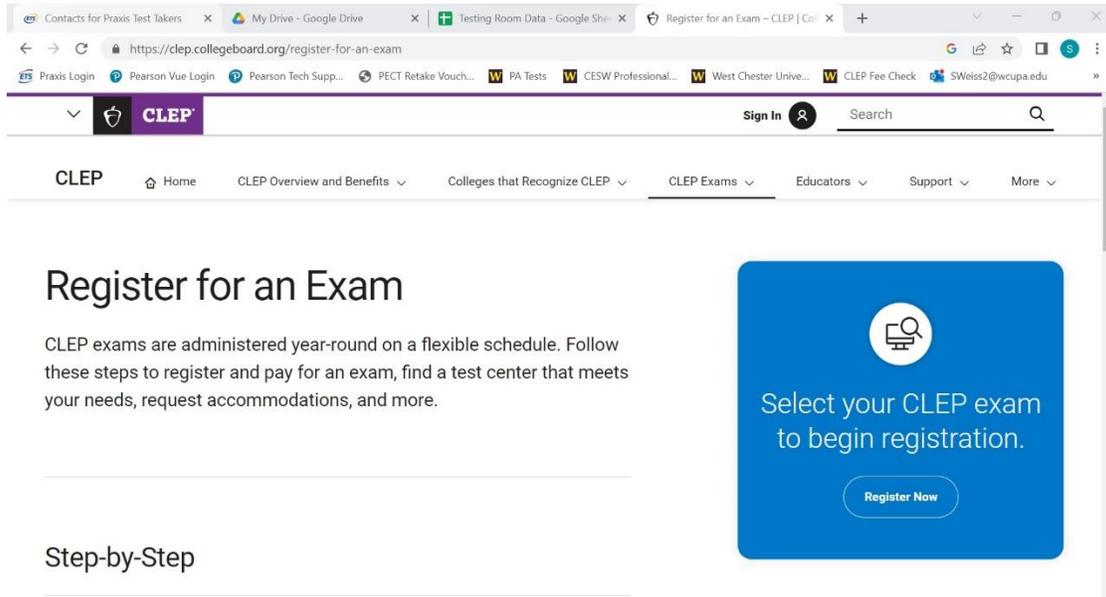


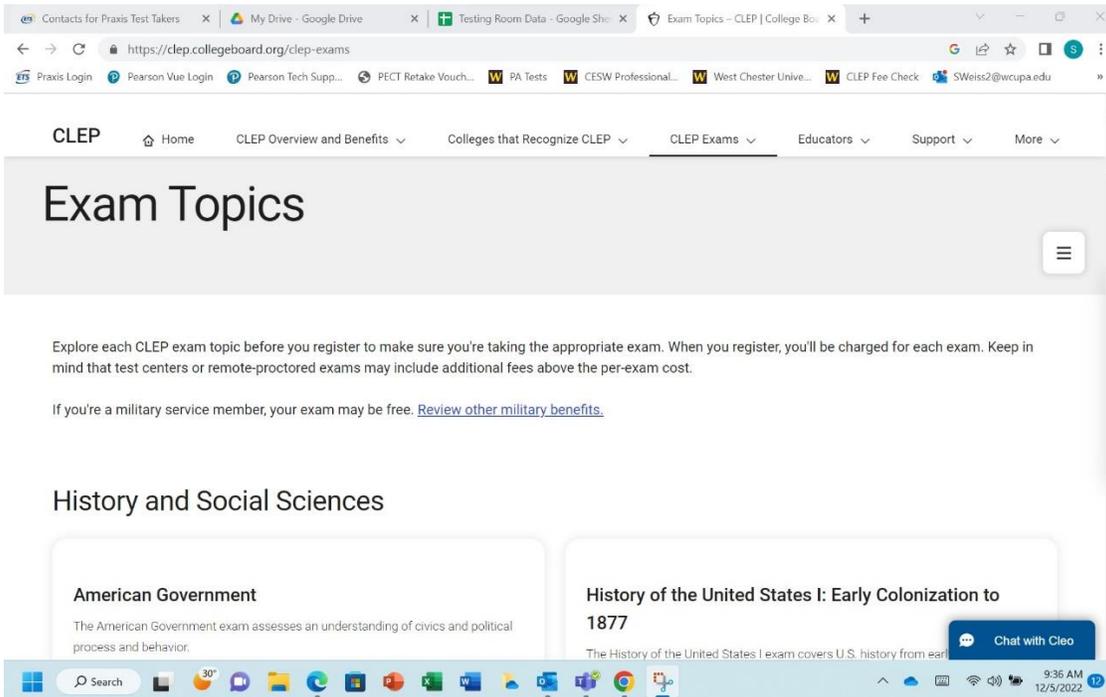
# CLEP REGISTRATION PROCEDURE

If you are making an account for the first time, follow the steps below to register for your test. Please check that you know the full name of your exam when signing up.

