you have students fluent in Spanish, French, or German? Taking honors or advanced courses in a CLEP subject? Independent learners? Let them know CLEP can be another option to earn college credit.
<input type="checkbox"/>	Apply to Become a CLEP Test Center	Review technical/staff requirements , and complete the Start and Maintain Your CLEP Program Request Form . Before you apply, identify a Primary Test Center Administrator (PTCA) to manage your testing program and procedures. Alternatively, students can take CLEP exams via remote proctoring for an additional fee.
<input type="checkbox"/>	Help Students Prepare and Practice	Many students prepare for CLEP exams through high school courses, independent study, and Modern States free online courses (modernstates.org) . Teachers and students can become familiar with exams by reviewing exam descriptions and resources at clep.org .
<input type="checkbox"/>	Register and Pay for CLEP Exams	Schools can cover CLEP exam costs by ordering CLEP vouchers through the CLEP voucher ordering program . Distribute vouchers to students when they register for CLEP exams. Make sure they register prior to exam day.
<input type="checkbox"/>	Exam Day	Ensure seamless test delivery by running a Round Trip one week prior to exam day to address any potential issues. Make sure staff and students follow correct test procedures by having proctors review the <i>CLEP Test Administrator Handbook</i> leading up to test day. Students receive their scores immediately upon completing the CLEP exam (excluding exams with essays).
<input type="checkbox"/>	Post Exam Day	Schools and districts can access CLEP scores online through the My CLEP professional portal. Scores are available one business day after students test, except for CLEP exams that require essays. Learn more at clep.collegeboard.org/for-high-schools/get-student-scores .

Need more information?
Email clep@collegeboard.org.