

CLE Homeschool Diploma Order Form

CHRISTIAN LIGHT EDUCATION



Homeschool Department
 PO Box 1212, Harrisonburg, VA 22803-1212
 Phone (877) 226-8010 or (540) 434-0750
 Fax (540) 433-8896 E-mail: homeschool@clp.org
 Hours: 8:30 – 5:00 Eastern Time

Account Code _____ Person Ordering _____ Order Date _____

Mailing Address: _____ Shipping Address: (if different from mailing) _____ Proctor Information: (Homeschool Plus Only) _____

Account Name _____	Name _____	Proctor Name _____
Mailing Address _____	Address _____	Proctor Address _____
City _____ ST _____ Zip _____	City _____ ST _____ Zip _____	City _____ ST _____ Zip _____
() _____ Phone	() _____ Phone	() _____ Proctor Phone

CLE Diplomas (for Homeschool Plus Families)

- Grade Eight Diploma Item # 847012 _____ × \$20.00
Includes an attractive maroon flat cover imprinted with "Christian Light Education."
- High School Diploma Item # 847001 _____ × \$50.00
Includes a maroon padded cover with white lining. The front of the cover is imprinted with "Christian Light Education." The diploma will be imprinted with "Christian Light Education," CLE Logo, your Homeschool name, CLE seal, two CLE signatures, and a place for two Homeschool signatures.

Total: _____

Non-CLE Diplomas (for any Homeschool)

- Diploma Item # 847162 _____ × \$15.00
Specify type of diploma Grade Eight
 High School
 Certificate

Cover is not included with Non-CLE diplomas.

Total: _____

INFORMATION FOR PRINTING DIPLOMAS

Homeschool Name (as it should be listed on diploma): _____

Homeschool Location (City and State): _____

Use one form per student.

Student's Full Name: _____

Date of Graduation: _____ Check CLE Diploma to be issued: 8th Vocational General Academic

Check Non-CLE Diploma to be issued: 8th High School Certificate

Payment Method

- MasterCard Visa Discover
 American Express Cash/Check

Charge Card Number

Exp. Date _____ Signature _____

Regular USA Rates	
Up to \$50.00	\$4.95
\$50.01 to \$200.00	8%
\$200.01 to \$500.00	7%
Over \$500.01	5%
Regular Can. Rates	
Up to \$35.00	\$4.95
\$35.01 to \$200.00	13%
\$200.01 to \$500.00	12%
Over \$500.01	10%

- Order Subtotal** _____ A
 VA Sales Tax (based on A) _____ B
 USA Regular (see chart) _____ C
 USA Rush (22% of A) _____ D
 minimum charge \$4.95
 Foreign Regular (20% of A) _____ E
 minimum charge \$4.95
 Canadian Regular (see chart) _____ F
 Canadian Subtotal (A + F) _____ G
 Add current exchange % of G _____ H
 Canadian Subtotal (G + H) _____ I
 GST (based on I) _____ J
 Pick-up (n/c) **Total** _____ K

Office Use

Order # & Date _____ Pulled _____ Inv. # _____ Packed _____ Package # _____



Christian Light Education

Diploma-Qualifying Test Proctor Guidelines

When the diploma-qualifying test is administered, accepted procedures and protocol for administering standardized achievement tests must be followed. This is important for the integrity and recognition of the CLE diploma. For the benefit of all students, the following guidelines have been established:

1. The individual family is responsible for locating a qualified proctor. Payment arrangements should be made between family and proctor. CLE does not provide any payment to the proctor.
2. The proctor must not be living in the same home or be someone from the immediate family, close relatives, or other close relationships unless the person is a certified public or private school teacher.
3. Members of missionary organizations must select a proctor from another organization not associated with their organization, unless prior approval is obtained from Christian Light.
4. The proctor can be someone from an independent organization (religious or nonreligious, relief, missionary, etc.). The proctor may be your pastor or someone in any governing position of the church provided that person is not related to you.
5. The proctor cannot be from another CLE Homeschool Plus family that currently has high school students on the program or will have high school students within five years.
6. Sufficient information (a complete address and phone number or e-mail address of the independent organization) must be furnished to enable CLE to verify the credentials and organizational connections of the proctor.
7. The testing materials are to be stored in a secure facility prior to the test and are not to be shown to anyone either before or after the test. The test must be administered in a proper testing environment away from the student's home.
8. CLE will provide a proctor agreement form confirming that the proctor met these requirements and followed proper testing procedures. This form must be signed and returned to CLE with all testing materials, after the test is administered.
9. All testing materials must be returned promptly to CLE and not given to the student or family. The student's parents may not review testing materials before or after the test. CLE will notify the parents of the results.
10. The proctor may not attempt to score the test. CLE will score the test. Scoreze Sheets must not be separated or the test results will be considered invalid.

Christian Light Education cannot issue a CLE diploma unless the proctor adheres to all of these guidelines and a satisfactory score is obtained on the test.