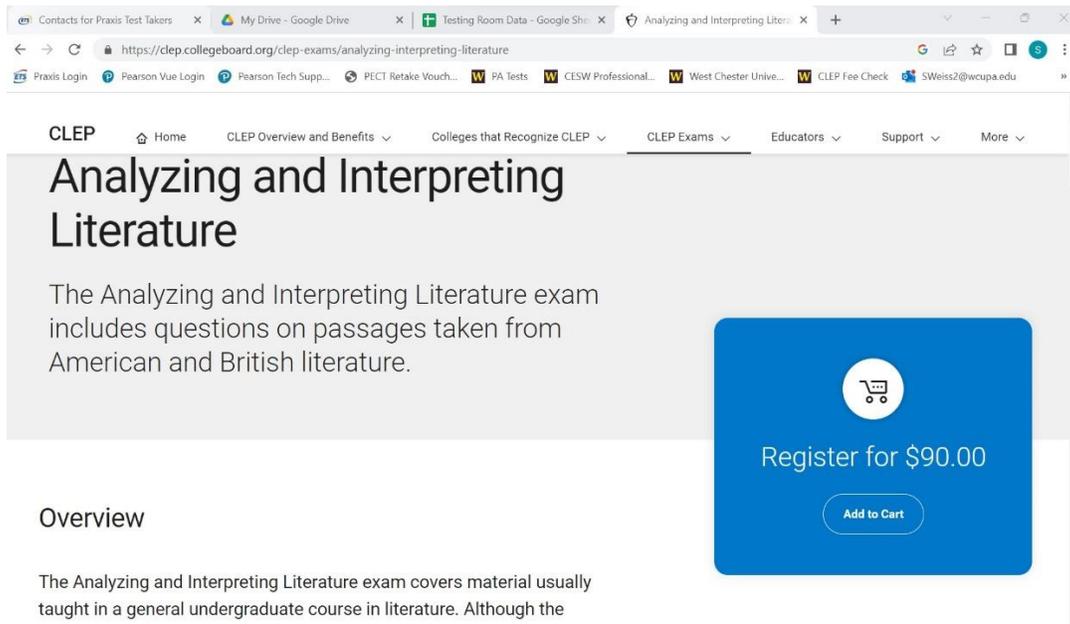
**Step 1. Select “Register Now” in the blue box on the right-hand side of the screen.**



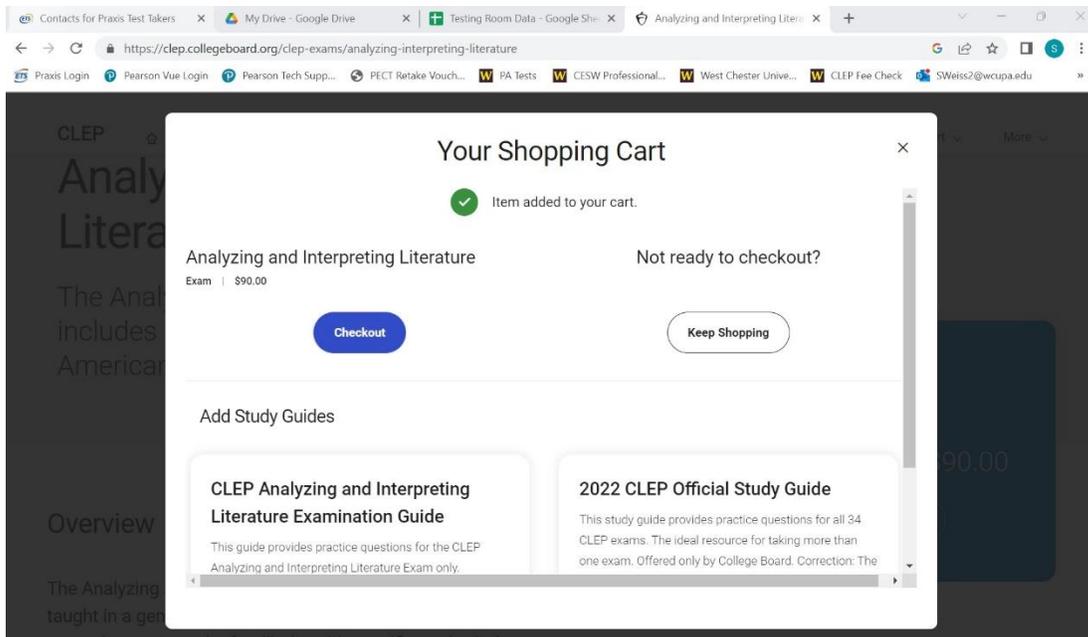
**Step 2. Select the appropriate test. Be sure to scroll through the whole list, as there are 34 different exams available.**



