

Registering for a CLEP exam

1. Go to clep.collegeboard.org/exam to purchase the exam you will be taking and select the school you would like the 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. Contact the Academic Testing Center on the Minot State Campus to schedule a test.

Test Center

testingcenter@minotstateu.edu

(701) 858-3830

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.

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

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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.

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5. If you have previously set up an account, login. If not, create an account. You must fill in all the 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 your information should be entered except for 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, select “I am eligible for DANTES funding and I am 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.”

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Highest year completed in school:

Current education level:

Were you home schooled?

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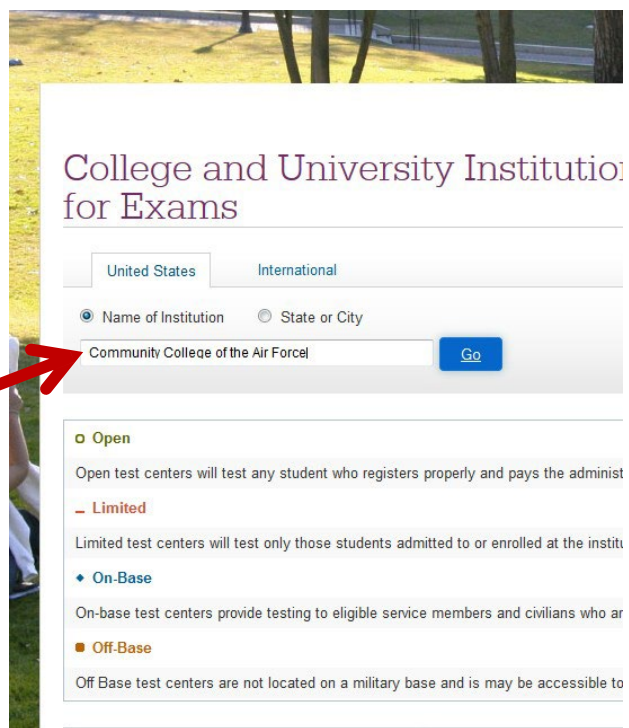
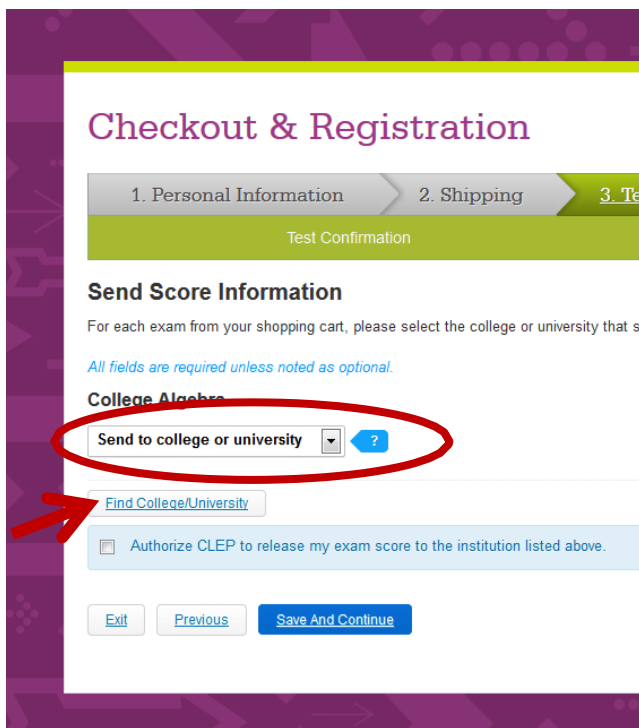
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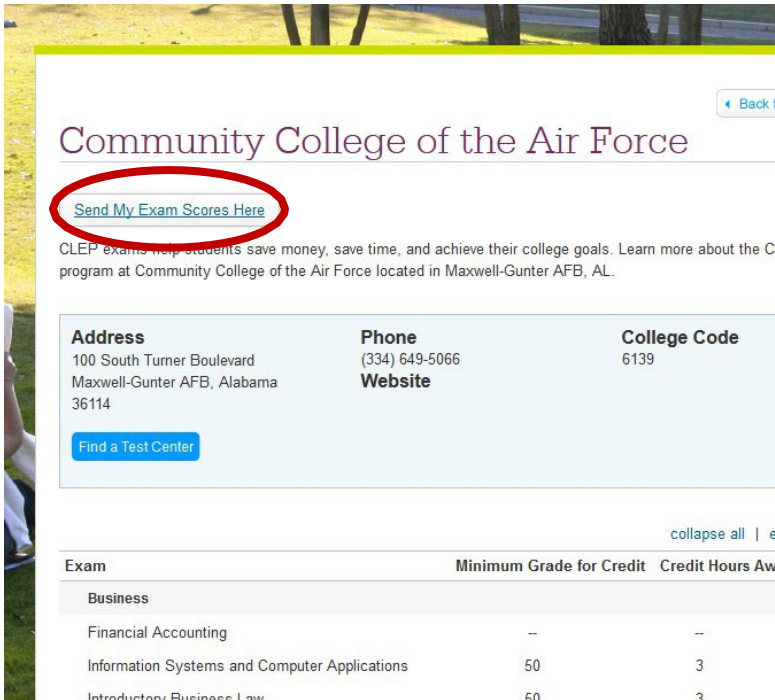
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8. On page 3, Personal Information (Preferred Test Center), you do not need to complete this section. Select "Save and Continue."
9. On page 4, Personal Information (General Survey), all questions must be answered about why you have chosen to take 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 currently. If you request to send one later, 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 and select "Save and Continue."



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Exam	Minimum Grade for Credit	Credit Hours Aw
Business		
Financial Accounting	--	--
Information Systems and Computer Applications	50	3
Introductory Business Law	50	3

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- 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.