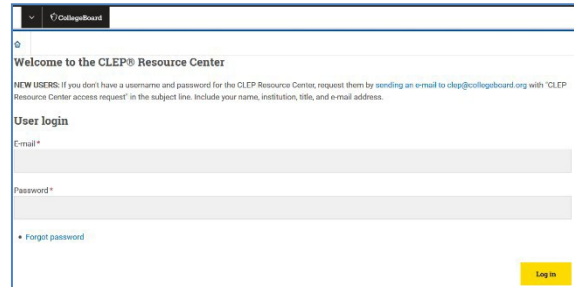


# CLEP® Online Bulk Voucher Ordering Instructions

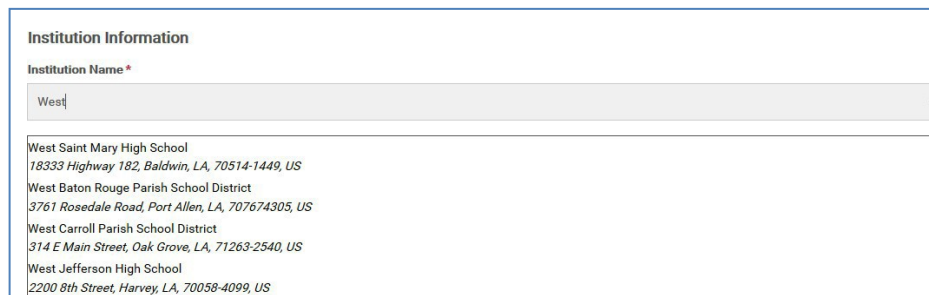
## I. Accessing the Bulk Purchase Order Request Form

- Access the online order form via CLEP® Resource Center here: <https://groups.collegeboard.org/clep>.
- You'll be prompted to log in to the CLEP Resource Center to access the online form.
  - If you have **not** already received your CLEP Resource Center log in credentials, please email [CLEP@collegeboard.org](mailto:CLEP@collegeboard.org) requesting access. Please include your name, institution, title, and email address. Insert **CLEP Resource Center for Bulk Purchase** in the subject line.
  - Once logged in, click on **Forms** and select **Bulk Purchase Order Form** from the drop-down menu.
    - Read the form carefully.
    - All fields with an \* are required.
    - For security purposes, you have **30 minutes** to complete the form before the system times out.



## II. Completing the Bulk Purchase Order Request Form

- Begin typing the first 3 characters of your institution's name in the Institution Name field, pausing 5 to 10 seconds after the third character for the system to retrieve and display matching results. Please note, the first three characters of your institution name may be on file as an abbreviation "st." vs. "sai" for "saint."



- If your institution has placed a Bulk Purchase order previously, select your institution from the drop-down menu.
  - **The billing address on file for your institution will be used to auto-populate the Primary and Billing Contact address fields.**
- If you are a first-time Bulk Purchase customer, type in your institution's exact name in the Institution Name field.

- Complete the Primary Contact Information section.
  - The Primary Contact will receive the voucher codes electronically once the order is fulfilled.
  - For returning customers, if the billing address displayed is different from the school’s physical address, edit the address fields.

**Primary Contact Information**

<p><b>First Name *</b></p> <input type="text"/>	<p><b>Address line 1 *</b></p> <input type="text" value="18333 Highway 182"/>
<p><b>Last Name *</b></p> <input type="text"/>	<p><b>Address line 2</b></p> <input type="text"/>
<p><b>Title *</b></p> <input type="text"/>	<p><b>City *</b></p> <input type="text" value="Baldwin"/>
<p><b>Phone Number *</b></p> <input type="text"/>	<p><b>State *</b></p> <input type="text" value="Louisiana"/>
<p><b>Email *</b></p> <input type="text"/>	<p><b>Zip Code *</b></p> <input type="text" value="70514-1449"/>
	<p><b>Country *</b></p> <input type="text" value="United States"/>

- In the Voucher and Testing Information section, enter the number of vouchers you are ordering in the Voucher Code Quantity field.
- In the Test Dates field, provide your estimated testing time frame.

