

The logo consists of a solid black square in the top-left corner. Below it, a black arrow points to the right, containing the text "CLEP" in white, bold, sans-serif capital letters, followed by a registered trademark symbol (®).

**CLEP**®

# **Information for Test-Takers**

**2016-17 College-Level Examination Program**®

[clep.collegeboard.org](http://clep.collegeboard.org)

## What Is CLEP®?

The College-Level Examination Program® (CLEP®) offers you the opportunity to receive college credit for what you already know by earning qualifying scores on any of the 33 CLEP examinations. The exams are administered at over 1,800 test centers in the United States and abroad; 2,900 colleges and universities will accept credit for successful scores. CLEP exams allow people who have acquired comprehensive subject knowledge through independent or prior study, on-the-job training, or cultural pursuits to show that they have the understanding of college-level material.

### What's new in 2016-17?

Reading and mailing dates for College Composition (page 11).

## My Account for CLEP

To make sure the CLEP website is a resource-rich and useful tool for students, CLEP created My Account.

With My Account, you can:

- ▶ Easily pay, register, and check in (you can register for CLEP exams 24/7)
- ▶ Update your account information anytime before taking an exam
- ▶ Access test center and score recipient information
- ▶ Purchase study materials

## Achieve Your College Goals with CLEP

The knowledge you've gained from your education and professional experiences can take you farther than you think.

Whether you are a new or returning college student, CLEP can help you:

- ▶ **Earn three or more college credits**
- ▶ **Save tuition dollars: \$80 per exam**
- ▶ **Graduate on time**
- ▶ **Add flexibility to your degree program**

Join the seven million people who have used CLEP to get a college degree in record time.

## Who Earns College Credit with CLEP?

- ▶ Adults returning to school
- ▶ Military service members
- ▶ Traditional-age college students
- ▶ Home-schooled students and high school students
- ▶ Native world language speakers looking to fulfill their language requirements
- ▶ International students who want to translate their overseas courses into credit at U.S. colleges
- ▶ Applicants for master's degree programs looking to fulfill undergraduate prerequisites
- ▶ Professionals wanting to advance in their careers

## Taking CLEP Exams

All 33 CLEP examinations are internet-based, giving you:

- ▶ Instant candidate score reports\*
- ▶ Year-round testing
- ▶ "Rights-only" scoring — no penalty for guessing

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\*Except for College Composition.

Information (including fees) contained in this brochure is subject to change.

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## Interested in CLEP?

### Find Out Your College's CLEP Policy.

Each college sets its own policy regarding which CLEP exams it will grant credit for and how many credits it will award. Contact your admission officer or academic adviser to learn more about the CLEP policy at your institution. If you are not yet enrolled in a college when you take your CLEP exam, you can send your scores to your college when you enroll. For a list of the colleges that grant credit for CLEP, visit [clep.collegeboard.org/search/colleges](http://clep.collegeboard.org/search/colleges). After testing, you will be charged a \$20 fee for each transcript ordered at a later date.

### Decide Which Exam(s) to Take.

Go to pages 4–6 for brief descriptions of all 33 exams. You can read detailed descriptions of each at [clep.collegeboard.org/exam](http://clep.collegeboard.org/exam).

### Purchase and Prepare.

#### Step 1: Choose and purchase exams through My Account.

Purchase exams 24/7 through the My Account registration portal [clepportal.collegeboard.org/myaccount](http://clepportal.collegeboard.org/myaccount), your own space to manage personal information, search for test centers, select a preferred test center, choose an institution to receive that score, and purchase study materials anytime before taking the exam.

#### Step 2: Schedule exam day.

CLEP examinations are administered throughout the year at over 1,800 colleges and universities in the United States and abroad. Find a test center that is convenient for you. After you register for an exam through My Account, be sure to contact the preferred test center to schedule your appointment to test. **Registering for an exam provides you with a payment receipt and a Ticket ID, but you must remember to contact a test center to schedule the date and time you wish to take the exam.**

In addition to the \$80 exam fee, most test centers charge a nonrefundable administration fee, directly payable to the institution. Check with your test center to see how much you should pay and how you should pay.

#### Step 3: Prepare.

You can make use of various test materials and resources to get ready for whichever CLEP exam you choose. The CLEP website has free **sample questions**. More in-depth materials, which include CLEP Exam Guides and *The CLEP Official Study Guide*, are available for purchase. Prepare today.

[clep.collegeboard.org/test-preparation](http://clep.collegeboard.org/test-preparation).

## Repeating Examinations

**You may not repeat an examination of the same title within three months of the initial testing date.** If you retake the examination within the three-month period, your administration will be considered invalid, your score will be canceled, and any test fees will be forfeited.

**DANTES-funded military examinees:** DANTES no longer funds retesting on previously funded CLEP exams. However, service members may personally fund a retest after waiting three months.

## Military Personnel

CLEP exams are funded by the U.S. government through the Defense Activity for Non-Traditional Education Support (DANTES) for the following:

- ▶ Military personnel (active duty, reserve, National Guard): Army, Navy, Air Force, Marine Corps, U.S. Coast Guard, Army Reserve, Air Force Reserve, Marine Corps Reserve, Navy Reserve, Coast Guard Reserve, Army and Air National Guard
- ▶ Spouses and civilian employees of: Air Force Reserve, Army Reserve, Coast Guard (active and reserve)
- ▶ Air Force civilian employees\*
- ▶ **Note:** CLEP exams for civil service employees, inactive guard or reserve personnel, and spouses and dependents not listed above are NOT funded through DANTES. In addition, the U.S. government will not fund any previously funded CLEP examinations.

Contact DANTES at 850-452-1919 for questions regarding eligibility for DANTES-funded CLEP exams.

## Veterans

Depending on their benefits election, some veterans can claim full reimbursement for CLEP exams and exam administration fees under provisions of the Veterans' Benefits Improvement Act of 2004 (Public Law 108-454), which enhances the education benefits of the Montgomery GI Bill. For more information, please visit [clep.collegeboard.org/military/veterans](http://clep.collegeboard.org/military/veterans).

## International Candidates

If you are outside the United States and have no testing center in your area, consider taking CLEP when you arrive at the U.S. college or university where you will begin your course work. Ask your admission officer or international student adviser about the college's CLEP policy.

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\*Effective Oct. 1, 2016.

