

SAU Tech CLEP Testing

Registration & Payment Options:

- Complete the registration form and fax to the Testing Center at 870.574.4734 email it to jsanders@sautech.edu, or bring it to the Testing Center on or before the registration deadline.
- Pay the non-refundable \$15 testing fee (per exam) to the Business Office by cash, credit card, check, or money order and bring the receipt to the Testing Center to check in on your testing date.
- Visit <http://clep.collegeboard.org/started> and click **Create an Account** in the upper right corner to create an account and pay for the CLEP exam (\$80 each) and bring the registration ticket with you to check in on your testing date.

Summer Testing Schedule		
Test Days	Times	Registration Deadline
Mon - Thurs	9:00a-12:00p	2 school days prior
Mon - Thurs	1:00p-3:00p	2 school days prior
Fall & Spring Testing Schedule		
Test Days	Time	Registration Deadline
Mon - Thurs	9:00a-12:30p	2 school days prior
Mon - Thurs	1:00p-3:00p	2 school days prior
Fri	8:30a-10:00a	2 school days prior
Ending times are the latest appointments can be scheduled		

Testing Guidelines:

1. **Examinees MUST bring TWO forms of ID on test day. Acceptable forms of primary ID include (must include name, signature, and recognizable photograph):** valid driver's license, current passport, current state or federal ID card, national ID card, tribal ID card, naturalization card or certificate of citizenship, or College Board ID Form for minors unable to provide a primary government issued ID. **Acceptable forms of secondary ID include (must contain either a photo or a signature):** current student ID, military ID, common access card, unused ID from the primary choices above.
2. Two exams that **do not** include an essay may be taken in a single testing session within the available times.
3. Each exam is timed at 90 minutes. Add an additional 30 minutes for the College Composition exam.
4. Exams for which SAU Tech will accept/grant credit are listed in the SAU Tech CLEP Credit-Granting Policy.
5. Candidates must accumulate **12 hours of course work at SAU Tech** before any CLEP credit will posted to a SAU Tech transcript.
6. Candidates receive a copy of their scores at the end of the testing session with the exception of College Composition which is scored by CLEP.
7. Walk-in testing is NOT allowed.
8. Candidates requesting accommodations for a CLEP exam must inform testing staff at time of registration.
9. Candidates must wait at least **six months** to retest.



Testing Center

Admin Bldg. Room 200
6415 Spellman Rd.
Camden, AR 71701
(870) 574-4486

www.sautech.edu/studentResources/testingCenter.aspx



CLEP Registration Form

Testing Center • Admin Bldg. • 6415 Spellman Road • Camden, AR 71701 • 870.574.4530 • jsanders@sautech.edu

1. Name (Please Print) Last First MI		2. Social Security Number	
3. Email Address		4. Birth Date	5. Daytime Telephone
6. Street Address		City, State, Zip	
7. Test Date (mm, dd, yy)	8. Test Time	9. Institution to Receive CLEP credit	
10. CLEP Exam Voucher ID(s):			
11. Students with documented disabilities: Check if you need testing accommodations. Be sure to contact the SAU Tech Student Services Department to make the necessary arrangements before the test date.			

11. Examinations for which you are registering:

- | | |
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| <input type="checkbox"/> Financial Accounting (3 credits) | <input type="checkbox"/> Introductory Sociology (3 credits) |
| <input type="checkbox"/> Information Systems and Computer Applications (3 credits) | <input type="checkbox"/> Principles of Macroeconomics (3 credits) |
| <input type="checkbox"/> Introductory Business Law (3 credits) | <input type="checkbox"/> Principles of Microeconomics (3 credits) |
| <input type="checkbox"/> Principles of Management (3 credits) | <input type="checkbox"/> Social Sciences and History (6 credits) |
| <input type="checkbox"/> Principles of Marketing (3 credits) | <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 (3 credits) |
| <input type="checkbox"/> American Literature (6 credits) | <input type="checkbox"/> Western Civilization II: 1648 to the Present (3 credits) |
| <input type="checkbox"/> Analyzing and Interpreting Literature (6 credits) | <input type="checkbox"/> Biology (6 credits) |
| <input type="checkbox"/> College Composition (6 credits) | <input type="checkbox"/> Calculus (3 credits) |
| <input type="checkbox"/> College Composition Modular (3 credits) | <input type="checkbox"/> Chemistry (6 credits) |
| <input type="checkbox"/> English Literature (6 credits) | <input type="checkbox"/> College Algebra (3 credits) |
| <input type="checkbox"/> Humanities (6 credits) | <input type="checkbox"/> College Mathematics (6 credits) |
| <input type="checkbox"/> American Government (3 credits) | <input type="checkbox"/> Natural Sciences (6 credits) |
| <input type="checkbox"/> History of the US I: Early Colonization to 1877 (3 credits) | <input type="checkbox"/> Precalculus (3 credits) |
| <input type="checkbox"/> History of the US II: 1865 to the Present (3 credits) | <input type="checkbox"/> French Language (up to 12 credits)*+ |
| <input type="checkbox"/> Human Growth and Development (3 credits) | <input type="checkbox"/> German Language (up to 12 credits)*+ |
| <input type="checkbox"/> Introduction to Educational Psychology (3 credits) | <input type="checkbox"/> Spanish Language (up to 12 credits)*+ |
| <input type="checkbox"/> Introductory Psychology (3 credits) | |

*Most colleges that award credit for the language exams will grant either two or four semesters of credit, depending on your exam score.

+Candidates must bring their own headset to take the language exams.

Payment Instructions:

1. Visit <http://clep.collegeboard.org/started> and click Create an Account in the upper right corner to create an account and pay for the CLEP exam (\$80 each exam) and enter the Voucher ID(s) in the requested field on this form.

2. \$15 payment to SAU Tech's Business Office(cash, check, credit/debit, or money order)

YOU WILL BE REQUIRED TO PROVIDE A RECEIPT FOR YOUR \$15 TRANSACTION ON TEST DAY. **Candidates without a Business Office receipt WILL NOT be allowed to test upon arrival. PAYMENT OF TEST FEE DOES NOT CONFIRM REGISTRATION.** Once your registration is received, we will email to confirm or reschedule (if desired date is not available) your registration.

Note: The fee for each exam is \$80 to CLEP and \$15 to SAU Tech.

Score Cancellation Policy

I understand that cellular devices are STRICTLY prohibited in the testing center and that I must, upon arrival to test, turn off **completely** my cellular equipment. I further understand that my test scores **will be cancelled** and I will be promptly dismissed from the testing center for failure to abide by this policy.

Signature: _____ Date: _____