

Timeline to Open a CLEP Test Center

Interested locations should apply to be a test center about three months in advance of testing. It is possible to expedite the process where there are dedicated staff resources at the test center. The timeline below is provided as a tool when planning to open a test center. For more information about opening a CLEP® test center, please visit: clep.collegeboard.org/develop-your-clep-program/develop-a-test-center.

Test Center Tasks	Test Center Time Estimate	College Board/ETS Tasks	College Board/ETS Response Time
1 Request a username and password to the CLEP Resource Center.	1 Business Day	1 Verify requestor and send CLEP Resource Center credentials.*	1–5 Business Days*
2 Complete and submit an online application to ETS. NOTE: Credit award policy section should only be completed by colleges.	1 Business Day	2 Review and verify application.	5 Business Days
3 Complete and return the required contract.	1–60 Business Days	3 Sign and mail fully executed contract.	5 Business Days
4 Train your test center staff.	1–60 Business Days	4 Not Applicable	Not Applicable
5 Review technical requirements.	1 Business Day	5 Not Applicable	Not Applicable
6 Implement CLEP in conjunction with Technical Support. NOTE: Have IT staff available to troubleshoot, if needed.	1–3 Business Days	6 Access technical support 6 a.m.–8 p.m. ET.	On demand during business hours
7 Promote CLEP to your students. clep.collegeboard.org/clep-digital-toolkit	Ongoing	7 Provide requested CLEP informational materials.	5–10 Business Days

Questions? Email clep@collegeboard.org.

*If your test center or institution does not have a staff directory readily available on your institution's website, this could cause a delay in granting your access to the CLEP Resource Center.