

CLEP Score Transcript Request Instructions

CLEP is considered a credit-by-exam which is processed like transfer credits from another college and not like other standardized test scores. All credit-by-exams are processed as external transcripts by the Transcript Department of the College Registrar's Office. If credit-by-exam transcripts are received electronically, it usually takes 3 weeks or for the evaluation to display on your Broward College transcript. If you manually enter the address of Broward College when submitting your CLEP transcript request, it will initiate the mailing of a paper copy which takes much longer to receive and evaluate, typically 6-8 weeks. Please follow the instructions below to send your CLEP transcript electronically to Broward College.

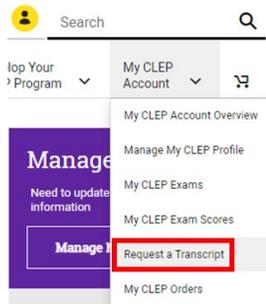
Please note that CLEP score entry is not done by the Testing and Assessment Center.

Transcript Department Contact Information

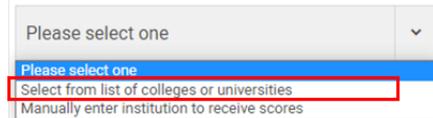
studentrecords@broward.edu

(954) 201-7544

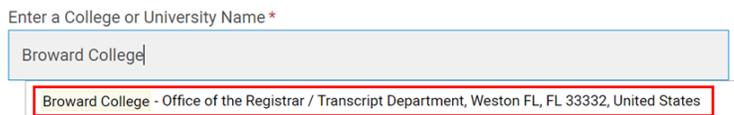
1. Go to clep.collegeboard.org and login with your **My CLEP Account** credentials.
2. Click on the **My CLEP Account** dropdown and select **Request a Transcript**.



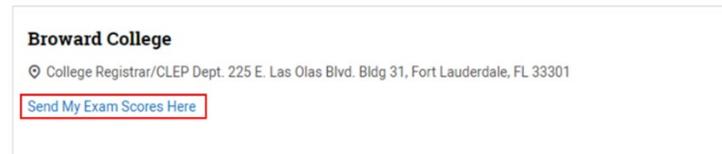
3. Select which CLEP exam scores to send then scroll down and click .
4. On **Transcript Ordering** screen in the dropdown menu, you will need to select **'Select from List of Colleges and Universities'**. *(By selecting the manual option, you will initiate a paper copy be mailed with takes much longer to arrive and be added to your BC transcript!)*



5. Open the  link that appears.
6. You will be asked to verify your user password.
7. On the following screen, enter **Broward** in the box. You will see the Broward College – College Registrar's Office result listed. Click on the name.



8. Confirm your selection by clicking on the **Send My Exam Scores Here** link.



9. Confirm your order on the subsequent pages and pay the applicable fee.
10. Your transcript will be sent electronically to the Broward College Transcript Department for processing and evaluation.