## Accommodations for Students with Disabilities

If you have a disability, such as a learning or physical disability, that would prevent you from taking a CLEP exam under standard conditions, you may request accommodations at your preferred test center. Contact your preferred test center well in advance of the test date to make the necessary

arrangements and to find out its deadline for submission of documentation and approval of accommodations. Accommodations you can arrange directly with test centers include:

- ▶ ZoomText (screen magnification)
- ▶ Modifiable screen colors
- ▶ Use of a reader, amanuensis, or a sign language interpreter
- ▶ Extended time

- ▶ Untimed rest breaks

If the above accommodations do not meet your needs, contact CLEP Services for information about other nonstandard options at [clep@info.collegeboard.org](mailto:clep@info.collegeboard.org) or 800-257-9558 before you register through My Account.

## Exam Descriptions

CLEP examinations cover material that students typically encounter during their first two years of college. Many CLEP examinations are designed to correspond to one-semester courses. Some, however, correspond to a full year or three semesters. At most colleges, students earn three credits for a one-semester course and six credits for a full-year course.

Exams are approximately 90 minutes and consist mainly of multiple-choice questions. Some exams, like College Composition, include an essay section. Language exams include listening sections.

## Business

- ▶ **Financial Accounting** tests familiarity with accounting concepts and terminology; preparation, use, and analysis of accounting data and financial reports issued for both internal and external purposes; application of accounting techniques to problem-solving situations involving computations; and generally accepted accounting principles and procedures. (3 credits)

**Note:** A four-function calculator is available during the exam.

- ▶ **Information Systems** covers office applications; internet and web; technology applications; hardware and systems technology; software development; programming concepts and data management;

and social and ethical implications and issues. (3 credits)

- ▶ **Introductory Business Law** emphasizes the functions of contracts in American business law. It also includes questions on the history and sources of American law, legal systems and procedures, agency and employment, sales, and other topics. (3 credits)
- ▶ **Principles of Management** covers the essentials of management and organization in a variety of settings. It requires knowledge of human resources and operational aspects of management but emphasizes functional aspects of management. (3 credits)
- ▶ **Principles of Marketing** deals with the role of marketing in society and within a company,

understanding consumer and organizational markets, marketing strategy planning, the marketing mix, marketing institutions, and selected other topics such as international marketing, ethics, market research services, and not-for-profit marketing. (3 credits)

## Composition and Literature

College Composition is the only exam that includes a required essay section. Test-takers type the essays on the computer. The essays are graded by college English professors, who are carefully selected by the College Board from faculty of two- and four-year institutions nationwide. There is no additional fee for the essays. Scores for this exam take three to four weeks to be reported.

All other Composition and Literature exams (with the exception of Humanities) have optional essays, which some colleges and universities require and others do not. These essays are handwritten and are graded by the colleges that require

“CLEP allowed me to prove that the knowledge I’ve picked up through my years of teaching was more than equivalent to taking college courses. I only had six credits above my master’s degree; by taking CLEP exams, I earned 24 credits in three months and was able to increase my teacher’s salary by over \$5,000 annually.”

**Brett Erenberg**  
New York City Department of Education

them. Contact the college or university you are planning to attend to ask about its essay requirements. Optional essays cost an additional \$10. Check with your test center for details.

- ▶ **American Literature** covers the prose and poetry written in the United States from colonial times to the present. It primarily tests knowledge about literary works, but also requires an ability to interpret poetry, fiction, and nonfiction prose. An optional essay is available if required by the score recipient. (3 credits)
- ▶ **Analyzing and Interpreting Literature** tests your ability to analyze and interpret literary passages from poetry, fiction, nonfiction, and drama. Familiarity with specific literary works is not required. An optional essay is available if required by the score recipient. (3 credits)
- ▶ **College Composition** assesses writing skills taught in most first-year college composition courses. Those skills include analysis, argumentation, synthesis, usage, ability to recognize logical development, and research. This exam includes two essay sections. (6 credits)
- ▶ **College Composition Modular** measures the same skills as College Composition but includes an essay section that is either provided and scored by the college or provided by CLEP and scored by the college. (3 credits)
- ▶ **English Literature** covers the prose, poetry, and drama written by British and other authors writing in a postcolonial context, from Beowulf to the present. It requires knowledge of major authors and literary works and familiarity with common literary terms, themes, and forms. An optional essay is available if required by the score recipient. (3 credits)
- ▶ **Humanities** tests general knowledge of literature, art, music, and other performing arts. It covers all periods from classical to contemporary and many different fields: poetry, prose, philosophy, art, architecture, music, dance, theater, and film. (3 credits)

## History and Social Sciences

- ▶ **American Government** covers material usually taught in a one-semester introductory course in American government and politics. It includes topics such as the institutions and policy processes of the federal government, the federal courts and civil liberties, political parties and pressure groups, political beliefs and behavior, and the content and history of the Constitution. (3 credits)
- ▶ **History of the United States I: Early Colonization to 1877** covers the period of U.S. history from early European colonization to the end of Reconstruction, including political, social, cultural, economic, and diplomatic history. The majority of the questions cover the period 1790–1877. (3 credits)
- ▶ **History of the United States II: 1865 to the Present** covers the period of U.S. history from the end of the Civil War to the present, including the same aspects of history addressed in History of the United States I. Primary emphasis is on the 20th century. (3 credits)
- ▶ **Human Growth and Development** covers material taught in an introductory developmental psychology or human development course, including the periods of infancy, childhood, adolescence, adulthood, and aging. An understanding of the major theories and research related to the broad categories of physical, cognitive, and social development is required. (3 credits)
- ▶ **Introduction to Educational Psychology** covers principles of learning and cognition, teaching methods and classroom management, child growth and development, and evaluation and assessment of learning. (3 credits)
- ▶ **Introductory Psychology** includes topics such as the biological bases of behavior, sensation and perception, states of consciousness, learning, cognition, motivation and emotion, developmental and social psychology, personality, psychological disorders, social psychology, and tests and measurement. (3 credits)
- ▶ **Introductory Sociology** deals with social institutions; stratification; social patterns, processes, and changes; and sociological theory. It emphasizes facts and concepts as well as general theoretical approaches. (3 credits)
- ▶ **Principles of Macroeconomics** covers the principles of economics that apply to the economy as a whole, particularly the general price level, output and income, and interrelations among sectors of the economy. It emphasizes the determinants of aggregate demand and supply, and the monetary and fiscal policies appropriate to achieve particular policy objectives. (3 credits)
- ▶ **Principles of Microeconomics** deals with the principles of economics that apply to the analysis of the behavior of individual consumers and businesses in the economy. Questions on this exam require you to apply analytical techniques to hypothetical as well as real-world situations and to analyze and evaluate economic decisions. (3 credits)
- ▶ **Social Sciences and History** is intended to satisfy social sciences and history distribution requirements for nonmajors. It includes questions on political science, economics, geography, United States history, Western civilization, and world history. (6 credits)

“As a 41-year-old with a wife and two kids, I needed to find a way to accelerate my degree program while reducing my course load each semester. CLEP helped me to graduate in two years without ever having to take more than 12 credit hours per semester.”

