

Adults who have been in the workforce for a period of time have gained knowledge in any number of areas. One of the goals of non-traditional educational programs is to enable students to document or prove that they have gained college-level learning in specific areas. One of the simplest ways of doing that is through examinations.

Literally thousands of colleges award students credit towards their associate's or bachelor's degrees on the basis of scores received through credit-by-examination programs. Many of these institutions do not have non-traditional degree programs, but still accept results on exams for credit. By using one of the well-established credit-by-examination programs, specifically College Level Examination Program (CLEP), DSST's (formerly DANTES Subject Standardized Tests), Excelsior College Examinations (UEXCEL or ECE), or Thomas Edison State College Examination Program (TECEP), schools often give the same amount of credit as their own courses offered by similar names.

Why Use Credit-By-Examination Programs?

There are a number of reasons why people take exams for credit, but the three major reasons are as follows:

- 1. Time** - Most adult students have job and family responsibilities that preclude taking more than one or two courses per term. Trying to get any college degree at that rate would take a long time. Using exams to gain as many as 30 or 40 credits towards a degree (which some New York State employees have done) would considerably shorten the time required to finish a degree program.
- 2. Money** - Credit-by-examination programs are very economical, with some exams costing as little as \$80. Most community colleges charge between \$400 and \$700 for a three-credit course; the four-year schools usually charge more, so credit-by-exam is a bargain.
- 3. Confidence** - Many adults who think about returning to school may lack the confidence in their ability to do college-level work. Taking examinations for credit can help students determine whether or not they are ready to start a degree program.

Is Credit-By-Examination For You?

Although using credit-by-examination programs is a great boost in pursuing an associate's or bachelor's degree, it may not be for everyone. Here are two factors you should consider as you look into taking examinations for credit:

- 1. How well do you learn independently?** There are some people who learn extremely well on their own, as long as they have the right resources (e.g., books, CDs, websites).

If this is you, then credit-by-examination may be for you. However, if you need interaction with teachers and other students, then you need to consider whether credit-by-exam is appropriate for you.

- 2. What type of test taker are you?** Some people are effective at taking standardized tests, while others have difficulty on exams no matter how well they know the subject matter. If you have always had difficulty taking tests, you may want to get some assistance in developing your test taking skills before taking any of these exams.

Planning and Preparation for Using Credit-by-Examination Programs

You will need to contact CLEP, the DSST Program, Excelsior College, or TECEP to get information on their examination programs. Before signing up to take any exams, there are a few steps to take to ensure that using a credit-by-examination program will help you in the long run. If you are already in a college program, start with Step 5.

Step 1: Obtain the catalog from the college or colleges you are considering along with a copy of the college's policy on accepting CLEP, DSSTs, Excelsior College, or TECEP exams.

Step 2: Meet with advisors from the colleges to ask if they accept credits by examination.

Step 3: Based on your needs, inquire about the programs and services offered at the college(s), their policies on using examinations for credit and then evaluate your options and decide on which college is right for you.

Step 4: Apply for admission to the college of your choice. Credit-by-exam results can only be used if you are in a degree program.

Step 5: After acceptance, meet with an academic advisor to discuss courses to take and which exams you could take for possible credit.

Step 6: Arrange to take exams and to have your scores sent to your college. Each examination program can supply a list of test centers for their respective programs.

Step 7: Study! Regardless of your background in a particular subject, most people cannot take an exam without preparation. CLEP, DSSTs, Excelsior College, and TECEP offer study guides for their exams and online practice questions. These guides and practice questions show a sampling of what is covered on each of the exams.

Specific Examination Programs

College Level Examination Program (CLEP) is a national program of credit-by-examination that allows you to gain recognition for college-level achievement. General examinations measure familiarity with material covered during the first two years of college to meet general education requirements. Subject examinations measure knowledge acquired in more specific college course areas. Choose from 33 exams in five subject areas covering material taught in courses during your first two years of college. For more information, contact CLEP at P.O. Box 6600, Princeton, NJ, 08541; (800) 257-9558; www.clep.collegeboard.org. CLEP also has special benefits for military personnel. For more information, visit www.clep.collegeboard.org/military.

