

Registering for CLEP/DSST Exams

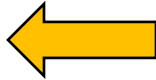
To register for a CLEP/DSST exam go to <https://www.wilmu.edu/doverafb/>.

1.

Register for CLEP and DSST Exams

Dover Air Force Base offers CLEP and DSST exams every Wednesday and Thursday, respectively. You may register for an exam by selecting the event date in our calendar, and submitting the registration form associated with that event.

Choose Your Exam



Scroll down until you see the information to the left. Click *Choose Your Exam*.

Thursday, June 23, 2022

[DSST Exam Online Registration](#)

6/23/2022, 9:00 AM (ET)



Monday, June 27, 2022

[DSST Speech Exam Online Registration](#)

6/27/2022, 9:00 AM (ET)

Tuesday, June 28, 2022

[CLEP Exam Online Registration](#)

6/28/2022, 9:00 AM (ET)

Click the ticket icon for the date you would like to test. CLEP exams are taken on Tues and Wed, DSST exams are taken on Thurs, and the Speech exam is taken on Mon. All are at 0900.



2.

Registration

Name	Description	Pictures	Quantity
CLEP Exam Registration	Please type "1" in quantity and click "update" to proceed to the registration form.		<input type="text" value="1"/>

* Required Fields

3.

CLEP Exam Registration (1)

* First Name <input type="text" value="Jane"/>	* Last Name <input type="text" value="Smith"/>	* Email Address <input type="text" value="jane.smith@yahoo.com"/>
* Phone <input type="text" value="302-555-1234"/>	* Military Affiliation <input type="text" value="Active Duty"/>	* Squadron <input type="text" value="436 FSS"/>
* I have read the directions above and understand that I must bring my Exam Ticket with me the day of my exam or I will have to reschedule. <input checked="" type="checkbox"/>		* Choose Your Exam <input type="text" value="Principles of Management"/>

After typing "1" in the Quantity box, the Exam Registration information will populate. Fill in all data fields.

+ ADD TO CART



4.

CLEP Exam Online Registration

Name	Quantity
CLEP Exam Registration Jane Smith jane.smith@yahoo.com	1

Confirm your seat registration.

Order Contact Information

FIRST NAME: Jane
LAST NAME: Smith
EMAIL: jane.smith@yahoo.com

Add a password to create a profile.
Want to track your purchases, create a list of favorite events, and create event subscriptions? Add a password below.

PASSWORD: _____
CONFIRM PASSWORD: _____

Confirm

**IF YOU ARE TAKING A DSST EXAM, YOU CAN STOP HERE!!
IF YOU ARE TAKING A CLEP EXAM, YOU ARE NOT DONE!!**

Register/log in at <https://www.collegeboard.org/>.

5.

CollegeBoard Sign In Search

Welcome back. Please sign in.

Username: _____ [Forgot username?](#)
Password: _____ [Forgot password?](#)

Sign In Remember me

Don't have an account?
Create Account

If creating a new account, be sure to make a **Student** account.

6.

- ACCUPLACER >
- CLEP >
- Higher Ed Search >
- CSS Profile >
- PowerFAIDS >

Scroll down until you see the information to the left. Click **CLEP**.

7.

Click *CLEP Exams* on the top menu ribbon and then select *Register for an Exam*.

to take a CLEP exam and receive credit from colleges.

- Exam Topics
- Register for an Exam
- About Remote Proctoring
- Find a Test Center and Schedule Your Test
- Prepare for a CLEP Exam
- Test Day
- Scores

8.

Follow these steps to register for an exam, request credit, and request a transcript.

Select your CLEP exam to begin registration.

Register Now

Business

Financial Accounting

The Financial Accounting exam focuses on the skills and concepts taught in an introductory financial accounting course.



Information Systems

The Information Systems exam focuses on introductory business information systems.

Exam | \$89.00

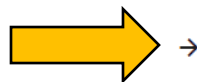
9.

Scroll down until you see the exam you registered for at Wilmington's site. Click the arrow

Principles of Management

The Principles of Management exam requires knowledge of human resources and operational and functional aspects of management.

