

## CLEP Policy Change - Effective Wednesday 1 January 2014

### Attention Candidates!

Due to a recent CLEP policy change, all candidates taking CLEP exams must create an online CLEP account and receive a voucher number prior to testing at the Ramstein NTC. To create a CLEP account and receive the necessary voucher number, please visit <http://clep.collegeboard.org/register/exam>.

During the registration process active duty military members will check a box that states they are eligible for DANTEs funded exams. This will prompt candidates to answer certain questions (military member, status, rank, etc.). By selecting this and providing the necessary information the exam total will be \$0.00 when candidates confirm the order at the end of the registration process. If candidates do not select this box during the registration process, it will associate the fee with the exam. If candidates get to the end of the registration process and there is still an \$80.00 fee associated with the exam, they should go back to the previous screens to make sure this option has been selected.

Civilians and active duty re-test candidates will need to pay the \$80 exam fee in order to receive a voucher. Please keep in mind that these candidates will still be responsible for the \$20 test center fee on the day of testing. This \$20 test center fee must be paid by major debit/credit, check or money order. Please make checks/money orders payable to UMUC Europe. If further clarification is needed, please contact the Ramstein NTC via email at [ntc-ramstein@umuc.edu](mailto:ntc-ramstein@umuc.edu).

Starting 1 January 2014, all candidates must present this voucher number on the day of testing.

Please be aware that this account is purely for CLEP registration purposes. Candidates will still continue to schedule exams at <http://labs.asia.umuc.edu/europentc-reserve/Web/>.

Also, this new policy does not change the testing time of nor eliminate previously scheduled appointments. However, it is imperative that candidates create a CLEP account and receive a voucher number prior to testing. Candidates will not be allowed to test without a voucher number.

This policy change is only for CLEP exams. The policy has not changed for DSST exams. DSST exams do not require prior registration. If you need clarification if your exam title is a CLEP or DSST, please reference our online brochure at <http://www.europe.umuc.edu/sites/default/files/ntc-brochure.pdf>.