CLEP Exams

<p>Business</p> <ul style="list-style-type: none"> • Financial Accounting • Information Systems • Introductory Business Law • Principles of Management • Principles of Marketing 	<p>Composition and Literature</p> <ul style="list-style-type: none"> • American Literature • Analyzing & Interpreting Literature • College Composition • College Composition Modular • English Literature • Humanities
<p>History and Social Sciences</p> <ul style="list-style-type: none"> • American Government • History of the United States I • History of the United States II • Human Growth and Development • Introduction to Educational Psychology • Introductory Psychology • Introductory Sociology • Principles of Macroeconomics • Principles of Microeconomics • Social Sciences and History • Western Civilizations I: Ancient Near East to 1648 • Western Civilization II: 1648 to the Present 	<p>Science and Mathematics</p> <ul style="list-style-type: none"> • Biology • Calculus • Chemistry • College Algebra • College Mathematics • Natural Sciences • Pre-calculus
<p>World Languages</p> <ul style="list-style-type: none"> • French Language (Levels 1 and 2) • German Language (Levels 1 and 2) • Spanish Language (Levels 1 and 2) 	

DSST (formerly DANTES Subject Standardized Tests) is a credit-by-examination program offering students the opportunity to earn college credit through a suite of 33 exams. For more information, contact DSST at 1501 South Clinton Street, Baltimore, MD 21224; (877) 471-9860; www.getcollegecredit.com.

DSST Exams

<p>Business</p> <ul style="list-style-type: none"> • Business Ethics & Society • Business Mathematics • Human Resource Management • Introduction to Business • Management Information Systems • Money and Banking • Organizational Behavior • Personal Finance • Principles of Finance • Principles of Supervision 	<p>Humanities</p> <ul style="list-style-type: none"> • Ethics in America • Introduction to World Religions • Principles of Public Speaking
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<p>Mathematics</p> <ul style="list-style-type: none"> • Fundamentals of College Algebra • Principles of Statistics 	<p>Physical Science</p> <ul style="list-style-type: none"> • Astronomy • Environment and Humanity: The Race to Save the Planet • Health and Human Development • Principles of Physical Science I
<p>Social Science</p> <ul style="list-style-type: none"> • A History of the Vietnam War • Art of the Western World • Criminal Justice • Foundations of Education • Fundamentals of Counseling • General Anthropology • History of the Soviet Union • Human/Cultural Geography • Introduction to Law Enforcement • Life Span Developmental Psychology • Substance Abuse • The Civil War and Reconstruction 	<p>Technology</p> <ul style="list-style-type: none"> • Computing and Information Technology • Fundamentals of Cybersecurity • Technical Writing

Excelsior College Examinations (UExcel Exams) provide flexible opportunities to demonstrate college-level learning in the arts and sciences, business, education, and nursing. UExcel exams cover subjects at both the upper and lower college level and have been developed in alliance with Pearson VUE. For more information, contact Excelsior College at 7 Columbia Circle, Albany, NY 12203; (888) 647-2388; www.excelsior.edu/exams.

Excelsior College - UExcel Exams	
<p>Business and Technology</p> <ul style="list-style-type: none"> • Business Ethics • Business Information Systems • Business Law • Financial Accounting • Human Resource Management • Introduction to Computer Programming Using Java • Introduction to Cybersecurity • Introduction to Macroeconomics • Introduction to Microeconomics • Labor Relations • Managerial Accounting • Operations Management • Organizational Behavior • Principles of Finance • Principles of Management • Principles of Marketing • Quantitative Analysis • Workplace Communications with Computers 	<p>Education</p> <ul style="list-style-type: none"> • Literacy Instruction in the Elementary School

