

Registering for a CLEP exam

1. After scheduling a time to take your CLEP using the online scheduler at <http://www.minotstateu.edu/cel/mafbs.html>. Go to clep.collegeboard.org/exam to purchase the exam you will be taking and select the school you would like results to be sent to. As an Air Force member your exam will be free of charge, but you still need to go through the steps of purchasing the exam.
2. Find the exam you wish to take:

History & Social Sciences

- American Government
- History of the United States I: Early Colonization to 1877
- History of the United States II: 1865 to the Present
- Human Growth and Development
- Introduction to Educational Psychology
- Introductory Psychology
- Introductory Sociology
- Principles of Macroeconomics
- Principles of Microeconomics
- Social Sciences and History
- Western Civilization I: Ancient Near East to 1648
- Western Civilization II: 1648 to the Present

Composition & Literature

- American Literature
- Analyzing and Interpreting Literature
- College Composition
- College Composition Modular (no essay)
- English Literature
- Humanities

Science & Mathematics

- Biology
- Calculus
- Chemistry
- College Algebra
- College Mathematics
- Natural Sciences
- Precalculus

Business

- Financial Accounting
- Information Systems and Computer Applications
- Introductory Business Law
- Principles of Management
- Principles of Marketing

World Languages

- French
- German
- Spanish

3. Place a checkmark next to the exam you would like to take and “Add to Cart.”

[History & Social Sciences](#) [Composition & Literature](#) [Science & Mathematics](#) **Business** [World Languages](#)

- Financial Accounting
- Information Systems and Computer Applications
- Introductory Business Law
- Principles of Management ▶**
- Principles of Marketing

Principles of Management

The Principles of Management examination covers material that is usually taught in an introductory course in the essentials of management and organization. Questions on the exam require you to demonstrate knowledge of management functions and techniques, and ability to associate the meaning of specific terminology with important management ideas, processes and techniques. You will also be required to apply knowledge, general concepts and principles to specific problems.

- [View Exam Details ▶](#)
- [Try Sample Questions ▶](#)
- [Additional Study Resources ▶](#)



 **CLEP Principles of Management Exam**
\$80.00

4. Select "Register And Checkout"

Your Shopping Cart

You are currently not logged into your CLEP My Account. To see more options in your shopping cart, [Sign in](#) or [Sign Up](#).

Acceptable payments are valid credit or debit cards. If you are eligible for DANTES funding, each individual exam total will reflect its application if considered valid. Are you eligible for DANTES funding? Check [eligibility rules \(pdf\)](#).

EXAM/ITEM NAME	ITEM DETAILS	UNIT PRICE	QTY	DISCOUNTS	TOTAL
Principles of Management	130065350 EXAM	\$80.00	1 remove	N/A	\$80.00

Shipping and tax will be calculated during checkout, if applicable. **Subtotal: \$80.00**
Additional test center fees may apply when taking the exam.

[Register And Checkout](#)

5. If you have previously setup an account, login. If not, create an account. You must fill in all fields on the first page. On page 2, a checkmark must be placed in all the boxes and select "Confirm." Write down your username and password so you have it for future CLEPS or in case your registration needs to be modified on the day of testing.

6. On the first page of the checkout process, Personal Information (Address & Contact), all of your information should be entered with the exception of your phone number. A phone number must be entered to move onto page 2. Select "Save and Continue" at the bottom of the page.

7. On page 2, Personal Information (Personal Details) all the questions must be completed. **To utilize your military funding for the exam, you must answer "yes" to the question "Are you eligible for DANTES funding and are not a veteran?"** Additional questions will then appear asking about your service. If you are retaking this exact exam title, you are not eligible for DANTES funding. Select "Save and Continue."

Do you have a government issued ID? [?](#)

Are you a US Citizen:

Are you eligible for DANTES funding and are not a veteran? [DANTES Eligibility Rules \(pdf\)](#)

Please Select a DANTES Category:

Branch of Service:

