

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



1858

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2641 SW Wanamaker Rd.
Topeka, KS 66614

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.

Term	Definition
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

Baker University – USCG Base Sponsored National Test Center
www.BakerU.edu/pla

Eligibility The following members are eligible for funded exams:

Member Type	Funded
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.
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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. http://www.dantes.doded.mil/Dantes_web/DANTESHome.asp						
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. www.BakerU.edu/pla						
6.	Notify supervisor of test date and time. <table border="1" data-bbox="548 1146 1393 1482"> <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 http://www.opm.gov/forms/pdf_fill/opm71.pdf</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 http://www.opm.gov/forms/pdf_fill/opm71.pdf
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Military Member	Verbal or email notification/calendar/approval						
Civilian Member	Verbal or email notification/calendar/LV form OPM 71 http://www.opm.gov/forms/pdf_fill/opm71.pdf						
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/2010_CLEP_DANTES_Schedule_Topeka.pdf

CLEP Library Resources

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

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

Contacts and Locations

PPC Testing Control Officer (TCO)

Karen.S.Emmot@uscg.mil or 785-339-2225

PPC Education Services Officer (ESO)

Timothy.M.Taylor2@uscg.mil or 785-339-2204

Main Campus - Baker University Prior Learning Assessment Center

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



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**2011
CLEP/DSST
EXAMINATION SCHEDULE
Topeka Campus**

If you need to schedule the DSST Principles of Public Speaking exam, you must register no later than three weeks before your chosen exam date. This exam is not funded for military personnel unless taken at a Based Education Office.

The test administration fee is \$20 per exam; unless you are a DANTES-funded military service member or eligible spouse. This fee, payable to Baker University, must accompany your registration. You will forfeit the fee(s) if you do not notify the PLA Center staff at least one day in advance of your test date of your intention to reschedule an exam.

For scheduling questions: Call 913-491-4432 or Email: priorlearn@bakeru.edu

Baker University students must contact their Academic Advisor to seek approval for exams prior to registering with the Prior Learning Assessment Center.

MONTH	DAY	DATE	TIME
January	Wednesday	5 th	Cancelled
			Cancelled
February	Friday	21 st	10:00 am
			1:00 pm
March	Friday	11 th	10:00 am
			1:00 pm
April	Friday	29 th	10:00 am
			1:00 pm
May	Friday	20 th	10:00 am
			1:00 pm
June	Friday	17 th	10:00 am
			1:00 pm

MONTH	DAY	DATE	TIME
July	Friday	22 nd	10:00 am
			1:00 pm
August	Friday	12 th	10:00 am
			1:00 pm
September	Friday	23 rd	10:00 am
			1:00 pm
October	Friday	21 st	10:00 am
			1:00 pm
November	Friday	18 th	10:00 am
			1:00 pm
December	Friday	16 th	10:00 am
			1:00 pm



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2012
CLEP/DSST
EXAMINATION SCHEDULE
Topeka Campus

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October	Friday	19 th	10:00 am
			1:00 pm
November	Friday	16 th	10:00 am
			1:00 pm
December	Friday	14 th	10:00 am
			1:00 pm