<p>Humanities</p> <ul style="list-style-type: none"> • Bioethics Philosophical Issues • College Writing • English Composition • Ethics: Theory and Practice • Interpersonal Communication • Introduction to Music • Introduction to Philosophy • Spanish Language 	<p>Natural Sciences/Mathematics</p> <ul style="list-style-type: none"> • Anatomy and Physiology • Anatomy and Physiology I • Anatomy and Physiology II • Basic Genetics • Calculus • Contemporary Mathematics • Earth Science • General Chemistry 1 • Microbiology • Pathophysiology • Physics • Pre-Calculus Algebra • Science of Nutrition • Statistics • Weather and Climate
<p>Nursing</p> <ul style="list-style-type: none"> • Adult Nursing • Community-Focused Nursing • Fundamentals of Nursing • Maternal and Child Nursing (Associate and Baccalaureate) • Research in Nursing • Psychiatric/Mental Health Nursing 	<p>Social Science/History</p> <ul style="list-style-type: none"> • Abnormal Psychology • Cultural Diversity • Foundations of Gerontology • Introduction to Psychology • Introduction to Sociology • Juvenile Delinquency • Lifespan Developmental Psychology • Political Science • Psychology of Adulthood and Aging • Research Methods in Psychology • Social Psychology • World Conflicts Since 1900 • World Population

Excelsior College Examinations in Nursing Theory

The following exams are not UExcel Exams but are listed as a convenience for students who are seeking information about Excelsior College’s Nursing Theory Examinations.

<ul style="list-style-type: none"> • Essentials of Nursing Care: Health Differences • Essentials of Nursing Care: Health Safety • Foundations in Nursing Practice • Health Differences Across the Life Span 1 	<ul style="list-style-type: none"> • Health Differences Across the Life Span 2 • Health Differences Across the Life Span 3 • Reproductive Health • Transition to the Professional Nurse Role
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Excelsior College Focused Clinical Competencies Assessment (FCCA)

The FCCA is a computer delivered simulated clinical assessment that serves as a transition from the nursing theory exam/courses to the Clinical Performance in Nursing Examination. The FCCA provides students the opportunity to demonstrate their ability to apply nursing knowledge and make nursing judgments about patient care.

<ul style="list-style-type: none"> • Head-to-Toe Assessment and Nursing Process 	<ul style="list-style-type: none"> • Managing Multiple Patients/Working with Interdisciplinary Teams
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Thomas Edison State College Exam Program (TECEP) offers a wide range of examinations for earning college credit. Originally designed to help enrolled Thomas Edison State College students meet degree requirements, the examinations are now administered nationally and may be used at many other institutions. Test descriptions for each exam are available from Thomas Edison State College, 111 W. State Street, Trenton, NJ 08608; (888) 442-8372; www.tesu.edu.

TECEP Exams	
<p>Applied Science and Technology</p> <ul style="list-style-type: none"> • Medical Terminology • Radiation Safety Officer 	<p>Business & Management</p> <ul style="list-style-type: none"> • Advertising • Business in Society • Computer Concepts and Applications • Federal Income Taxation • Financial Institutions and Markets • Introduction to Business • Introduction to Entrepreneurship • Introduction to Marketing • Managerial Communications • Marketing Communications • Negotiations and Conflict Management • Operations Management • Principles of Financial Accounting • Principles of Managerial Accounting • Sales Management • Security Analysis and Portfolio Management • Strategic Management
<p>Computer Science Technology</p> <ul style="list-style-type: none"> • Network Technology 	<p>English Composition</p> <ul style="list-style-type: none"> • English Composition I • English Composition II
<p>Humanities</p> <ul style="list-style-type: none"> • Environmental Ethics • Introduction to Critical Reasoning • Introduction to News Reporting • Music History II • Public Relations Thought and Practice • Technical Communication • Technical Writing 	<p>Natural Sciences/Mathematics</p> <ul style="list-style-type: none"> • Applied Liberal Arts Mathematics • College Algebra • Principles of Statistics • The Science of Nutrition
Social Sciences	
<ul style="list-style-type: none"> • Abnormal Psychology • Introduction to Comparative Politics • Introduction to Political Science • Introduction to Sociology 	<ul style="list-style-type: none"> • Marriage and the Family • Microeconomics • Psychology of Women • World History from 1600 to Present

The NYS & CSEA Partnership offers reimbursement to CSEA-represented NYS employees for up to **\$350** per exam for an unlimited number of exams. For more information on credit-by-exam programs as well as advisement on applying to college, making academic decisions, career planning, financial aid, and using your tuition benefits for lifelong learning, contact a Partnership Advisor at (800) 253-4332 or (518) 486-7814.