**Voucher and Testing Information**

**IMPORTANT:**

*Be sure to order enough voucher codes. There is no penalty for over-ordering.* However, the College Board will not be able to accommodate last-minute quantity increases if you run out of codes. We recommend ordering approximately 20% more than you expect to use.

Voucher codes can be used for any of the 33 CLEP exams. Purchaser is responsible for ensuring that students register for the correct exam. **All Voucher codes will expire on 06/30/2019**

**Voucher Code Quantity \***

Minimum order of 30 required.

**Test Dates**

- Complete the Billing and Payment Information section by providing the Billing Contact information.
  - For a returning customer, if the billing address displayed is incorrect, edit the information.

**Billing and Payment Information**

Provide billing contact below. Billing contact will receive all invoices.

<p><b>First Name *</b></p> <input type="text"/>	<p><b>Address line 1 *</b></p> <input type="text" value="18333 Highway 182"/>
<p><b>Last Name *</b></p> <input type="text"/>	<p><b>Address line 2</b></p> <input type="text"/>
<p><b>Title *</b></p> <input type="text"/>	<p><b>City *</b></p> <input type="text" value="Baldwin"/>
<p><b>Phone Number *</b></p> <input type="text"/>	<p><b>State *</b></p> <input type="text" value="Louisiana"/>
<p><b>Email *</b></p> <input type="text"/>	<p><b>Zip Code *</b></p> <input type="text" value="70514-1449"/>
	<p><b>Country *</b></p> <input type="text" value="United States"/>

- Enter your Purchase Order Number, and upload a copy of your Purchase Order to be submitted with your online form. Please note that a **Purchase Order** is a document that the buyer (Institution) prepares indicating the products/services that are ordered by the buyer and is often generated before an invoice.

Purchase Order Number \*

If your institution requires a full College Board contract please email clep@collegeboard.org with your contract request

**Upload Purchase Order**

Minimum purchase of 30 required. Purchaser will pay \$2,610 for up to 30 tests taken, plus \$87 for each additional test taken. Purchasing institutions are required to use a minimum of 30 vouchers and ensure that a minimum of 30 CLEP exams are taken prior to June 30, 2019. If, by that date, fewer than 30 exams have been taken, institutions will be invoiced for exams taken, and the difference between 30 and the total number of exams taken. For example, By July 1, 2019 ABC High School tested 15 students using CLEP voucher codes. The school will be billed for the 15 tests + for 15 unused voucher codes to reach the minimum of 30 used codes.

Files must be less than **2 MB**  
Allowed file types: **pdf**

Choose File

No file selected...

**Minimum cost for first 30 codes**

\$ 2,610.00

**Maximum cost (if all codes used)**

\$

- Read the Terms and Conditions *carefully*.
  - Confirm your acceptance by checking the acknowledgment box.
- Provide the Authorized Purchaser's full name and title.

**Terms and Conditions**

Below are the terms and conditions for your institution's use of the College Level Examination Program® (CLEP®).

By completing this Order Form, you ("Customer" or "You") accept the terms of this Agreement. If Customer acquires CLEP pursuant to the College Board's College Readiness Agreement, ("CRS Agreement"), the terms of the CRS Agreement between the College Board and Customer for CLEP supersede the terms contained herein to the extent they conflict with any terms in this Order Form. If Customer acquires CLEP pursuant to any other agreement or order form, then the terms of this Order Form shall supersede such agreement to the extent they conflict.

I verify that all information in this form is accurate and that I am authorized to approve this order on behalf of the institution indicated. I understand and accept all Terms and Conditions stated on this form. \*

Authorized Purchaser Name \*

Authorized Purchaser Title \*

Submit

- Once completed, click on the **Submit** button.
  - Upon submitting your order, you will receive an onscreen acknowledgment with an order confirmation number.
  - A copy of the onscreen acknowledgment will be emailed to the Primary Contact provided on the form.

### III. Next Steps

- Your order will be reviewed.
  - If additional information is required, the Primary Contact will be notified by email.
- Once the order is fulfilled:
  - The Billing Contact will receive an **email** outlining the invoice schedule.
  - The Primary Contact will receive an **email with a link** to download the ordered voucher codes. Note: This link will expire after 7 days.