**Wesley Reitz**  
West Texas A&M University

- ▶ **Western Civilization I: Ancient Near East to 1648** covers the civilizations of Ancient Greece, Rome, and the Near East; the Middle Ages; the Renaissance and Reformation; and early modern Europe. Test-takers may be asked to evaluate or interpret historical data or primary sources. (3 credits)
- ▶ **Western Civilization II: 1648 to the Present** covers European history from the mid-17th century through the post-World War II period. It includes political, economic and cultural developments such as scientific thought, the Enlightenment, the French and Industrial Revolutions, nationalism, imperialism, the Russian Revolution, and World Wars I and II. (3 credits)

## Science and Mathematics

A calculator is available on the computer for some of the math and science exams. Three different calculators used across the various exams — four-function, scientific, and graphing calculators. See the individual exam descriptions for more details. **You are not permitted to use your own calculator.**

- ▶ **Biology** covers three major areas of the biological sciences: molecular and cellular biology; organismal biology; and population biology, including evolution and principles of ecology. (6 credits)
- ▶ **Calculus** includes differential and integral calculus, as well as limits. An understanding of algebraic, trigonometric, exponential and logarithmic functions is required. (4 credits)  
**Note:** An online graphing calculator is available during some portions of this exam. Students should familiarize themselves with the calculator functionality before taking Calculus; practice time will not be available during the exam. A free practice calculator is available

at [clep.collegeboard.org/exam/calculus](http://clep.collegeboard.org/exam/calculus).

- ▶ **Chemistry** requires understanding of the structure and states of matter, reaction types, equations and stoichiometry, equilibrium, kinetics, thermodynamics, and descriptive and experimental chemistry. (6 credits)  
**Note:** An online scientific (non-graphing) calculator and a periodic table are available during this exam. Students should familiarize themselves with the calculator functionality before taking Chemistry; practice time will not be available during the exam. A free practice calculator is available at [clep.collegeboard.org/exam/chemistry](http://clep.collegeboard.org/exam/chemistry).
- ▶ **College Algebra** includes basic algebraic operations; equations and inequalities; algebraic, exponential and logarithmic functions and their properties; and number systems and operations. (3 credits)  
**Note:** An online scientific (non-graphing) calculator is available during this exam. Students should familiarize themselves with the calculator functionality before taking College Algebra; practice time will not be available during the exam. A free practice calculator is available at [clep.collegeboard.org/exam/college-algebra](http://clep.collegeboard.org/exam/college-algebra).
- ▶ **College Mathematics** covers material generally taught in a college course for students majoring in subjects that don't require advanced math. The test includes questions on the real number system, logic, sets, equations, functions and their graphs, probability, statistics, data analyses, complex numbers, logarithms and exponents, and applications from algebra and geometry. (6 credits)  
**Note:** An online scientific (non-graphing) calculator is available during this exam. Students should familiarize themselves with the calculator functionality before taking College Mathematics; practice time will not be available during the exam. A free practice calculator is available

at [clep.collegeboard.org/exam/college-mathematics](http://clep.collegeboard.org/exam/college-mathematics).

- ▶ **Natural Sciences** is intended to satisfy science distribution requirements for nonscience majors. It includes biological and physical science topics such as classification and function of organisms, evolution, genetics, cells, ecology, atomic and nuclear structure, chemical elements, thermodynamics, classical mechanics, electricity, astronomy, and geology. (6 credits)
- ▶ **Precalculus** tests your knowledge of specific properties of the following types of functions: linear, quadratic, absolute value, square root, polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric, and piecewise-defined. (3 credits)  
**Note:** An online graphing calculator is available during some portions of this exam. Students should familiarize themselves with the calculator functionality before taking Precalculus; practice time will not be available during the exam. A free practice calculator is available at [clep.collegeboard.org/exam/prec calculus](http://clep.collegeboard.org/exam/prec calculus).

## World Languages

These exams cover language skills usually learned in the first one or two years of college study. They include reading and listening skills and three separately timed sections. Most colleges that award credit for the language exams will grant either two or three semesters of credit, depending on your exam score. (6 or more credits)

- ▶ **French Language**
- ▶ **German Language**
- ▶ **Spanish Language**

# Preparing to Take CLEP Exams

There are several ways to prepare for a CLEP exam.

1. Use your personalized My Account registration portal to access free sample questions, and to purchase individual examination guides and/or the *CLEP Official Study Guide*, which contains sample questions for all 33 exams. Visit My Account at [cleportal.collegeboard.org/myaccount](http://cleportal.collegeboard.org/myaccount).
2. Review the exam descriptions and answer sample questions in the *CLEP Official Study Guide* or in the individual examination guides. Use the answer key to determine your number of correct responses. Sample questions do not appear on the actual examination. They are intended to give potential test-takers an indication of the format and difficulty level of the examination and to provide content for practice and review. Knowing the correct answers to all of the sample questions is not a guarantee of satisfactory performance on the exam.
3. Check with your college bookstore to find out which books and materials are used for the equivalent course in the exam subject. You can often find the course syllabus on your college's website as well.
4. Visit [clep.collegeboard.org/exam](http://clep.collegeboard.org/exam) for:
  - ▶ A list of suggested textbooks to study for each exam.
  - ▶ Links to free online course materials and lectures for each exam.

5. Get free study materials through your base education center if you are a DANTES-funded military candidate.

## CLEP Study Materials: A Word of Warning

Many private companies offer test-preparation services for CLEP exams. Some are legitimate, but some make promises they can't keep and sell services and products you don't need. Be sure to investigate test-prep companies thoroughly before making a purchase.

