CLEP Exam Registration and Scheduling

The JMU Outreach & Engagement CLEP testing center is located at 127 Bruce Street, Room 108, Harrisonburg, VA 22801. Examinations are scheduled on Tuesday at 10:00 a.m. and 1:30 p.m. You must register and pay for your examination prior to scheduling your exam appointment. Please follow the instructions below.

There is a new process for registering for CLEP exams and scheduling them at the JMU ADP CLEP testing center. **We are no longer responsible for registering you for a CLEP exam. You must do that yourself, before scheduling the exam.** Please read the following information carefully.

1) You will register and pay for your exams through MyAccount, an online self-service registration system, at [https://clepportal.collegeboard.org/myaccount](https://clepportal.collegeboard.org/myaccount). At MyAccount, you select score recipients and answer some background questions. You can also purchase study materials here. You must register and pay for the CLEP exam **before scheduling your CLEP exam at our testing center**.

2) You will need to print your EXAM Registration Ticket. You will need to bring this with you when you come to the testing center to take the exam.

3) After you have registered and paid for the CLEP exam, contact the ADP office at 540-568-4255 or [adp@jmu.edu](mailto:adp@jmu.edu) to schedule your exam.

4) On the day of the exam, you will need to bring the following with you:
   a. Exam Registration Ticket
   b. Photo Identification
      i. **Primary ID** (passport, driver’s license, state issued ID, military ID, national ID, tribal ID, or a naturalization card. The primary ID **must** include your name, photo, and signature.
      ii. If the test candidate is a minor and unable to provide a primary, government-issued ID, they must use the College Board ID Form. Contact CLEP Services at 1-800-257-9558, at [clep@info.collegeboard.org](mailto:clep@info.collegeboard.org), or download the form at [http://clep.collegeboard.org/exam-day-info](http://clep.collegeboard.org/exam-day-info).
   c. Check or money order for the administrative fee ($30) made out to James Madison University. We cannot accept cash or a credit card for the administrative fee.

*Please note there are no exceptions to this. Without appropriate ID, the Exam Registration Ticket and a check for the administrative fee, you will not be allowed to take the exam.*