



## Schenectady County Community College

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Dear Student,

Thank you for your inquiry concerning the College Level Examination Program (CLEP).

CLEP exams are administered at the SCCC Testing Center on designated Wednesdays of each month (Please see attached schedule). All CLEP exams are now delivered by computer. Because of this, we are only able to accommodate **9 students per test session**. Each exam runs approximately 90 minutes; please see the attached schedule for the list of date and times. If you are in need of taking more than one CLEP exam per session, we can accommodate this need. However, you will be required to pay an additional administrative fee and CLEP test payment.

Registrations for the CLEP exams are accepted in the order they are received. Please indicate your first and second choice of test date and time on the application. If we have **not** received the registration form at least **1 week before your preferred date, your second choice will be selected.** A confirmation letter will be sent to you via e-mail approximately one week before the exam to verify your appointment date and time. If you prefer a paper copy sent directly to you, please request it on your registration form next to your address.

**The CLEP exam fee is \$77** and can be paid for by check, money order, or major credit card. Please make checks and money orders payable to **CLEP**. In addition, there is a non-refundable **\$25** administrative fee per test to cover the cost of processing each application. While CLEP accepts credit card payment, SCCC requires this \$25 administrative fee as a check or money order only. Please make checks payable to Schenectady County Community College and mail this administrative fee with your registration form. Registration forms without administrative fees cannot be processed.

Any questions about the acceptability or amount of credits granted for particular exams should be directed to the receiving institution or agency. Individual department chairpersons will be happy to answer such questions with regard to Schenectady County Community College.

If you have any further questions, please call the **Testing Center at 381-1293**. Please see the attached registration checklist to ensure you send all required materials to our Testing Center by your preferred examination date.

Sincerely,

Michelle L. Aydinian  
SCCC Testing Center  
78 Washington Avenue  
427 Elston Hall  
Schenectady, NY 12305  
[TestingCenter@sunysccc.edu](mailto:TestingCenter@sunysccc.edu)

## Registration Checklist

### **\*Mail to SCCC Testing Center to reserve your test date:**

\_\_\_\_\_ Completed registration form (located on back side of booklet or on CLEP website)

\_\_\_\_\_ \$25 non-refundable administrative fee for each exam/registration form  
(ONLY CHECKS/MONEY ORDERS ACCEPTED, made payable to:  
Schenectady County Community College)

**\*\*\*If you are paying for the CLEP exam by check or money order, you need to include that with your registration form. Otherwise, you will be required to pay by credit/debit card on the day of the exam. Please make the exam fee (\$77) check payable to CLEP**

### **\*Bring on the day of testing:**

\_\_\_\_\_ Credit card for CLEP exam fee (\$77\*). **If you are paying by check**, you need to send in this CLEP exam fee **with your registration form** so we may submit the information to CLEP ahead of time.

\*If you are active military, bring your military ID to waive \$77 fee

\_\_\_\_\_ **TWO** forms of ID (please see page 8 of the booklet or the CLEP website for acceptable primary and secondary forms of ID)

**For more information about the CLEP exam, preparing for the exam, additional registration forms, and any other CLEP-related questions, please visit their website:**

[www.collegeboard.com/CLEP](http://www.collegeboard.com/CLEP)