



## CLEP Registration Form

This form is to be completed and submitted with your CLEP Registration Ticket and the \$25 nonrefundable, nontransferable testing center fee to reserve a seat at the test date requested below.

**Please type or print in ink.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

First Choice Test Date: \_\_\_\_\_

Second Choice Test Date: \_\_\_\_\_

### **Payment options for the \$25 nonrefundable, nontransferable testing center fee:**

**1. Cash or Credit Card: In-Person**

Cash or credit card will be accepted in person at the Cashier's Office, located in Guenther Enrollment Services Center, Room 125, **Monday - Friday from 8 a.m. to 4 p.m.**

Once paid, you will need to go to Office of Continuing Education and Summer Sessions, located in Guenther Enrollment Services Center, Room 231, and hand in your receipt from the Cashier's Office along with your CLEP Registration Ticket and this Registration Form.

**2. Check or Money Order: By Certified Mail**

Check or money order will be accepted **via certified mail.**

The mailing address is:

Hudson Valley Community College  
Continuing Education and Summer Sessions  
80 Vandenburg Ave.  
Troy, NY 12180

**NOTE: You will receive a confirmation email once your test has been scheduled.**

For further information, contact the Office of Continuing Education and Summer Sessions at (518) 629-7338.