We get complaints from students regarding the following practices, which we consider to be unfair or inappropriate:

- ▶ Attempts to sell test-prep services for many CLEP exams at once, with sizable payment up front or on credit
- ▶ Agreements for credit agreements with a company other than the one selling the preparation materials
- ▶ Contacts from salespeople to you or your family at home
- ▶ Promises that you can receive college credit without enrolling in college
- ▶ Efforts to sell you dictionaries or encyclopedias as part of a test-prep package

If you think you've been cheated, you should seek the help of an organization such as the Better Business Bureau or the Federal Trade Commission.

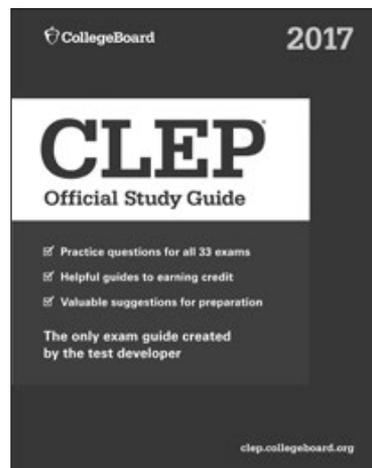
## Order the *CLEP Official Study Guide*

The *CLEP Official Study Guide 2017* is the only official source of information about the computer-based CLEP exams. It has exam descriptions, test-taking strategies, sample questions and answers for all 33 exams, and general information about credit-by-examination.

The study guide costs USD \$24.99 (plus shipping and handling). Order from the College Board Store ([store.collegeboard.org](http://store.collegeboard.org)) or My Account registration portal ([cleportal.collegeboard.org/myaccount](http://cleportal.collegeboard.org/myaccount)). You can also place a credit card order over the phone by calling 800-323-7155 (toll free in the United States), Monday through Friday, 8 a.m. to 9 p.m. ET. International customers, please call 212-713-8260.

## Taking Only One or Two CLEP Exams?

If you're taking just one or two CLEP exams, you should consider purchasing individual exam guides instead of the comprehensive *CLEP Official Study Guide*. The content and sample questions for a particular subject in the official study guide is the same as that in the individual exam guides. For \$10 you will get an outline of the test, sample questions and answers, and tips to get ready for the exam. Please note that the sample questions in the study guide and exam guides do not appear on CLEP exams. **Individual exam guides are available only as downloads from the College Board Store ([store.collegeboard.org](http://store.collegeboard.org)) or My Account registration portal ([cleportal.collegeboard.org/myaccount](http://cleportal.collegeboard.org/myaccount)); they are not sent by mail.**



“CLEP enabled me to graduate one year ahead of time and to save approximately \$7,000.”

**Julie Mickiewicz**  
**Misericordia University**

## On Examination Day

On the day of the exam, remember to do the following.

1. Arrive early enough so that you can find a parking place, locate the test center, and get settled comfortably before testing begins.
2. Bring the following with you to the test center:
  - ▶ A valid registration ticket for each exam title from My Account registration portal
  - ▶ Any registration forms or printouts required by the test center. Make sure you have filled out all necessary paperwork before your testing date.
  - ▶ Two No. 2 pencils with good erasers. Mechanical pencils are prohibited in the testing room.
  - ▶ A form of valid and acceptable identification. Acceptable identification must:
    - ▶ Be government-issued
    - ▶ Be an original document — photocopied documents are not acceptable
    - ▶ Be valid and current — expired documents (bearing expiration dates that have passed) are not acceptable, no matter how recently they may have expired
    - ▶ Bear the test-taker’s full name, in English language characters, exactly as it appears on the Registration Ticket, including the order of the names
    - ▶ Middle initials are optional and only need to match the first letter of the middle name on both the ticket and the identification
    - ▶ Bear a recent recognizable photograph that clearly matches the test-taker
    - ▶ Include the test-taker’s signature
    - ▶ Be in good condition, with clearly legible text and a clearly visible photograph

**Refer to the Exam Day Info page on the CLEP website ([clep.collegeboard.org/exam-day-info](http://clep.collegeboard.org/exam-day-info)) for more details on acceptable and unacceptable forms of identification.**

**Military test-takers**, bring your Geneva Conventions Identification Card. Refer to [clep.collegeboard.org/military](http://clep.collegeboard.org/military) for additional information on IDs for active duty members, spouses, and civil service civilian employees.

**Home-schoolers and high school students**, if you do not have the required government-issued ID, please complete a Student ID Form, which is valid for one year ([clep.collegeboard.org/exam-day-info](http://clep.collegeboard.org/exam-day-info)). The form must be accompanied by a recognizable photo, with a school or notary seal overlapping the photo. You must sign the form

in front of a school official or notary. You must sign the form in the presence of testing staff when you use it for subsequent testing administrations. **If you fail to present appropriate ID, you will not be tested.**

Your admission to the test center does not guarantee that the ID you showed us is valid or that your scores will be reported. All reported cases of questionable ID are subject to review. If it is discovered after your test administration that you used a false or invalid identification, your test scores will be canceled, and you will forfeit your registration and test fees. The colleges and programs you have designated to receive your score reports (along with the school or institution you currently attend) will be notified and may be told why your scores were canceled. Law enforcement authorities may also be notified when fraud is suspected.

## Prohibited Items

- ▶ Any device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content
- ▶ Any other unauthorized testing aids
- ▶ Calculators (a calculator function is built into the software for some exams)
- ▶ Candidate-provided keyboards
- ▶ Cellular phones/pagers, smart-phones, beepers, walkie-talkies, PDAs, or wireless communication devices (e.g., BlackBerry, iPad)
- ▶ Dictionaries, books, pamphlets, or reference materials
- ▶ Digital cameras
- ▶ Digital watches (wrist or pocket), alarm watches, or wristwatch cameras
- ▶ Flash/thumb drives or any other portable electronic devices
- ▶ Food, beverages, or tobacco products
- ▶ Hats (unless worn as a religious requirement)
- ▶ Hooded sweatshirts or sweaters
- ▶ Listening devices such as radios, media players with headphones, or recorders
- ▶ Mechanical pencils or any type of pen or highlighter
- ▶ Nonmedical electronic devices
- ▶ Papers of any kind (scratch paper will be provided by the test center administrator)
- ▶ Slide rules, protractors, compasses, or rulers
- ▶ Any weapons, firearms or other items prohibited by law or test center/campus safety and security policies

“I would not be a college graduate today without CLEP. The exams allowed me to demonstrate the skills and knowledge I acquired through years of reading and self-study.”

