



COMMUNITY PROGRAMS AND TESTING CENTER

Workforce Development & Lifelong Learning

What is CLEP? CLEP (College Level Examination Program) is a national computer-based testing program sponsored by the College Board and designed to help students earn credit for college-level knowledge. Nationwide over 2,900 colleges and universities use CLEP exams to award credits toward associate's, bachelor's degrees or to satisfy graduate school pre-requisites. Each participating college, university or agency independently establishes their own policies concerning credit awards. Check with the New York State Education Department if CLEP credits may be applied towards meeting the certification/licensing requirements. Many New York City Department of Education employees have CLEP exams applied toward salary differentials!

How do I register?

Decide which exam to take and create a student account on **The College Board's website:** clep.collegeboard.org

- ✓ Register and pay the College Board for the CLEP exam(s) you are choosing to take. If you are sending your transcripts to Nassau Community College **our test center code is 2563**. If an error message appears enter in Nassau Community College One Education Drive. Garden City NY 11530.
 - Identify your first and second choice testing dates.
 - If you are registering for multiple exams, you must submit a separate application and email for each test.
- ✓ Save a copy of the PDF and print out one (1) copy of your CLEP Registration Ticket. You will need to attach the PDF with this application
- ✓ Complete the Nassau Community College CLEP application form found on page 2.
- ✓ **Mail the PDF copy of your CLEP Registration Ticket and the Nassau Community College application form to CLEP@ncc.edu. Exams fill up quickly and are filled on a first come first serve basis. Please register at least two weeks in advance.**
- ✓ If you require an optional essay on an exam, please contact our office for fees (\$30 additional) and scheduling.
- ✓ After receiving your application along with the College Board confirmation ticket, we will reserve your seat. We will email your confirmation AND PAYMENT instructions via the email address provided on your application. If you have not received a confirmation email from clep@ncc.edu check your spam folder or email us to verify that we have received your application.

Payments

After you are registered you will be sent an email with payment instructions. Payments may be made by personal check, credit card or money order. Our online payment process is secure and easy to navigate. It is the fastest way to process your payment. There is no additional charge to pay online. **This is a non-refundable/non-transferable proctoring fee. Payment should be made within 72 hours of registration.**

AFTER receiving notification that you have been registered you will be advised to make a payment by logging into your [MyNCC](#) account at this link. Our online payment gateway accepts personal checks and credit cards, including Visa, MasterCard, Discover and American Express. **Once in the NCC Portal:**

1. Choose "Pay Bill" Option located on the top center section of the portal screen. Note: depending on your student type the Pay Bill option might be on the left hand menu.
2. Click on the box at the bottom of the screen: "Make an Account Payment By Credit Card" or "Make an Account Payment by Check." You should see the amount due for the course(s) for which you registered. If you are taking any credit courses, you will see those balances, too.
3. Click on "Pay Now" and enter the required credit card or check routing information and submit it.

How should I prepare?

Review the CLEP test descriptions on the College Board website, try the practice tests, or use the Official Guide for the CLEP Examinations. You can also find free online resources, by searching for 'Open Educational Resources (OER)' and the subject.

The Modern States Education Alliance also offers free online CLEP® review courses at modernstates.org. When you complete the coursework and practice questions, you may be eligible for a CLEP voucher to pay for your CLEP exam and the Nassau fee!

Questions: Email us at CLEP@ncc.edu. Please allow up to 48 hours for a response.

Nassau Community College CLEP Application

1. Download the form and complete all information below.
2. Save the document as "Last Name CLEP"
3. Attach the CLEP registration ticket and this form to an email and send it to CLEP@ncc.edu.
4. Once registered you will receive an email with payment instructions.

Name (please print)	
Last	First
Street Address	
City, ST, ZIP Code	
Birth Date	gender:
Daytime Phone #	Cell Phone #
Test dates posted: www.ncc.edu/clep	1st choice: 2nd choice:
Email address:	Alternate email:
Have you previously tested or taken a course at NCC?	Nassau ID (required for NCC students only) N00

Students w/ documented disabilities: Please check box and contact office for approval and scheduling. Please allow a minimum of two weeks for processing and approval. Send documentation to clep@ncc.edu

Identify which exam you are registering for. NCC does not grant credit for all exams, NCC students should review the equivalency chart and score requirements necessary to obtain credit.

Business	History and Social Sciences	Science and Mathematics
<input type="checkbox"/> Financial Accounting	<input type="checkbox"/> American Government	<input type="checkbox"/> Biology
<input type="checkbox"/> Information Systems	<input type="checkbox"/> History of the US I: Early Colonization to 1877	<input type="checkbox"/> Calculus
<input type="checkbox"/> Introductory Business Law	<input type="checkbox"/> History of the US II: 1865 to present	<input type="checkbox"/> Chemistry
<input type="checkbox"/> Principles of Management	<input type="checkbox"/> Human Growth and Development	<input type="checkbox"/> College Algebra
<input type="checkbox"/> Principles of Marketing	<input type="checkbox"/> Introduction to Educational Psychology	<input type="checkbox"/> College Mathematics
Composition and Literature	<input type="checkbox"/> Introduction to Psychology	<input type="checkbox"/> Natural Sciences
<input type="checkbox"/> American Literature*	<input type="checkbox"/> Introduction to Sociology	<input type="checkbox"/> Precalculus
<input type="checkbox"/> Analyzing & Interpreting Lit*	<input type="checkbox"/> Principles of Macroeconomics	World Languages*
<input type="checkbox"/> College Composition	<input type="checkbox"/> Principles of Microeconomics	<input type="checkbox"/> French Language Level I & Level II
<input type="checkbox"/> College Composition Modular*	<input type="checkbox"/> Social Sciences and History	<input type="checkbox"/> German Language Level I & Level II
<input type="checkbox"/> English Literature*	<input type="checkbox"/> Western Civilization I: Ancient Near East	<input type="checkbox"/> Spanish Language Level I & Level II
<input type="checkbox"/> Humanities	<input type="checkbox"/> Western Civilization II: 1648 to present	* One exam – credit awarded based on score

* If you are taking an exam with the optional essay contact the office at 516.572.9947 or clep@ncc.edu. An additional payment of \$30 is required. Nassau students seeking credit for ENG 101 are required to take the additional essay.

Fees : The \$50 fee is non-refundable and non-transferable. PAYMENT DIRECTIONS WILL FOLLOW AFTER YOUR DATE IS CONFIRMED.

Payment to College Board, online in advance is typically \$87. Exams with optional essays require a separate fee of \$30 paid to NCC. Contact the office at 516.572.9947 or clep@ncc.edu for information on optional essays.

All exam fees must be paid online after registration. DO NOT SEND PAYMENT

CLEP Test Center Admission Form

You will receive an email confirming your registration and payment information. If you have not received an email 5 days before the exam, check your spam folder and email clep@ncc.edu. Allow 2 days for a response. CHECK THE COLLEGE WEBSITES FOR COVID or WEATHER UPDATES. IF CAMPUS BASED CLASSES ARE CANCELLED, ALL EXAMS ARE CANCELLED.

Please add any comments:

1) Score Recipient: Name, address and/or Code #

Do not write in this space

Report at: Time: _____ Date: _____ Location: Bldg: _____ Room #: _____

Signature of Administrator _____ confirmation sent _____ emailed _____ mailed _____