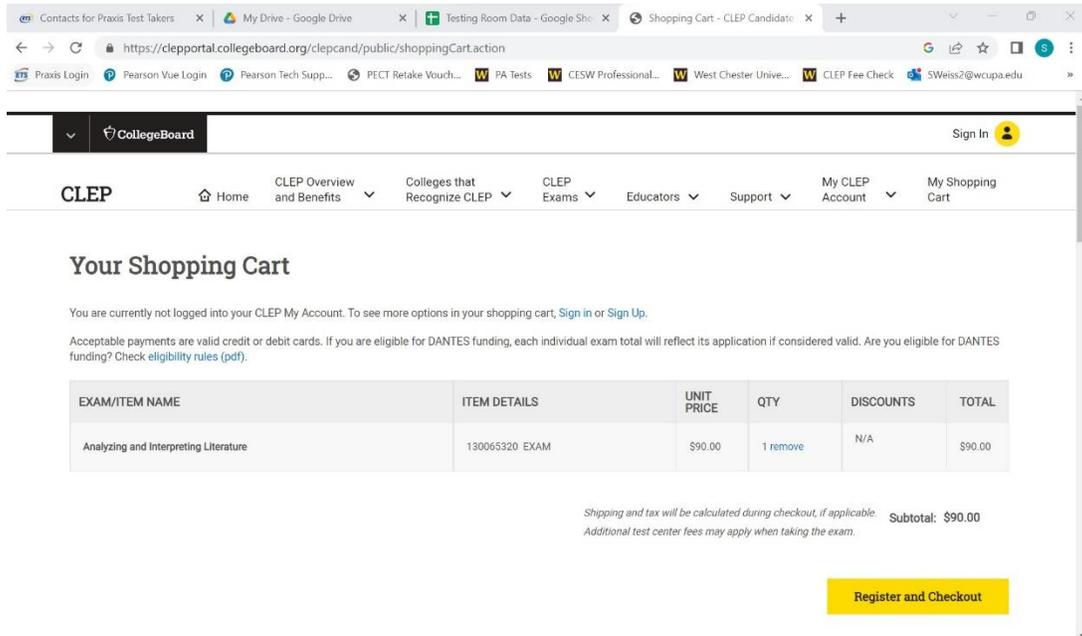
**Step 3. Once you have selected the test you wish to take, a new tab will open with more information about the test and the registration link. Select “Add to Cart” in the blue box on the right-hand side of the screen.**



