CollegeBoard | **CLEP**®

CLEP Implementation Timeline for High Schools

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

	FALL		WINTER		SPRING	
Identify Students	Develop a CLEP Test Center	Prepare and Practice	Register for CLEP Exam	Exam Day	Post Exam Day

☑	**Activity**	**Considerations**
☐	**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.
☐	**Apply to Become a CLEP Test Center**	Review technical/staff requirements, and complete a test center application in the CLEP Resource Center, a password-protected site that offers various resources for education professionals. 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.
☐	**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**.
☐	**Register and Pay for CLEP Exams**	Schools can cover CLEP exam costs by ordering CLEP vouchers through the **Bulk Purchase program**. Distribute vouchers to students when they register for CLEP exams. Make sure they register prior to exam day.
☐	**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 *CLEP Test Administrator Handbook* leading up to test day. Students receive their scores **immediately** upon completing the CLEP exam (excluding exams with essays).
☐	**Post Exam Day**	Schools and districts can access CLEP scores online through the College Board K–12 reporting 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? Contact Gini Beran, Director of CLEP Outreach, at **gberan@collegeboard.org**.