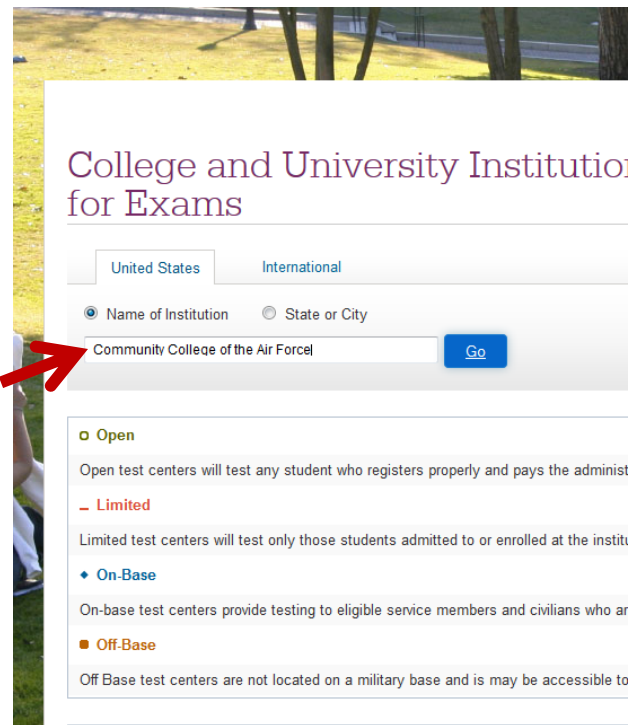
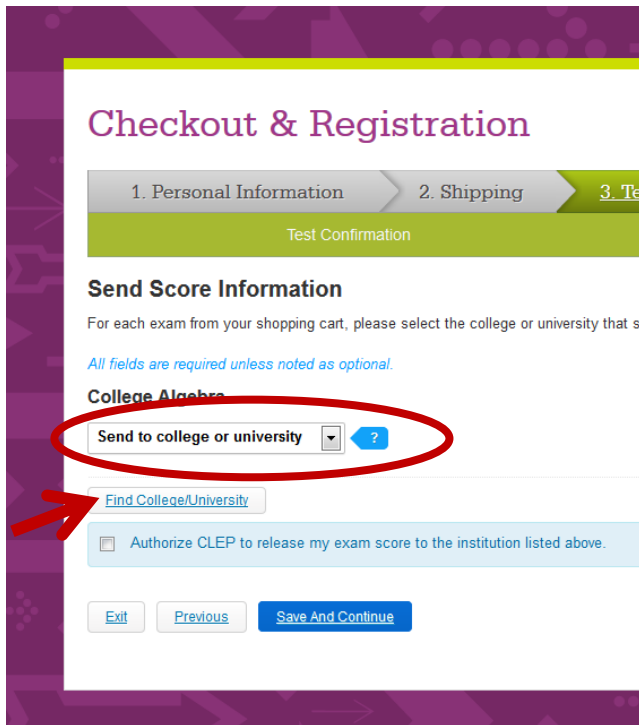
Military Status:

Current Pay Grade:

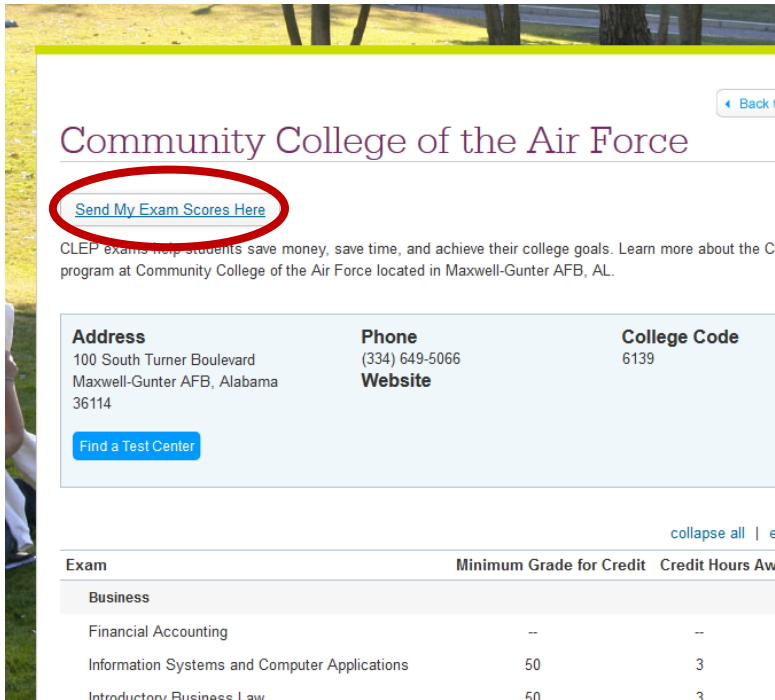
Social Security Number: [Why Is This Needed?](#)

[Exit](#) [Previous](#) [Save And Continue](#)

8. On page 3, Personal Information (Preferred Test Center), you do not need to complete this section. Select “Save and Continue.”
9. On page 4, Personal Information (General Survey), all questions must be answered about why you have chosen to take a CLEP. Select “Save and Continue.”
10. On page 5, Test Confirmation & Score Send (Test Confirmation), place a check mark next to “I understand the CLEP retake policies as outlined.” Select when you decided to take this CLEP and select “Save and Continue.” If you are selecting DANTES funding you are not eligible for reimbursement from the Veterans Administration.
11. On page 6, Test Confirmation & Score Send (Score Send), select “Send to College or University” It is free of charge to send a score report to a school at this time. If you request to send one at a later date, there will be a \$30 transcript request fee. Select “Find College/University.” Type in the name of the Institution in the search box. If you are working on your degree through the Air Force, type in Community College of the Air Force. Select “Go”



Select "Send My Exam Scores Here." The screen will return to the checkout page, place a checkmark in the blue box ("Authorize CLPE to release my exam score to the institution listed above.") and select "Save and Continue."



12. On page 7, Review, verify the exam cost is \$0. Place a checkmark in the box near the bottom of the page ("I agree to the College Board Terms and Conditions") and select "Place Your Order".
13. A confirmation page will now appear, please write down the ticket ID number or print out the ticket and bring it to your scheduled test appointment.