

# College Level Examination Program (CLEP) Registration Instructions

1. RHEC's CLEP proctoring registration is available online at [www.education.edu/testing](http://www.education.edu/testing).
2. Near the top of the page you will see a button titled "SCHEDULE AN EXAM." Click this button.
3. You will see a list of exam registration steps. For **Choose a group**, select either **CLEP** or **CLEP: Composition & Literature** based on the CLEP exam you plan to take.
4. For **Choose an exam**, select which exam you want to take.
5. You will need to choose an exam day/time and complete the registration process.
6. For additional information, please click **About** at the right side of the page or visit the website [www.registerblast.com/roanoke/Home/Tab/87](http://www.registerblast.com/roanoke/Home/Tab/87).

## **Additional Information:**

The CLEP test is a total of \$125.50 with two separate payments: **the non-refundable registration fee of \$40.50** paid online through the RHEC website and the **test fee of \$85.00** paid before the day of the test by purchasing a voucher from CLEP's website.

To purchase the test, visit CLEP's website at [clep.collegeboard.org/](http://clep.collegeboard.org/). All CLEP exam payments must be made online through the My Account portal.

**If you are taking a CLEP Exam with the optional essay, there is an additional cost of \$15.00 payable at the time of registration on RHEC's website.**

If you have a learning or physical disability that would prevent you from taking a CLEP exam under standard conditions, you may request special accommodations. Before registering for your exam, please contact our CLEP test administrator Carla Jackson at [carla.jackson@education.edu](mailto:carla.jackson@education.edu) or 540-767-6010.

It takes approximately 2-3 weeks for your score to get to your institution. You will receive a printout of your scores the same day you take your test, except for the College Composition exam and optional essays.

CLEP test takers must produce one form of government-issued identification on the day of the exam. The primary identification must be valid and current, must bear the test-taker's full name in English language characters, and must contain a photograph and a signature. All DANTES-funded military candidates must present a current military ID. **If you fail to present appropriate ID, you will not be tested.**