2022-23 Bulk Purchase Process
Frequently Asked Questions (FAQs)

Ordering Process

1. How do I access the online order form?
   The online order form is available only via the CLEP Resource Center. Once you log-in, click on “Forms” and select “Bulk Purchase Order Form.”

2. What is the CLEP Resource Center?
   The CLEP Resource Center is a password-protected area of our website where Test Center personnel and faculty can find information, resources, and forms needed to help implement CLEP.

3. How do I know if I have access to the CLEP Resource Center?
   You can verify whether you have access by going here: https://groups.collegeboard.org/clep/
   If the site looks familiar, attempt to log in. If you are unsure, click “Forgot password” and enter your email address.

4. What if I don’t have access to the CLEP Resource Center?
   If you don’t have a username and password, you can request access by completing the CLEP Resource Center Account Request Form.

5. What if my institution requires a contract?
   If your institution requires a contract, the College Board can provide one. First, complete and submit your order online. Once you receive your order confirmation, email it to clep@collegeboard.org. In your email, indicate that your institution requires a full College Board contract. We will work with you to execute a contract as quickly as possible.

6. I work in a school district. Do I need to complete a separate order form for each of my schools?
   No. District-level orders are encouraged; however, we also welcome separate orders at the school level. Please note that district purchasers will be responsible for distributing voucher codes to each of their participating schools.

7. What if I don’t have a purchase order number yet?
   Do not delay the submission of your order. Simply write “PO forthcoming” in the Purchase Order Number field and email the purchase order to clep@collegeboard.org, as soon as it’s available.

8. Will I be charged for vouchers ordered, vouchers used, or tests taken?
   Purchasing institutions will be charged for tests taken. Once a student uses a voucher to register for an exam, he or she will receive a registration ticket that is valid for six months. The purchasing institution will be invoiced only after the student tests. If the student does not test within those six months, or if the registration ticket is not used by June 30, 2023 the registration ticket will expire, and the institution will not be billed.

9. What happens if I do not end up using the required 10 minimum vouchers?
   Purchasing institutions are required to order a minimum of 10 vouchers. If, by June 30, 2023, your institution has not used 10 vouchers, you will not be penalized. Your institution will only be invoiced for exams your students take, even if it less than 10 exams.
10. I submitted my order, when will I receive my voucher codes?
   Please allow 5 – 7 business days for your order to be processed. Submitted order forms that are incomplete or contain inaccurate information will delay processing time.

11. How will voucher codes be delivered?
   Voucher codes will be delivered by email to the primary contact on your order form. We recommend that primary contacts save the file immediately, as the secure link will expire after 7 days.

12. My voucher link email has expired, how do I go about accessing my vouchers?
   Please email clep@collegeboard.org for a one-time courtesy resend. In your email, please include your order number, school name and the number of vouchers you ordered.

Order Quantities

1. How many vouchers should my institution order?
   The CLEP Program recommends ordering at least 20% more vouchers than you intend to use. Any vouchers that remain unused after June 30, 2023 will simply expire, and the purchasing institution won’t be invoiced for unused vouchers.

2. What if I run out of vouchers?
   If your institution needs additional voucher codes, you must submit an additional order online, which will be treated as a new order.

Dates and Deadlines

1. What if I don’t know my students’ testing dates?
   If you do not know your students’ testing dates, please provide your best estimate. CLEP requests this information to better plan for spikes in registration and testing. For high schools or school districts with their own test centers, the CLEP Program may also reach out to schedule site visits during the anticipated testing dates.

2. Can I select a voucher expiration date after June 30, 2023?
   No. Institutions that would like vouchers with an expiration date beyond June 30, 2023 will need to purchase vouchers for the 2023-24 school year starting on June 1, 2023.

3. When will customers get their invoices and scores?
   Purchasing institutions will receive their invoices for tests administered in a given month at the end of the subsequent month. For example, if your students tested in April, you will be invoiced in May. Please review the “2022-2023 Invoice Schedule” from the CLEP Bulk Purchase page.
   Schools and districts that purchased CLEP vouchers from the past 4 school years can access students’ score information online through College Board’s K-12 Score Reporting Portal. Scores of students who paid for their CLEP exam using a voucher code purchased by their school or district or who correctly listed their high school when registering for a CLEP exam will be included in the online score report. This new process will replace the monthly score reports emailed to schools and districts that purchased CLEP vouchers to cover exam costs for their students.

Score Reports

1. How do I access my students’ scores?
   Schools and districts that purchased CLEP vouchers from the past 3 school years can access students’ score information online through College Board’s K-12 Score Reporting Portal. For detailed instructions on accessing student scores, visit the CLEP Get Student Scores page.

2. What if students from my institution take CLEP exams but pay for the exams on their own? May I receive score information for those students?
   Scores of students who pay for an exam with a voucher purchased by the school or district will appear in the K-12 Score Reporting Portal. If students from your institution fund their own CLEP exams or use vouchers provided by another organization, you may be able to access their scores only if the student correctly lists their high school during registration. If students do not
list their high school when registering for a CLEP exam or list the incorrect high school, their score will not be included in the online report. As an alternative, we recommend having the student log into CLEP My Account to print an unofficial transcript. You can also have students pay the $20 fee to send an official transcript to their school.

3. **My institution requires that we collect copies of students' Unofficial Score Reports. Is the CLEP Program able to provide this information to us?**

No. We are unable to provide Unofficial Score Reports. Schools and districts that purchased CLEP vouchers from the past 4 school years can access students’ score information online through College Board's K-12 Score Reporting Portal. The score information can also be exported into a .csv file for the institution to keep for their records. However, if an institution requires an unofficial score report, institutions should instruct their students to provide a copy. If students do not receive a copy of the Unofficial Score Report after they complete an exam, they may log into their MyAccount and print a copy at any time at least one business day after testing (for College Comp, scores are available 2-3 weeks after completing the exam).