CITY COLLEGES OF CHICAGO CLEP TESTING PROGRAM

Effective Fall 2009, all incoming students to the City Colleges of Chicago seeking an Associate in Arts (AA) degree must complete two courses of a world language (previously referred to as foreign language) with a grade of “C” or better or can “test out” of this requirement by providing evidence of 102-level proficiency in one of the languages offered. Students may demonstrate a level of proficiency typically achieved by students who complete language courses at level 102 by taking the CLEP Exam (College Level Examination Program). Students have the option of taking the CLEP Exam in the following languages: Spanish & French.

In addition, the College-Level Examination Program (CLEP) gives students the opportunity to receive credit for knowledge previously acquired by earning qualifying scores on any of thirty-three examinations. Students can earn credit for knowledge they have acquired through independent study, prior course work, on the job training, professional development, cultural pursuits, or internships.

Below are the credits to be issued for each CLEP proficiency rating:

**CLEP GENERAL EXAMS**

<table>
<thead>
<tr>
<th>General Exam</th>
<th>CCC Equivalent Course</th>
<th>Credit Hours</th>
<th>Test Score</th>
<th>Course Grade</th>
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<tbody>
<tr>
<td>Spanish Language Level 1</td>
<td>Spanish 101 and 102</td>
<td>8</td>
<td>61-65</td>
<td>A</td>
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<td></td>
<td></td>
<td>55-60</td>
<td>B</td>
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<td>50-54</td>
<td>C</td>
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<tr>
<td>Spanish Language Level 2</td>
<td>Spanish 101, 102, 103, and 104</td>
<td>16</td>
<td>76-80</td>
<td>A</td>
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<td></td>
<td></td>
<td></td>
<td>71-75</td>
<td>B</td>
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<td>66-70</td>
<td>C</td>
</tr>
<tr>
<td>French Language Level 1</td>
<td>French 101 and 102</td>
<td>8</td>
<td>61-65</td>
<td>A</td>
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</table>
CLEP (COLLEGE LEVEL EXAMINATION PROGRAM) APPLICATION
CITY COLLEGES OF CHICAGO

Complete and return this application to a City Colleges Testing Office of your choice (see below # 3).

Last name: _____________________________ First: ________________________________ MI: ________

Home address: ___________________________________________________________________________

City: _________________________________________ State: ________________ Zip: _________________

Name of the college you currently attend: _____________________________________________________

Last 4 digits of your Social Security number: _____________ CCC student ID number: ____________

Phone (day): ____________ (evening): _________________ Email (required): ________________________

1. RETEST: Is this your first time taking a CLEP exam? (circle one): YES or NO

A CLEP exam may not be retaken within a six-month period. This waiting period provides students an
opportunity to spend additional time preparing for the exam or the option of taking a classroom course.
More information about CLEP including test preparation may be found by visiting

2. INDICATE EXAM YOU PLAN TO TAKE: (**PLEASE SUBMIT ONE FORM PER TEST**)

____________________________________________________________________________________

3. WHERE WILL YOU TAKE YOUR TEST?

Test proctoring is available at the Testing Resources Center at each college. Please contact one of our
Testing Resources Centers to schedule your exam:

- Daley College
- Harold Washington College
- Kennedy-King College
- Malcolm X College
- Olive-Harvey College
- Truman College
- Wright College
4. **PLEASE INDICATE WHEN YOU ARE AVAILABLE TO TEST**

Please provide a RANGE of availability (dates & times) for you and a CCC proctor to do the testing. Allow at least 10 business days from the date of your request submission.

Dates: _________________________________ Time from: __________ to: _____________
Dates: _________________________________ Time from: __________ to: _____________

5. **CONFIRMATION OF TEST DAY, TEST STATUS AND RESULT**

Once your application has been processed, you will receive an email confirming one of your test dates. This is the only confirmation you will receive, so please provide an email where you can be reached or a message can be sent. **If you are not able to keep your appointment, you must call the testing office to re-schedule, or you will be charged another $30 registration fee. (After 3 reschedules you must pay a new fee.)** Please allow UP TO 6 WEEKS from the date of your test to have your test score posted to your academic record. **CLEP test scores are valid for two years & will be posted within four weeks.**

6. **OTHER IMPORTANT TEST INSTRUCTIONS**

- Be sure to arrive at the test site 15 minutes prior to the scheduled test time. You must bring two forms of **official government issued photo identification** with you.
- You must also bring the CCC administrative fee receipt issued by the Business Office as proof of the $30.00 payment the date of the test.
- Inform your test center immediately if you will not be available at the scheduled time and date.
- **To reschedule this test, you must do so at least one business day in advance of the scheduled date by calling the assigned testing center of your choice and advise the testing coordinator of new dates.**

7. **PAYMENT & FEE(S)**

The CLEP test fee is comprised of two components:

- **CLEP exam fee:** $80.00, subject to change without notice. Payment should be made online on the CLEP testing system at the time you take the exam. Preferred forms of payment: credit card - Visa, MasterCard, American Express, Discover, or JCB; debit cards - cards with a Visa or MasterCard logo. Other acceptable form of payment: money order made payable to CLEP. NO CASH ACCEPTED. ALL FEES ARE NON-REFUNDABLE.

- **CCC administrative fee:** $30.00. Note: this payment is in addition to and not to be combined with the CLEP exam fee. Pay the CCC administrative fee at the Business Office of the college where you plan to take the CLEP Exam. Acceptable forms of payment: credit card - Visa, MasterCard, or American Express; debit card - cards with a Visa or MasterCard logo; money order payable to the City Colleges of Chicago; cashier's check; or cash (at the Business Office payment window only). You must bring the CCC administrative fee receipt issued by the Business Office as proof of payment on the day of the exam. ALL FEES ARE NON-REFUNDABLE.

**Important Note:** You may reschedule your exam by contacting the Testing Resources Center at least 24 hours (one business day) before your scheduled exam, or you will be charged an additional CCC administrative fee. Note: the third time you reschedule (and each time thereafter) you will be charged an additional CCC administrative fee. The CCC administrative fee is NON-REFUNDABLE.