**Adam Gutcheon**  
**Charter Oak State College**

# What Your CLEP Score Means

In order to reach the total score you see on your score report, two calculations are performed.

First, your “raw score” is calculated. This is the number of questions you answered correctly. Your raw score increases by one point for each question answered correctly, and no points are gained or lost when a question is not answered or is answered incorrectly.

Second, your raw score is converted into a “scaled score” by a statistical process called *equating*. Equating maintains the consistency of standards for test scores over time by adjusting for slight differences in difficulty between test forms. This ensures that your score does not depend on the specific test form you took or how well others did on the same form. Your raw score is converted to a scaled score that ranges from 20, the lowest, to 80, the highest. The final scaled score is the score that appears on your score report. The score scale is defined so that a scaled score of 50 corresponds to the score recommended by a panel of educators as the lowest score for which course credit should be granted.

To see whether you attained a score sufficient to receive college credit, compare your score to the scores in the table on page 10. The scores that appear in this table are the credit-granting scores recommended by the American Council on Education (ACE). **Each college, however, reserves the right to set its own credit-granting policy, which may differ from that of ACE.** If you have not already done so, contact your college as soon as possible to find out the score it requires to grant credit, the number of credit hours granted, and the course(s) that can be bypassed with a satisfactory score.

Please note that CLEP examinations are developed and evaluated independently and are not linked to each other except by the program’s common purpose, format, and method of reporting results. For this reason, direct comparisons should not be made between CLEP examinations in different subjects. CLEP scores are not comparable to SAT® scores or other test scores.

**Test scores are kept on file for 20 years.** During this period, score reports may be sent to an institution, but only at the request of the candidate. You can download a Transcript Request Form and instructions for sending a transcript to an institution from the CLEP website ([clep.collegeboard.org/about/score](http://clep.collegeboard.org/about/score)) or get the form and instructions by contacting CLEP.

## Score Reporting Policies

You will receive a copy of your exam score immediately after you finish the exam unless you have taken College Composition. In the case of this exam, you receive a combined score after the essay has been scored, usually three to four weeks after your test date.

If you want to send your scores to a college, employer, or certifying agency, you can request the scores to be sent to a score recipient through the My Account registration portal before exam day. Visit [cleportal.collegeboard.org/myaccount](http://cleportal.collegeboard.org/myaccount). This service is free of charge only if you select your score recipient through My Account before testing. *A \$20 fee will be charged for each transcript ordered at a later date (a \$30 fee is charged for each military transcript).* You may use the form on the back of this booklet to order transcripts, or use the form on the CLEP website at [clep.collegeboard.org/about/score](http://clep.collegeboard.org/about/score).

Candidates cannot receive scores by phone, fax, or email under any circumstances, and scores are not available on the web. All scores are sent by first-class mail.

**Scores are kept on file by CLEP for 20 years.** Scores earned by military personnel are retained by DANTES and are kept on file for a longer period. **Acceptance of the scores is at each institution’s discretion.**

All examinees may request that scores be suppressed from their transcripts at a later date.

## Canceling Scores

If you do not want your score to be reported, you may select that as an option at the end of the exam *before you see your score*. **Canceled scores cannot be reinstated, and canceled exams cannot be taken again for three months. Your exam fee will not be refunded.**

DANTES-funded military examinees: DANTES will not fund retesting on previously funded CLEP exams. However, service members may personally fund a retest after waiting three months.

## Essay Scoring and Retention

The essay portion of the College Composition exam is graded by college English professors from two- and four-year institutions nationwide. CLEP retains these essays. The essay questions are not disclosed to institutions. Each essay is scored by two or more faculty members using a holistic scoring method. Refer to the Score Reporting Policies section on this page, and see page 11 for more information about essay reading dates and score report mailing dates.

Other composition and literature exams have optional essays that are sometimes required by colleges and universities. These essays are scored by faculty at the colleges and universities that require them. If you have questions about these optional essays, you must contact the institution that will receive your scores. **If you do not select an institution to receive your optional essay on exam day, you should be aware of the fact that your essay will be retained by CLEP for 18 months.**

## 2016-17 CLEP® Credit-Granting Recommendations

	Computer-Based Testing (CBT) and Paper-and-Pencil Testing	
	ACE Recommended Score <sup>1</sup>	Semester Hours <sup>1</sup>
<b>Business</b>		
Financial Accounting	50	3
Information Systems	50	3
Introductory Business Law	50	3
Principles of Management	50	3
Principles of Marketing	50	3
<b>Composition and Literature</b>		
American Literature	50	3
Analyzing and Interpreting Literature	50	3
College Composition	50	6
College Composition Modular	50	3
English Literature	50	3
Humanities	50	3
<b>World Languages</b>		
French Language, Level 1 Proficiency	50	6
Level 2 Proficiency	59	9
German Language, Level 1 Proficiency	50	6
Level 2 Proficiency	60	9
Spanish Language, Level 1 Proficiency	50	6
Level 2 Proficiency	63	9
For each of the world languages, there is only one exam covering both Level 1 and 2 content. ACE recommends 6 semester hours of credit for mastery of Level 1 content (a score of 50) and 9 semester hours of credit for mastery of both Levels 1 and 2 (a score of 59 on French Language, 60 on German Language, and 63 on Spanish Language).		
<b>History and Social Sciences</b>		
American Government	50	3
History of the United States I: Early Colonization to 1877	50	3
History of the United States II: 1865 to Present	50	3
Human Growth and Development	50	3
Introduction to Educational Psychology	50	3
Introductory Psychology	50	3
Introductory Sociology	50	3
Principles of Macroeconomics	50	3
Principles of Microeconomics	50	3
Social Sciences and History	50	6
Western Civilization I: Ancient Near East to 1648	50	3
Western Civilization II: 1648 to Present	50	3
<b>Science and Mathematics</b>		
Biology	50	6
Calculus	50	4
Chemistry	50	6
College Algebra	50	3
College Mathematics	50	6
Natural Sciences	50	6
Precalculus	50	3

1. The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated CLEP processes and procedures for developing, administering and scoring the exams. The scores listed above are equivalent to a grade of C in the corresponding course. The American Council on Education, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research and program initiatives. For more information, visit the ACE CREDIT website at <http://www2.acenet.edu/credit/>.

