



Web: www.ncc.edu/clep

Email: clep@ncc.edu

Phone: 516.572.9947

Office: 356 East Road, Garden City NY 11530
Testing Location Building U; Entrance 4

Applications accepted by mail OR in-person drop-off Monday–Friday 9am–3pm

What is CLEP?

CLEP (College Level Examination Program) is a national computer-based testing program sponsored by the College Board and designed to help students earn credit for college-level knowledge. For example, at NCC students that are fluent in Spanish can earn 6 credits with a score of 62 or more!

Over 2,900 colleges and universities throughout the country use CLEP exams to award credits toward associate's and bachelor's degrees (or to satisfy graduate school pre-requisites). Each participating college or university establishes their own policies concerning credit awards independently.

Who is eligible to take a CLEP Exam?

Anyone can take a CLEP exam, but it is the candidate's responsibility to verify if his/her school's or employer's acceptance and score policy. Teachers looking to obtain additional certifications or students looking to save time and money by earning CLEP credits can all benefit. Students already fluent in Spanish, French or German are among the most successful candidates.

Students seeking credit at Nassau Community College should review the listing of exams and required scores acceptable to NCC or visit with an academic advisor before registering for an exam.

New York City teachers, school secretaries, and paraprofessionals should visit their website for more information: <http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/ProfessionalDevelopment>

How do I register?

- ✓ **Decide which exam to take. Create a student account on The College Board's website:**
<http://clep.collegeboard.org>
- ✓ Register online and pay for the CLEP exam(s) you are choosing to take (average cost is \$85 per exam). If you are sending your transcripts to Nassau Community College our code is 2563 if an error message appears enter in Nassau Community College One Education Drive. Garden City NY 11530
- ✓ Print out 2 copies of your CLEP Registration Ticket. Keep one for yourself and one to send to NCC.
- ✓ Complete the Nassau Community College CLEP application form (attached).
 - Identify your first and second choice testing dates
 - If you are a student at NCC, include your college ID number (N00XXXXXX)
 - If you are registering for multiple exams, you must submit a separate application for each test
- ✓ **Mail the CLEP Registration Ticket, the Nassau Community College application form and a check or money order made payable to "Nassau Community College" for \$50. This is a non-refundable/non-transferable proctoring fee. Exams fill up quickly and are filled on a first come first serve basis. Please register at least 2 weeks in advance. If you are registering for multiple exams, you must include a separate check or money order for each test.**
- ✓ If you are registering for an exam with an optional additional essay, include a separate payment for \$30.
- ✓ After receiving your application along with the College Board confirmation ticket and your administrative fee payable to NCC, we will reserve your seat. We will **email your confirmation** via the email address provided on your application. If you have not received a confirmation email from clep@ncc.edu please check your spam folder or email us to verify that we have received your application.

How long is the exam?

Each exam is approximately 90 minutes long.

Do I need to write an essay?

The College Composition Modular exam is required for Nassau Community College students looking to apply the credit toward ENG 101. There is an additional \$30 fee for any NCC applicant that requires the additional essay. The required essay portion allows an additional 70 minutes to complete. The essay portion is only given upon successful completion of the computer multiple-choice portion. Additional essay fees may apply for candidates submitting essays to the College Board for scoring. Email clep@ncc.edu regarding optional essays.

Where is the exam given?

For students registered in advance and on the CLEP roster, CLEP testing takes place in Building U. Building U is also home to the Center for Students with Disabilities. Enter from the west entrance through door 4 bus stop 6 on the NCC map. <http://www.ncc.edu/campuservices/parkingandsafety/mapanddirections.shtml> The building is easiest to find when entering the campus from Hempstead Turnpike.

Which schools accept CLEP credits?

Over 2,900 schools and employers accept CLEP. Each school determines which exams they accept and what passing score is required for credit. To check if your institution accepts CLEP exams, visit: http://apps.collegeboard.org/cbsearch_clep/searchCLEPColleges.jsp

Can I get a refund if I decide not to take the test?

No. The administrative fee is non-refundable and non-transferable. If you need to change your test date you must submit another \$50 check or money order made payable to Nassau Community College. Your unused CLEP registration ticket is valid for 6 months from the date of purchase.

