# CLEP Implementation Timeline for High Schools

To develop a successful CLEP Program and administer CLEP® exams to your students, follow the steps below.

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<td>Identify Students</td>
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### Considerations

- **Identify Students**: Start early in the school year by sharing CLEP information with students and families seeking ways to make college more affordable. Do you have students fluent in Spanish, French, or German? Taking honors or advanced courses in a CLEP subject? Independent learners? Let them know CLEP can be another option to earn college credit.

- **Apply to Become a CLEP Test Center**: Offer your students the opportunity to take a CLEP exam in a familiar setting. Become a certified CLEP Test Center. Review technical/staff requirements, and complete a test center application in the CLEP Resource Center, a password-protected site that offers various resources for education professionals. Before filling out an application, identify a Primary Test Center Administrator (PTCA) for your testing location (someone to manage the testing program and procedures). The PTCA should have a bachelor’s degree and experience administering standardized tests.

- **Help Students Prepare and Practice**: Many students prepare for CLEP exams through high school courses, independent study, and [Modern States free online courses](https://modernstates.org). Teachers and students can become familiar with the exams by using CLEP resources like At a Glance fact sheets or subject-specific exam guides available at [clep.org](http://clep.org).

- **Register and Pay for CLEP Exams**: Schools can cover CLEP exam costs by ordering CLEP vouchers. Distribute vouchers to students when they register for CLEP exams. Make sure they register prior to exam day.

- **Exam Day**: Ensure seamless test delivery by running a Round Trip one week prior to exam day to address any potential issues. Make sure staff and students follow correct test procedures by having proctors review the CLEP Test Administrator Handbook leading up to test day. Students receive their scores immediately upon completing the CLEP exam (excluding exams with essays).

- **Post Exam Day**: Schools that order vouchers receive monthly score reports of CLEP exams taken the previous month. Schools (except Michigan high schools) are invoiced each month for exams taken the previous month. Michigan high schools are invoiced twice a year after the fall and spring semesters.

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Need more information? Contact Gini Beran, Director of CLEP Outreach, at [gberan@collegeboard.org](mailto:gberan@collegeboard.org).