TO REGISTER

1. Complete the attached registration, DSST (Dantes) Application and Payment Form.
2. Submit **with the registration form**, a check payable to USM for a $50 application and proctoring fee per exam. You may take up to **two** exams on one test date. There is no separate form or fee for posting results to your USM transcript.
3. The Testing Associate, David Vardeman, will assign an individual test date, convenient to you and his testing schedule.
4. **All DSST (Dantes) exams are computerized:**
   A. You will be asked at the start of the exam to pay the exam fee of $80 per test with a credit card in your name.
   B. You will know your score as you leave the exam.
5. Please allow at least two weeks between application and examination date. Allow 3-4 weeks for official test results to arrive.
6. Please be advised that incomplete or missing information on your application form will delay the application process.
7. If you select USM to receive your official test transcript, please request that Prometric, Inc. /DSST sent it to: **USM, Office for Prior Learning Assessment, c/o Kate Mitchell, 247 Luther Bonney Hall, 85 Bedford Street, Portland, Maine 04104-9300.**
8. Test takers must confirm with other institutions the process for posting credits at those institutions.

**DSST (Dantes) WEBSITE:** [www.getcollegecredit.com](http://www.getcollegecredit.com)
ON TEST DAY

Test takers should arrive on test day...

☐ fifteen minutes prior to the scheduled start of the test.
☐ with current picture ID with signature (valid driver’s license or state ID is fine).
☐ with a calculator (if test allows).
☐ with a credit card in your name (to pay for the test online).

NOTES TO TEST TAKERS

* The Testing Associate will contact you with a test date upon receipt of your application materials.
* Test takers who choose to re-take the same exam must wait 90 days between test dates.
* Prior Learning Assessment credits at USM do not count toward USM residency requirement; do not affect GPA; and do not qualify for financial aid payment or financial academic progress.
* PLEASE READ THE POLICIES AND PROCEDURES SECTION on the USM/PLA/DSST webpage: www.usm.maine.edu/pla for important information about cancellations, refunds, and rescheduling.

POSTING CREDITS

* There is no fee to post DSST (Dantes) credits to your USM academic transcript. However, USM does need your official DSST score transcript which usually arrives about two to three weeks after your test date. (See below)
* No credit can be awarded for duplication of course content.

Posting credits to a USM transcript requires.................

☐ an official test transcript sent from Prometric, Inc. (the DSST parent company) to USM

Posting credits at another institution .........................

☐ requires test takers to confirm the process for posting credits to transcripts with the other institution.

SUBMITTING YOUR APPLICATION

In person: Office for Prior Learning Assessment
David Vardeman, Testing Associate
240 Luther Bonney Hall
University of Southern Maine
85 Bedford Street
Portland Campus

SUBMITTING SCORE TRANSCRIPT

By mail: DSST Processing, Prior Learning
c/o Kate Mitchell, USM
247 Luther Bonney Hall
85 Bedford Street
Portland, ME 04104-9300
DSST (Dantes) EXAMINATION APPLICATION and PAYMENT FORM

Please print the following information:

Today’s Date: ____________________  
Birth date: ____________________  

NAME _________________________________________________________________  

SS# (required for DSST) ________________  EMPLID for USM (7 digits) ________________  

MAILING ADDRESS ________________________________________________________  

__________________________________________________________________________  

DAYTIME PHONE ___________________________________________________________  

E-MAIL ADDRESS ___________________________________________________________  

TEST: Number ________________  Title ____________________________________________  

Number ________________  Title ____________________________________________  

Billing ONLY  
Account to be credited: 06-6805005-45380-62-00  
Credit card Type: □ Visa □ MC □ Discover  

Indicate the amount received: ____________________  
Cash □  Check □  

Date received: ____________________  
Name on card: ____________________  

Card Number: ____________________  
Exp. Date: ____________________  

Name: ____________________  
Address: ____________________  

City: ____________________  State: ________  Zip: ________  Phone: ____________________  

PLA  
JULY2015