Can I retake a CLEP exam that I have failed?

Yes. You may retake a failed CLEP exam after observing a mandatory three month waiting period, however, the candidate must register and pay for a new exam through the College Board and submit a new application and test administration fee to NCC when retaking an exam. If you attempt to take the same exam title before three months, your score will be invalidated. You may take a different CLEP exam during the waiting period. Failed CLEP scores will not affect your transcript. However, if you failed, you may benefit from taking the class. Nassau offers classes days, evening, weekends and online!

How do I decide whether CLEP exams are for me?

First, make sure your college or employer accepts CLEP credits for the course you are interested in. Your college advisor or HR representative may offer you some good advice. Teachers taking the exam for additional certifications or salary increase may want to check with their agency before registering.

How should I prepare?

Review the CLEP test descriptions on the College Board website, try the practice tests, or use Official Guide for the CLEP Examinations (available at many libraries and bookstores.) You can also find recommended textbooks and free online resources, search for 'Open Educational Resources (OER).' The Modern States Education Alliance also offers free online CLEP® courses <https://modernstates.org>.

Is CLEP the only exam I can take for college credits?

The DSST exams are another great choice for earning college credits or satisfying graduate school pre-reqs. The fees are similar. A testing fee is payable on the day of testing plus the \$50 administrative fee paid to NCC. Links to DSST information can also be found at www.ncc.edu/clep.

How can I get more information?

Stop by our office, located behind the F Cluster, on East Road. You can also call us at 516.572.9947 or email us at CLEP@ncc.edu. If emailing, please allow up to 48 hours for a response.

CLEP Test Title	Minimum Score	NCC Course Equivalent	Credits
American Literature*		Not Accepted @ NCC	
Analyzing and Interpreting Literature*		Not Accepted @ NCC	
College Composition essay included – no additional essay fee		Not Accepted @ NCC	
College Composition Modular* w/Essay	50	ENG 101	3
English Literature*		Not Accepted @ NCC	
Financial Accounting	50	ACC 101	3
Information Systems and Computer Applications		Not Accepted @ NCC	
Introductory Business Law	50	LAW 103	3
Principles of Management	50	BUS 112	3
Principles of Marketing	75	MKT 100	3
French Language	62	FRE 101 & FRE 102	6
German Language	62	GER 101 & GER 102	6
Spanish Language	62	SPA 101 & SPA 102	6
American Government	60	POL 205	3
History of the United States I: Early Colonization to 1877	60	HIS 103	3
History of the United States II: 1865 to the Present	60	HIS 104	3
Human Growth and Development	60	PSY 216	3
Introduction to Educational Psychology	50	PSY 206	3
Principles of Macroeconomics	50	ECO 207	3
Principles of Microeconomics	50	ECO 208	3
Introductory Psychology	50	PSY 203	3
Introductory Sociology	50	SOC 201	3
Social Sciences and History		Not Accepted @ NCC	
Western Civilization I: Ancient Near East to 1648	60	HIS 101	3
Western Civilization II: 1648 to the Present	60	HIS 102	3
Biology	50	BIO 996 Elective -Not a lab science	6
Calculus	50	MAT 122	4
Chemistry	50	CHE 996 Elective -Not a lab science	6
College Algebra		Not Accepted @ NCC	
College Mathematics		Not Accepted @ NCC	
Natural Sciences		Not Accepted @ NCC	
Pre-calculus	50	MAT 111	4

Additional Notes:

1. CLEP credit for NCC students is awarded as indicated above and modified by NCC .
2. These equivalent credits are for Nassau Community College ONLY.
3. Please contact your institution or employer for specific CLEP policy, equivalent credit, additional essay requirements and required score. Each school sets its own policy.
4. CLEP credit does not carry a letter grade nor is it compounded as part of the student's grade point average. It is identified on the student transcript as CLEP credit for the particular course or subject area, in a manner similar to transfer credit. However, the CLEP score may be converted to a letter grade only for purposes of admission to selective curriculums
5. Students will receive a copy of the CLEP score on the day of the test, except for exams with essays
6. All exams are offered during all test sessions, even when not accepted by NCC.
7. **Please allow 2 -3 weeks for approval and scheduling of Special Accommodations requests. Please provide a copy of your accommodation when registering. Email CLEP@ncc.edu or call 516. 572.9947.**

