

Baker University's School of Professional and Graduate Studies

## Military Base-Sponsored National Testing Center

Partnership with the U.S. Coast Guard

- CLEP AND DSST TESTS OFFERED FREE TO BOTH ACTIVE MILITARY DUTY AND RESERVE (SPOUSES AND CIVILIAN EMPLOYEES OF THE MILITARY ARE ELIGIBLE FOR FUNDED EXAMS)
- TESTS AVAILABLE TO CIVILIANS AT STANDARD COST

For more information, or to register, contact us at  
1.800.955.7747 or [priorlearn@bakerU.edu](mailto:priorlearn@bakerU.edu)



**BAKER**  
UNIVERSITY  
*Own Confidence*

2641 SW Wanamaker Rd.  
Topeka, KS 66614

[www.bakerU.edu/pla](http://www.bakerU.edu/pla)



Baker University's School of Professional and Graduate Studies

## Military Base-Sponsored National Testing Center

Partnership with the U.S. Coast Guard

- CLEP AND DSST TESTS OFFERED FREE TO BOTH ACTIVE MILITARY DUTY AND RESERVE (SPOUSES AND CIVILIAN EMPLOYEES OF THE MILITARY ARE ELIGIBLE FOR FUNDED EXAMS)
- TESTS AVAILABLE TO CIVILIANS AT STANDARD COST

For more information, or to register, contact us at  
1.800.955.7747 or [priorlearn@bakerU.edu](mailto:priorlearn@bakerU.edu)



**BAKER**  
UNIVERSITY  
*Own Confidence*

2641 SW Wanamaker Rd.  
Topeka, KS 66614

[www.bakerU.edu/pla](http://www.bakerU.edu/pla)



# Job Aid: How to Schedule Testing for DANTES

---

**Introduction** PPC has always been a test site for the administering of DANTES exams for college credit however the program was restricted to paper exams and limited availability of subjects. PPC is now a partner with Baker University as a USCG base-sponsored National Test Center allowing eligible member's access to all subjects and exams are now computer based and transmitted electronically. This means *INSTANT* scoring!

---

**Responsibility** Eligible members wishing to sit for an exam are responsible to prepare for the exam, register through Baker University, and notify supervision of test date and time.

---

**Terminology** The table below defines terms you should know to register for testing.

<b>Term</b>	<b>Definition</b>
CLEP	College-Level Examination Program
DSST	DANTES Standardized Subject Tests
ECE	Excelsior College Examinations

---

**Websites** DANTES – Defense Activity for Non-Traditional Education  
[http://www.dantes.doded.mil/Dantes\\_web/DANTESHome.asp](http://www.dantes.doded.mil/Dantes_web/DANTESHome.asp)

Baker University – USCG Base Sponsored National Test Center  
[www.BakerU.edu/pla](http://www.BakerU.edu/pla)

---

**Eligibility** The following members are eligible for funded exams:

<b>Member Type</b>	<b>Funded</b>
Active Duty	Yes
Reserve	Yes
Spouses	Yes
Civilian Employee	Yes
Civilian Employee Spouse	No
All Dependents	No

---

## Job Aid: How to Schedule Testing for DANTES, Continued

---

### Warnings and Guidelines

- Members **MUST** register online at least **ONE** week prior to test date.
  - Members will be **REQUIRED** to show appropriate military ID (CAC) before **ANY** test will be administered.
  - Members **MUST** give **24 HOURS** notice for rescheduling or cancellation of an exam.
  - Members **MUST** wait **180 DAYS** before retaking a failed exam.
  - Members are **AUTHORIZED ADMIN LV** for exam date and time.
  - **NO** electronic devices are allowed in the facility.
  - **NO** papers, books, backpacks, or similar items are allowed in the facility.
- 

### Procedure

Follow the steps in the table below to schedule an exam testing date.

