



CLEP Exam Registration Form

First Name: _____ Last Name: _____

Today's Date: ____/____/____ Date of Birth: ____/____/____

Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ - _____ Email: _____

CLEP Exam that you will be taking: _____

If the CLEP exam you are taking offers an optional essay, will you be taking it? YES NO

Please read the following information:

- Your first step is to register and pay your exam fee online through <http://clep.collegeboard.org/> when you register.
- Pay the \$15 administrative proctoring fee to BridgeValley Community and Technical College. The \$15.00 proctoring fee is **non-transferable and non-refundable**. You must pay another \$15.00 in order to reschedule. The cashier's office is located in room 005 Main on the South Charleston campus. A receipt for payment must be shown at the time of testing. The cashier's office is open Monday through Friday from 8:00Am-12:00PM and 1:00PM – 4:30PM. You may also make payments by phone by calling Justa Atha at 304-205-6602.
- Testing Location: You will be testing in the South Charleston campus Student Success Center, room 031 B2000. The campus is located at 2001 Union Carbide Drive, South Charleston, West Virginia 25303. Please see the information below regarding your testing experience with us.
- Please make sure you have double checked with your academic institution that the CLEP test you are registered to take will count for credit. BridgeValley Community and Technical College cannot be held liable if you are registered and take an examination that does not earn the student credits.
- Arrive 15-minutes prior to your scheduled appointment time. Examinees arriving more than 5-minutes late may not be admitted and will forfeit any costs paid.
- You are required to bring two forms of identification. Your IDs cannot be expired and must be in the name in which you are registered to test.

2001 Union Carbide Drive • South Charleston, WV 25303 • Phone: 304-205-6600 • Fax: 304-205-6772
619 2nd Avenue • Montgomery, WV 25136 • Phone: 304-734-6600 • Fax: 304-734-6630

Formerly Bridgmont and Kanawha Valley Community and Technical Colleges
Equal Opportunity • Affirmative Action Employer

- Primary ID: Must be a government-issued, non-expired photo ID. Acceptable documents include a driver license, passport, state-issued identification card, or military identification.
- Secondary ID: Must have a photo or signature, such as a Social Security Card, student ID, employee ID, or a debit/credit card in the examinee's name.
- Bring your CLEP Confirmation letter sent to your email and your CLEP examination ticket.
- You will not be permitted to bring electronics (phones, iPads, iWatches, calculators, etc.), paper or pencil, or food or drink into the testing room.

I have read the information above: _____ Date: ___/___/___

Once your exam Registration Form has been submitted, Testing Center staff will contact you to schedule your exam. For questions, please contact the Student Success Center at 304-205-6670.