Exam | \$89.00

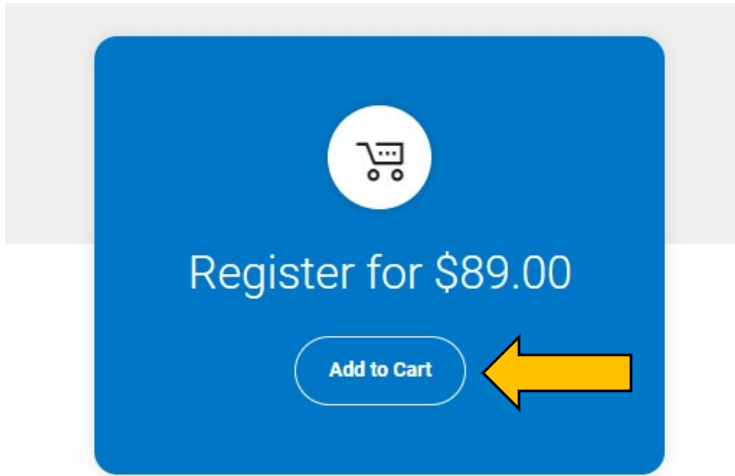


Principles of Marketing

The Principles of Marketing exam focuses on markets, marketing, and consumer behavior.

Exam | \$89.00

10.



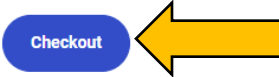
11.

Your Shopping Cart

✔ Item added to your cart.

Principles of Management
Exam | \$89.00

Not ready to checkout?



12.

Your Shopping Cart

You are currently not logged into your CLEP My Account. To see more options in your shopping cart, [Sign in](#) or [Sign Up](#).

Acceptable payments are valid credit or debit cards. If you are eligible for DANTES funding, each individual exam total will reflect its application if considered valid. Are you eligible for DANTES funding? Check [eligibility rules \(pdf\)](#).

EXAM/ITEM NAME	ITEM DETAILS	UNIT PRICE	QTY	DISCOUNTS	TOTAL
Principles of Management	130065350 EXAM	\$89.00	1 remove	N/A	\$89.00

Shipping and tax will be calculated during checkout, if applicable. Subtotal: \$89.00
Additional test center fees may apply when taking the exam.



Do not panic when you see an \$89 charge in the cart. **It will go away!**

13.

You will now register with your personal information and answer general questions. Make certain you select the correct military options when prompted.

Do you have a government issued ID? Yes

Are you eligible for DANTES funding and are not a veteran? Yes
[DANTES Eligibility Rules \(pdf\)](#)

Please Select a DANTES Category: A member of the military

Branch of Service: Air Force

Military Status: Active Duty

Enlisted Personnel

Pay Grade 3

14.

Please select your Preferred Test Center

You must select where to test—at a CLEP test center OR at home with remote proctoring.

CLEP test center: You must contact the center directly to schedule your exam and get information about proctoring fees (separate from your CLEP exam fee) and cancellation policies. You can test at any CLEP test center, not only the preferred center you select today. If you require a testing accommodation, contact your test center well in advance of the exam date to make the necessary arrangements.

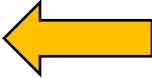
Remote proctoring: You'll be charged a \$30 proctoring fee at checkout. Later, you'll receive an email with instructions for scheduling your exam with Proctortrack. The administrative fee is refundable within 7 days of purchase. After 7 days, you won't receive a refund. If you require a testing accommodation, you must get approval from the College Board prior to completing your CLEP registration.

Where would you like to take your exam?

At a CLEP Test Center
[Find a test Center](#)

At home using remote proctoring

Exit Previous **Save and Continue**



15.

We reserve the right to change the terms of this Privacy Policy from time to time by posting an updated Privacy Policy. We encourage you to review this Privacy Policy periodically for any changes or updates.

If you have questions about this Policy or College Board privacy practices, please contact us.

I understand and agree to the Privacy Policy outlined above.

Retest Policy:
You may not repeat an exam for the same title within three months of the initial testing. If you are retaking an exam and your score is invalid, your score will be canceled and any test fees will be forfeited. Inquire about your college's regulations before registering for retesting. DANTES-funded examinees: Effective December 11, 2010, DANTES no longer funds retesting on previously funded CLEP exams with the same title. However, service members may personally fund a retest after waiting three months.

