

## CLEP REGISTRATION TEST CENTER NUMBER 4596

**Change in Registration:** Once you are scheduled, changes in test dates must be done five days **before** your scheduled appointment. If you do not show up for the test or cancel late, either a new registration form and fee will be required or we may not accept future registrations from you. Appointment slots are limited and you are expected to show up on the date scheduled.

A \$15 nonrefundable service fee is required with the return of this form to reserve your session space. Make your check or money order payable to: Azusa Pacific University. Do not send cash!

<b>First name</b> (please print)	<b>Last name</b>
<b>Mailing address number and street</b> (or on-campus box number)	<b>City, State, ZIP</b>
<input type="checkbox"/> APU Undergrad <input type="checkbox"/> APU CAPS	<input type="checkbox"/> Other institution: _____
<b>Telephone number</b> (day and evening)	<b>Gender</b> <input type="checkbox"/> Female <input type="checkbox"/> Male

**CLEP EXAM Fees:** The fee for each exam is \$70. This fee is due on the day of the exam. You may pay by credit card (preferred payment method) or check or money order payable to CLEP (College-Level Examination Program). Cash is **not** accepted for the CLEP Exam. Please indicate payment method:

**Paying by:**  credit card (VISA, MasterCard, American Express, Discover, JBC).  
 check/money order

*\*Essay required for APU students seeking credit for Literature and/or English Composition exams. An additional \$10 fee is required, made payable to APU.*

**EXAMINATION NAME**  
Enter the name of the examination for which you are registering below. Note that a separate registration form is required for each exam. Also, be sure to enter the **exact title** of the examination for which you are applying. For a list of exact titles, refer to the CLEP section of the Learning Enrichment Center website at [www.apu.edu/lec](http://www.apu.edu/lec).

**Examination Name:** \_\_\_\_\_

**Exam Retakes**  Check here if you are repeating the exam. *A six-month wait is required between retakes.*

**Steps to take the CLEP:**

- Complete the registration form and enclose the \$15 nonrefundable service fee (check or money order).
- Return the registration form to the APU Learning Enrichment Center and confirm test date
- On test day bring a picture identification (current driver's license, passport, or student ID) and two or more sharpened pencils. If taking an essay bring a blue or black ink pen.
- **DO NOT** bring pagers, cellular phones, calculators, alarm wristwatches, hats, books, papers, food, or drinks.

**Score Reports:**

Score reports will be printed upon completion of each test **except** English Composition with Essay. **This is the only copy that you will receive.** Candidates taking the English Composition with Essay will receive their scores in the mail shortly after the essay portion of the exam has been graded. For APU students taking Analyzing and Interpreting Literature and Freshman Composition exams, the multiple-choice part of the CLEP test will print immediately, however; the essay portion will be evaluated by faculty in the APU English Department and results will be available within two weeks. You must obtain a passing score on both the multiple-choice section **and** essay to obtain credit.

(Return your registration form and payment to the address at the top of this form.)

**For Office Use Only: Candidates Do Not Write in this Area.**

Date received \_\_\_\_\_ \$15 Fee paid \_\_\_\_\_ Check # \_\_\_\_\_ or Receipt # \_\_\_\_\_

Received by \_\_\_\_\_ In person \_\_\_\_\_ By telephone \_\_\_\_\_ By mail \_\_\_\_\_

Appointment date: \_\_\_\_\_ Day: M T W Th F Time: \_\_\_\_\_