## CLEP College Composition Scoring and Mailing Dates July 2016–July 2017

Last Date for Transmission from Test Centers (11:59 PM, ET)	Primary Scoring Date	Score Report Mailing Date
June 23, 2016	June 25, 2016	July 8, 2016
July 4, 2016	July 6, 2016	July 18, 2016
July 21, 2016	July 23, 2016	August 4, 2016
August 8, 2016	August 10, 2016	August 22, 2016
August 25, 2016	August 27, 2016	September 9, 2016
September 8, 2016	September 10, 2016	September 22, 2016
September 26, 2016	September 28, 2016	October 10, 2016
October 10, 2016	October 12, 2016	October 24, 2016
October 24, 2016	October 26, 2016	November 7, 2016
November 7, 2016	November 9, 2016	November 21, 2016
November 21, 2016	November 23, 2016	December 7, 2016
December 8, 2016	December 10, 2016	December 22, 2016
December 19, 2016	December 21, 2016	January 5, 2017
January 5, 2017	January 7, 2017	January 20, 2017
January 19, 2017	January 21, 2017	February 2, 2017
February 6, 2017	February 8, 2017	February 21, 2017
February 23, 2017	February 25, 2017	March 9, 2017
March 9, 2017	March 11, 2017	March 23, 2017
March 27, 2017	March 29, 2017	April 10, 2017
April 13, 2017	April 15, 2017	April 27, 2017
April 24, 2017	April 26, 2017	May 8, 2017
May 11, 2017	May 13, 2017	May 25, 2017
May 22, 2017	May 24, 2017	June 6, 2017
June 8, 2017	June 10, 2017	June 22, 2017
June 19, 2017	June 21, 2017	July 5, 2017
July 6, 2017	July 8, 2017	July 20, 2017
July 20, 2017	July 22, 2017	August 3, 2017

### Availability/Use of Scores

Candidate scores that have been released to colleges may be used for educational research or validity studies by the College Board, the receiving colleges, or ETS®, but no names or identification of individuals will be revealed.

## Test Security

Educational Testing Service® (ETS), on behalf of the College Board, maintains test administration and security standards designed to ensure that all test-takers are given the same opportunity to demonstrate their abilities and to prevent any test-taker from gaining an unfair advantage. ETS routinely reviews

irregularities and test scores believed to be earned under unusual or nonstandard circumstances.

Electronic devices are not allowed in the testing room. If a device is detected, it may be confiscated, and its contents may be inspected as part of a thorough test security investigation. ETS and the College Board reserve the right to cancel any test score if the test-taker engages in misconduct, if there is a testing irregularity, if ETS believes there is reason to question the score's validity, or if the score has been obtained unfairly. Before a test score is canceled for the latter reason, the test-taker is given an opportunity to confirm the questioned score by retaking the test at the College Board's expense, or to authorize ETS to cancel the score and refund all test fees. When test scores are canceled because of irregularities, such as mistiming or defective materials, the test-taker may retest at the College Board's expense.

The test-taker may also request that the score recipient review the information and make its own decision about accepting a score, or that a member of the American Arbitration Association arbitrate ETS's action.

If at any time before, during, or after a review of questionable scores, ETS finds that misconduct has occurred in connection with a test, ETS may treat the matter under its misconduct procedures; in that event, the options available under this "Invalid Scores" section or in the "Testing Irregularities" section, as applicable, will not be available even if those options were previously offered.

Reviews of questionable scores by ETS are confidential. If it is necessary to cancel scores that have already been reported, score users are notified, but the reasons for cancellation are not disclosed.

### CLEP Security Standards

Colleges that grant credit for CLEP do so with the understanding that CLEP scores are legitimate measures of students' abilities. The CLEP program has developed the following security policies and procedures:

- ▶ When students take a CLEP exam, they agree to the following statement: "To maintain the security of the exam and the validity of my CLEP score, I will allow no one other than myself to know the exam questions. I will not disclose these questions to anyone at any time during or after the test. I am aware of and agree to the CLEP program's policies and procedures as outlined in the *Information for Test-Takers* bulletin."

### Suspected Impersonation

In cases where the College Board or ETS believes that someone other than the registered test-taker took the test for the registered test-taker, and in

other cases where required or permitted by law, the College Board and ETS may refer the matter to law enforcement and inform the registered test-taker's parents, legal guardian(s), high school, and colleges and other institutions to which the registered test-taker requested scores be sent.

By registering for the test, the registered test-taker specifically acknowledges, and agrees to, such disclosure.

- ▶ If a CLEP exam center administrator finds that there is misconduct in connection with a CLEP exam, the involved student will be dismissed from the testing room, and the program will decline to score the exam or will cancel the score. Misconduct includes, but is not limited to, the following:
  - ▶ Obtaining improper access to the exam, or a part of the exam
  - ▶ Attempting to take the exam for someone else or having someone take the exam for you
  - ▶ Consulting prohibited aids such as textbooks, teachers or professors, other students, any electronic device, or any other resource during the exam
  - ▶ Failing to provide acceptable identification
  - ▶ Attempting to remove questions or any notes relating to the exam from the testing room

- ▶ Attempting to give or receive assistance. Communication in any form during the exam administration or during breaks is prohibited. Discussion or sharing of exam questions or answers after the test is also prohibited.
- ▶ Leaving the testing room without permission
- ▶ Creating a disturbance
- ▶ Disruptive behavior in any form will not be tolerated; the test administrator has sole discretion in determining what constitutes disruptive behavior.
- ▶ Tampering with the computer
- ▶ Taking excessive or extended unscheduled breaks during the test session
- ▶ Test-takers involved in any misconduct will be asked to terminate their exam and leave the testing room. These students may not return to the testing room, and the exam scores will be canceled.
- ▶ If you observe any behavior that might lead to invalidation of grades (e.g., copying, use of notes from an unauthorized source or access to exam questions before the exam), contact the CLEP Exam Security Reporting Hotline as soon as possible. All information will be kept strictly confidential.