Step	Action						
1.	Determine a subject needed for credit.						
2.	Determine which program has the subject needed. <a href="http://www.dantes.doded.mil/Dantes_web/DANTESHome.asp">http://www.dantes.doded.mil/Dantes_web/DANTESHome.asp</a>						
3.	Check with appropriate school for acceptance of credit.						
4.	Refer to TCO/ESO/DANTES for preparation materials.						
5.	Register online to take the needed exam. <a href="http://www.BakerU.edu/pla">www.BakerU.edu/pla</a>						
6.	Notify supervisor of test date and time. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Military Member</td> <td>Verbal or email notification/calendar/approval</td> </tr> <tr> <td>Civilian Member</td> <td>Verbal or email notification/calendar/LV form OPM 71 <a href="http://www.opm.gov/forms/pdf_fill/opm71.pdf">http://www.opm.gov/forms/pdf_fill/opm71.pdf</a></td> </tr> </tbody> </table>	If ...	Then ...	Military Member	Verbal or email notification/calendar/approval	Civilian Member	Verbal or email notification/calendar/LV form OPM 71 <a href="http://www.opm.gov/forms/pdf_fill/opm71.pdf">http://www.opm.gov/forms/pdf_fill/opm71.pdf</a>
If ...	Then ...						
Military Member	Verbal or email notification/calendar/approval						
Civilian Member	Verbal or email notification/calendar/LV form OPM 71 <a href="http://www.opm.gov/forms/pdf_fill/opm71.pdf">http://www.opm.gov/forms/pdf_fill/opm71.pdf</a>						
7.	Report to test site on scheduled day 15 minutes prior to exam time to allow for identification and computer preparation.						
8.	Upon completion of the exam an official score report will be provided to the member.						

---

## Job Aid: How to Schedule Testing for DANTES, Continued

---

### Related resources

Baker University National Test Center Information

<http://www.bakeru.edu/spgs-current-students/academic-tools/prior-learning-assessment-center/clep-a-dantes>

Baker University - Topeka Testing Calendar

[http://www.bakeru.edu/images/pdf/AC\\_schools/2013\\_Topeka\\_Testing\\_Schedule.pdf](http://www.bakeru.edu/images/pdf/AC_schools/2013_Topeka_Testing_Schedule.pdf)

CLEP Library Resources

[http://www.bakeru.edu/images/pdf/AC\\_schools/CLEP%20Library%20Resources.pdf](http://www.bakeru.edu/images/pdf/AC_schools/CLEP%20Library%20Resources.pdf)

DSST Library Resources

[http://www.bakeru.edu/images/pdf/AC\\_schools/DANTES\\_LIBRARY\\_RESOURCES.pdf](http://www.bakeru.edu/images/pdf/AC_schools/DANTES_LIBRARY_RESOURCES.pdf)

CLEP Registration Form

<https://www.bakeru.edu/spgs-current-students/academic-tools/prior-learning-assessment-center/clep-a-dantes/clep-registration-form>

DSST Registration Form

<https://www.bakeru.edu/spgs-current-students/academic-tools/prior-learning-assessment-center/clep-a-dantes/dantes-registration-form>

DANTES Web Site

[http://www.dantes.doded.mil/Dantes\\_web/DANTESHome.asp](http://www.dantes.doded.mil/Dantes_web/DANTESHome.asp)

---

### Contacts and Locations

PPC Testing Control Officer (TCO)

[Karen.S.Emmot@uscg.mil](mailto:Karen.S.Emmot@uscg.mil) or 785-339-2225

PPC Education Services Officer (ESO)

[Jared.Frazier@uscg.mil](mailto:Jared.Frazier@uscg.mil) or 785-339-2221

Main Campus - Baker University Prior Learning Assessment Center

[priorlearn@bakeru.edu](mailto:priorlearn@bakeru.edu) or 913-491-4432

Topeka National Test Center - Baker University

Sunflower Bank Building

2641 SW Wanamaker Road – Suite 102

Topeka, KS 66614 785-272-6442

---