Nassau Community College CLEP Application

**Return this application, a copy of your College Board Confirmation Ticket and \$50 check payable to NCC:
Lifelong Learning, CLEP DEPARTMENT, One Education Dr. Garden City, NY, 11530 -
Phone: 516. 572.9947 Email:CLEP@ncc.edu**

Name (please print)		
Last	First	Sex: M F
Street Address		
City, ST, ZIP Code		
Birth Date	Signature	
Daytime Phone #	Cell Phone #	
Test dates (indicate session if applicable)	1st choice	2nd choice
Email address	Alternate email:	
Have you previously tested or taken a course at NCC? Y N	Nassau ID (required for NCC students only) N00	
Students w/ documented disabilities: Please check box and contact office for approval and scheduling. <input type="checkbox"/> Please allow a minimum of two weeks for processing and approval. Send documentation to clep@ncc.edu		
Identify which exam you are registering for. NCC does not grant credit for all exams, NCC students should review the equivalency chart and score requirements necessary to obtain credit.		
<input type="checkbox"/> Algebra, College	<input type="checkbox"/> Financial Accounting	<input type="checkbox"/> Natural Sciences
<input type="checkbox"/> American Government	<input type="checkbox"/> French Language	<input type="checkbox"/> Psychology, Introductory
<input type="checkbox"/> American Literature*	<input type="checkbox"/> German Language	<input type="checkbox"/> Social Sciences and History
<input type="checkbox"/> Analyzing & Interpreting Lit*	<input type="checkbox"/> Mathematics, College	<input type="checkbox"/> Sociology, Introductory
<input type="checkbox"/> Biology	<input type="checkbox"/> Calculus	<input type="checkbox"/> Spanish Language
<input type="checkbox"/> Business Law, Introduction	<input type="checkbox"/> Pre-calculus	<input type="checkbox"/> Western Civilization I: Ancient Near East
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Humanities	<input type="checkbox"/> Western Civilization II: 1648 to present
<input type="checkbox"/> Educational Psych, Introduction	<input type="checkbox"/> Macroeconomics, Principles of	<input type="checkbox"/> History of the US I: Early Colonization to 1877
<input type="checkbox"/> College Composition Modular*	<input type="checkbox"/> Management, Principles of	<input type="checkbox"/> History of the US II: 1865 to present
<input type="checkbox"/> College Composition	<input type="checkbox"/> Marketing, Principles of	<input type="checkbox"/> Information Systems & Computer Applications
<input type="checkbox"/> English Literature*	<input type="checkbox"/> Microeconomics, Principles of	<input type="checkbox"/> Human Growth and Development

* If you are taking an exam with the optional essay contact the office at 516.572.9947 or clep@ncc.edu . An additional payment of \$30 is required. Nassau students seeking credit for ENG 101 are required to take the additional essay.

Fees

One check, payable to NCC for \$50. Payment to College Board, online in advance is typically \$85. If you are taking an exam with an optional essay, contact the office at 516.572.9947 or clep@ncc.edu. You must pay for all exams in advance by personal check or money order. Do not combine fees for multiple tests even if they are to be taken on the same day. CLEP exams and optional essays are free to eligible military personnel with proper ID (military personnel are still required to pay the administration fee of \$50 to NCC). The \$50 fee is non-refundable and non-transferable.

CLEP Test Center Admission Form

Complete the questions below. You will receive an email confirming your registration. If you have not received an email 5 days before the exam, check your spam folder and email clep@ncc.edu. Please allow 2 days for a response.

1) Signature	2) Birth Date	3) Sex: M F
4) Score Recipient: Name, address and/or Code #		
Do not write in this space		
Report at: Time:	Date:	Location: Bldg: Room #:
Signature of Administrator	confirmation sent	emailed _____ mailed _____