**Test Security Reporting Hotline**  
800-353-8570  
[tsreturns@ets.org](mailto:tsreturns@ets.org)

## Contacting CLEP

To find a test center, check if an institution has a CLEP policy, view exam descriptions, purchase a *CLEP Official Study Guide*, or consult the free CLEP Tutorial, and for other general information, visit:

[clep.collegeboard.org](http://clep.collegeboard.org)

CLEP Services	Email	Address	Phone/Fax	Be sure to include:
Customer Service (Monday–Friday 8 a.m. to 6 p.m. Eastern Time)	<a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a>	CLEP P.O. Box 6600 Princeton, NJ 08541-6600	800-257-9558 International: 212-237-1331 Fax: 610-628-3726	Your name, address, telephone number
Register for a CLEP exam	Register and prepay for an exam via My Account <a href="http://cleportal.collegeboard.org/myaccount">cleportal.collegeboard.org/myaccount</a> and contact your preferred test center to make an appointment to take the test. Visit <a href="http://clep.collegeboard.org">clep.collegeboard.org</a> to consult the list of test centers.			
Request a transcript (there is a \$20 fee for each transcript requested).  Military personnel should call 877-471-9860 (toll free) or 443-751-4316 to request a military transcript or visit <a href="http://clep.collegeboard.org/military">clep.collegeboard.org/military</a> to download a Transcript Request Form. There is a fee of \$30 for each military transcript.			If you are paying by credit or debit card.* Call 800-257-9558, or you may fax to 610-628-3726. Transcripts will be processed in order of receipt.	Transcript Request Form, payment, name (at testing time), date of birth, last four digits of your Social Security number, and where you want the transcript sent**
Report a problem with a test administration	<a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a>	CLEP P.O. Box 6600 Princeton, NJ 08541-6600	800-257-9558 International: 212-237-1331 Fax: 610-628-3726	Test title, test center, test date, name, phone number, and email address
Report a problem with a test question	<a href="mailto:clep@info.collegeboard.org">clep@info.collegeboard.org</a>	CLEP P.O. Box 6656 Princeton, NJ 08541-6656	800-257-9558 International: 212-237-1331 Fax: 610-628-3726	Test name, test center, test date and the number of the test question

\*American Express, MasterCard, Visa, Discover, JCB

\*\*Visit [www.collegeboard.org/clepcolleges](http://www.collegeboard.org/clepcolleges) to search for your institution. Please enter mailing information according to what is listed in the CLEP Colleges listing. Transcripts cannot be mailed to alternate addresses of institutions available in the CLEP Colleges listing.

**CLEP**<sup>®</sup>

# CLEP<sup>®</sup> Exam Registration Ticket

## TEST-TAKER INFORMATION:

First Name, MI, Last Name:

Xtwo Clep

Address:

11911 Freedom Dr

Restoner

Country: Afghanistan

Government-Issued ID: Yes

Date of Birth: 02/19/1999

Gender: Male

DANTES funded: Yes

## REGISTRATION INFORMATION:

TICKET ID: 10010498

LAST NAME: Clep

EXAM TITLE: Principles of Macroeconomics

SCORE RECIPIENT: Do not send scores

USE TICKET BEFORE: May 19, 2016

## SCHEDULE AN APPOINTMENT AT A CLEP TEST CENTER:

1. Contact your test center to schedule your appointment to test.

If you choose not to test at your preferred test center or if your preferred test center is not available, you may use your registration ticket to test at another CLEP test center by contacting the new center and making an appointment. You are not required to change your selection in My Account.

2. You must contact the test center to make arrangements prior to your test session. **Please note that this registration ticket does not guarantee a seat at the test center.** It only serves as proof that you have paid your exam fee and registered to take the exam. In addition to your exam fee, the test center may also charge its own administrative fee. Please check with your test center for details when scheduling your appointment. If you have a disability and have been approved for testing accommodation(s), please check with your test center to ensure that they can accommodate your request.

3. Record your test date and time on your registration ticket.

Test Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

4. Verify your account information. If you need to update your account information prior to test day, go to the CLEP website, update your information, and reprint your registration ticket.

Preferred Test Center Name:  
University of Phoenix - ULC

Test Center Address:  
4401 Still Creek Drive  
Suite 200  
Burnaby, BC V5C 6G9  
Canada

Test Center Phone Number: (604) 205-6999

Test Center Website (if available):  
<https://clepdev.collegeboard.org/test-center/university-of-phoenix-ulc>

## EXAM DESCRIPTION: Principles of Macroeconomics

The Principles of Macroeconomics examination covers material that is usually taught in a one-semester undergraduate course in this subject, including principles of economics that apply to an economy as a whole, particularly the general price level, output and income, and interrelations among sectors of the economy. The test places particular emphasis on the determinants of aggregate demand and aggregate supply, and on monetary and fiscal policy tools that can be used to achieve particular policy objectives. Within this context, you're expected to understand measurement concepts such as gross domestic product, consumption, investment, unemployment, inflation, inflationary gap and recessionary gap. You're also expected to demonstrate knowledge of the institutional structure of the Federal Reserve Bank and the monetary policy tools it uses to stabilize economic fluctuations and promote long-term economic growth, as well as the tools of fiscal policy and their impacts on income, employment, price level, deficits, and interest rates. Basic understanding of foreign exchange markets, balance of payments, effects of currency, and appreciation and depreciation on a country's imports and exports are also expected.

## IMPORTANT INFORMATION FOR EXAM DAY

### Bring these items with you to the test center:

- Acceptable and valid form of photo identification (the name listed on your IDs must exactly match the name printed on this ticket). Visit the CLEP website for details.
- This CLEP Exam Registration ticket.
- Test administration fee (each test center charges an additional administration fee and sets its own policy for payment). Contact your test center for additional information.

### The following items are not permitted in the test center:

- Cellular phones/pagers, smartphones, listening/recording devices, photographic devices, calculators, dictionaries/books/pamphlets, digital/alarm/wristwatch cameras, hats/hoodies, papers of any kind, mechanical pencils/pens/highlighters, flash/thumbdrives, tobacco products, slide rules, compasses or rulers, any weapons, firearms or other items prohibited by law or test center/campus safety and security policies, and food or beverages

For additional and more detailed information, visit the CLEP website at <http://clep.collegeboard.org/exam-day-info>.

## CLEP® Terms and Conditions

### CLEP® Retest Policy

For detailed information on the CLEP retest policy, visit the CLEP website or consult your test administrator. The retest policy states that a candidate may not retake an examination of the same title within the specified wait period. If you violate the CLEP retest policy, the administration will be considered invalid, your score will be canceled, and any test fees will be forfeited.

If you are repeating an examination of the same title and have a question regarding the date of the initial administration, you should immediately notify the test administrator and contact CLEP Services at 800-257-9558.