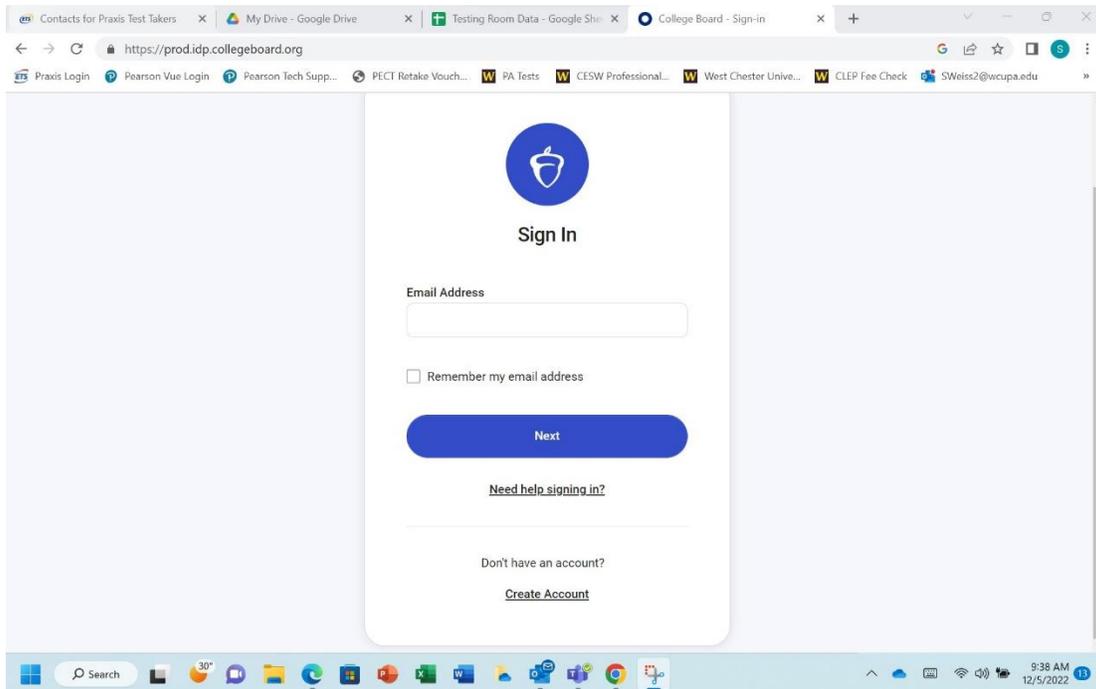
**Step 4. Your Shopping Cart will open. Select “Checkout” if this is the only test you want to register for. Select “Keep Shopping” if you want to register for more than one test.**



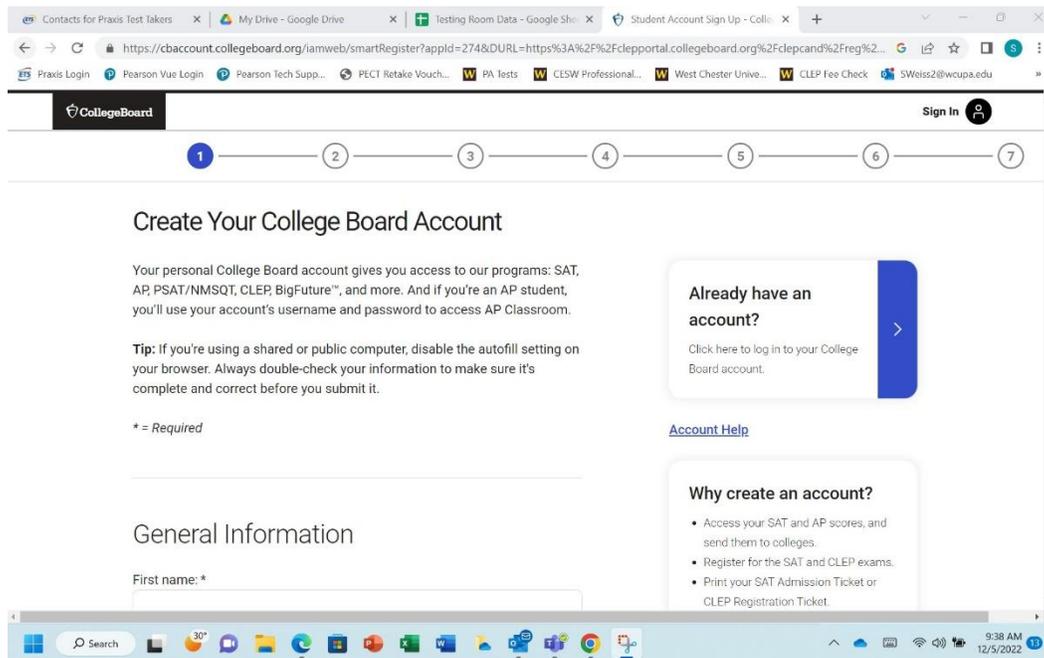
**Step 5. Select “Register and Check Out” on the bottom right-hand side of the screen.**



**Step 6. If you have an account sign in. If you do not have an account, select “Create Account” at the bottom of the screen.**



**Step 7. If you have an account, you will be taken to a check out screen. If you do not have an account, you will be directed to create an account. Follow the steps and check out at the end of the process.**



**Step 8. Once you have purchased the test, you have NOT yet scheduled your exam. Call 610-436-2413 or email [sweiss2@wcupa.edu](mailto:sweiss2@wcupa.edu) to schedule your test at the West Chester University Professional Testing Center. CLEP exams are only offered at select times, so please have several preferred dates/times in mind.**