College Composition

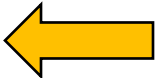
I understand and agree to the CLEP retest policy outlined above.

As a veteran, I plan to seek reimbursement from the U.S. Department of Veterans Affairs for this exam. For more information, go to the CLEP for Veterans section.

When did you decide to take this CLEP exam?
Within the last 3 months

You must select these options so that the \$89 charge will disappear.

Exit Previous **Save and Continue**



Send Score Information

CLEP offers two complimentary score sends to institutions of your choice. For each exam score. You can't send scores to yourself or any private residence. In addition, additional score send requests made after your test date.

All fields are required unless noted as optional.

Principles of Management

Select from list of colleges or ...



Find College/University

Send Score: Harvard Extension School College Code: 7435

I authorize CLEP to release my exam score to the institution listed above.

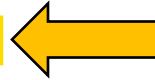
Would you like to send a second score to another institution?

Yes No

Exit

Previous

Save and Continue



Your score will **automatically be sent** to the CCAF. If you would like your score to be sent to another college/university, use the drop-down menu to *Select from list of college or universities*. Choose your school. Otherwise select *Wait to send scores*.

Please review your order

EXAM/ITEM NAME	ITEM DETAILS	UNIT PRICE	QTY	FUNDING ACTIONS	TOTAL
Principles of Management Institution: (7435) Harvard Extension School address: Undergraduate Degree Programs 51 Brattle St Floor 5 Cambridge MA US 02138 Edit	130065350 EXAM	\$89.00	1 remove	<input checked="" type="radio"/> DANTES <input type="radio"/> Self Funded	\$0.00

Shipping and tax will be calculated during checkout, if applicable. Subtotal: \$0.00
Additional test center fees may apply when taking the exam.

Tax: \$0.00

Total: \$0.00

What is a promotion? Enter a Promo Code

Add Promo Code

Do you have an exam voucher? Enter Voucher

Add Voucher

The total should now read \$0.00

CLEP exam fee), registration dates and deadlines after

t and schedule an exam with Proctortrack.

I agree to the [College Board Terms and Conditions](#)

for your order and/or registration.

17.



Place Your Order

Order Confirmation

Thank you for placing your order. You can view the details of your order by clicking on the order ID: 2164766

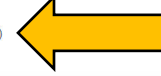
Please be sure to bring your CLEP Exam Registration Ticket(s) for EACH exam to the test center at the time of the exam. [Download Adobe Reader \(latest version recommended\)](#)



Ticket ID: 11649686

Principles of Management

Print your [Registration Ticket](#) (.pdf)



18.

Preferred Test Center

CLEP Test Center

Contact a test center to schedule your exam appointment. [Find a test center.](#)



CLEP Exam Registration Ticket

TEST TAKER INFORMATION:

First Name, MI, Last Name:

[Redacted]

Address:

[Redacted]

Country: United States

Government Issued ID: Yes

Date of Birth:

[Redacted]

Gender: Female

Dantes Funded

REGISTRATION INFORMATION:

TICKET ID: 11649686

EXAM TITLE: Principles of Management

PREFERRED TEST CENTER: CLEP test center

SCORE RECIPIENT: Harvard Extension School

USE TICKET BEFORE: December 30, 2022

SCHEDULE YOUR CLEP EXAM:

If you're testing at a CLEP test center:

Visit clep.collegeboard.org/test-center-search to find a test center for your exam. You may test at any official CLEP test center but MUST contact the center directly to schedule your exam.

If you're testing at home with remote proctoring:

Within 24 hours after registering for your CLEP exam, you'll receive an email from CLEP with a link to create an account and schedule your exam with Proctortrack, CLEP's remote proctoring vendor. You'll need your ticket ID to set up your Proctortrack account.

Record your exam day details:

Test Date:

Time:

Test Center Name and Address:

Test Center Phone Number:

Test Center Email:

WHAT TO BRING ON EXAM DAY

Bring to CLEP test center or remote proctoring exam appointment:

- Acceptable and valid form of photo identification (the name listed on your IDs must exactly match the name printed on this ticket)
- Visit clep.collegeboard.org/exam-day-info for details.

Bring this ticket with you on your test day!