Defense Activity for Non-Traditional Education Support (DANTES)-funded military examinees are eligible for only one U.S. government-funded attempt per examination title. Any retest attempts for the same examination title must be funded directly by the candidate.

### Suspected Impersonation

In cases where the College Board or ETS believes that someone other than the registered test-taker took the test for the registered test-taker and in other cases where required or permitted by law, the College Board and ETS may refer the matter to law enforcement and inform the registered test-taker's parents, legal guardian(s), high school (if applicable), and colleges and other institutions to which the registered test-taker requested scores be sent. By registering for the test, the registered test-taker specifically acknowledges, and agrees to, such disclosure.

### Security Policies and Procedures

I agree to maintain the security of the exam and the validity of my CLEP score. I will allow no one other than myself to know the exam questions. I will not disclose these questions to anyone at any time during or after the test. I am aware of and agree to the CLEP program's policies and procedures as outlined in the *Information for Test-Takers* bulletin.

### Availability/Use of Scores

Candidate scores may be used for educational research or validity studies by the College Board, the receiving colleges, or ETS, but no names or identification of individuals will be revealed. If you provide a portion of or your entire Social Security number during the registration process, it may appear on the score reports you send to recipients for the purposes of matching the score reports to their records.

### Refund Policy

The refund policy for CLEP exam(s) and study material(s) is as follows:

- **CLEP Exams** are refundable up to 7 days from the date of purchase, with the exception of redeemed exams.
- **CLEP Study Guides** that are in new, unused, and resalable condition are refundable within 30 days of the order date, with a copy of the packing slip.
- **CLEP E-Guides** are refundable within 7 days of the purchase date. Customers will be required to submit a "Letter of Destruction" in order for the refund to be processed.

To request a refund, please contact CLEP services at 800-257-9558.

Test-takers who purchase their own CLEP exams can change their exam title in My Account for an unused registration ticket prior to the registration ticket's expiration date.

DANTES-funded test-takers who want to change their exam title for an unused and unexpired registration ticket should first call CLEP Services at 800-257-9558 to cancel their existing exam title, and then register for the new exam title in My Account.

## College-Level Examination Program® Transcript Request Form

Use this form to request a transcript if you did not indicate a score recipient institution at the time of testing or if you need to send your scores to more than one score recipient. Indicate which exam(s) you want to appear on your transcript. Please note that CLEP® keeps scores on file for 20 years. Once your request form has been received, please allow two business days for internal processing and up to 10 business days for mailing.

★ **Note:** Military personnel (**in active duty or retired**) should call 877-471-9860 (toll free) or 443-751-4316 to request a military transcript, or visit [clep.collegeboard.org/military](http://clep.collegeboard.org/military) to download a transcript request form. There is a fee of \$30 for each military transcript.

**PLEASE PROVIDE ALL THE INFORMATION REQUESTED ON THIS FORM. PLEASE PRINT.**

Name at the time of testing (last name, first name, middle initial)

Current name, if different from above (last name, first name, middle initial)

Last 4 digits of SS#

Current address: number, street and apartment

Address: number, street and apartment at time of testing

City State/Province ZIP Country

Daytime telephone number (include area code)

Email address

□□□ / □□□ / □□□□

This is a mandatory field. If you fail to include your date of birth, the transcript request form will not be processed.

Date of birth (month/day/year)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> American Government                   | <input type="checkbox"/> German Language  | <input type="checkbox"/> Principles of Macroeconomics                      |
| <input type="checkbox"/> American Literature                   | <input type="checkbox"/> History of the United States I: Early Colonization to 1877 | <input type="checkbox"/> Principles of Management                          |
| <input type="checkbox"/> Analyzing and Interpreting Literature | <input type="checkbox"/> History of the United States II: 1865 to the Present       | <input type="checkbox"/> Principles of Marketing                           |
| <input type="checkbox"/> Biology                               | <input type="checkbox"/> Human Growth and Development                               | <input type="checkbox"/> Principles of Microeconomics                      |
| <input type="checkbox"/> Calculus                              | <input type="checkbox"/> Humanities   | <input type="checkbox"/> Social Sciences and History                       |
| <input type="checkbox"/> Chemistry                             | <input type="checkbox"/> Information Systems  | <input type="checkbox"/> Spanish Language                                  |
| <input type="checkbox"/> College Algebra                       | <input type="checkbox"/> Introduction to Educational Psychology                     | <input type="checkbox"/> Western Civilization I: Ancient Near East to 1648 |
| <input type="checkbox"/> College Composition                   | <input type="checkbox"/> Introductory Business Law                                  | <input type="checkbox"/> Western Civilization II: 1648 to the Present      |
| <input type="checkbox"/> College Composition Modular           | <input type="checkbox"/> Introductory Psychology                                    | <input type="checkbox"/> Other _____                                       |
| <input type="checkbox"/> College Mathematics                   | <input type="checkbox"/> Introductory Sociology                                     | <input type="checkbox"/> English Composition (Retired)                     |
| <input type="checkbox"/> English Literature                    | <input type="checkbox"/> Natural Sciences   | <input type="checkbox"/> English Composition w/Essay (Retired)             |
| <input type="checkbox"/> Financial Accounting                  | <input type="checkbox"/> Precalculus  | <input type="checkbox"/> Freshman College Composition (Retired)            |
| <input type="checkbox"/> French Language                       |   |  |

Send only exam scores of 50 or above (for computer-based exams).  Send all scores.  Official candidate copy only

### CLEP TRANSCRIPT RECIPIENT

**\*IMPORTANT! PLEASE READ:** Visit [collegeboard.org/clepcolleges](http://collegeboard.org/clepcolleges) to search for your institution. Please enter mailing information according to what is listed in the CLEP Colleges listing. Transcripts cannot be mailed to alternate addresses of institutions available in the CLEP Colleges listing.

Score Recipient

College code #\*

Person at the institution to whom transcript should be sent (if known)

Address of institution where CLEP transcript should be sent

### PAYMENT INFORMATION

There is a fee of \$20 for each transcript.

\_\_\_\_\_ Visa, MasterCard, American Express, Discover, JCB

\_\_\_\_\_ Debit card (Visa or MasterCard)

Credit or debit card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I authorize CLEP to release my scores to the institution designated above.

Signature

Date

If you are paying by credit or debit card, call 800-257-9558. You may also fax this form to 610-628-3726.