



## Voucher Request Form

<b>Preparation Program</b>	
<b>Name of Requester</b>	
Title	
Email Address	
Phone	

CalAPA vouchers are cycle specific and priced accordingly:

<b>CalAPA Cycle 1</b>	\$125
<b>CalAPA Cycle 2</b>	\$150
<b>CalAPA Cycle 3</b>	\$150

If registering and paying by voucher, candidates will need to use the appropriate voucher for the specific cycle for which they are registering.

Indicate the number of vouchers you wish to purchase for each cycle, subtotals, and total purchase price below.

Cycle	Number of vouchers requested	Individual voucher dollar amount	Subtotal
<b>CalAPA Cycle 1</b>		\$125	
<b>CalAPA Cycle 2</b>		\$150	
<b>CalAPA Cycle 3</b>		\$150	
<b>Total purchase</b>			

Indicate form of payment below.

Prepaid check number: \_\_\_\_\_

Purchase order number: \_\_\_\_\_

***For purchase orders only:***

Email: [estestvoucher@pearson.com](mailto:estestvoucher@pearson.com)

***For checks mail to:***

**Attn: CalAPA  
Evaluation Systems, Pearson  
300 Venture Way  
Hadley, MA 01035**

Vouchers will be sent via email in an Excel attachment to the above requester, within 2 weeks after receipt of completed voucher request form. Vouchers are valid for a period of 12 months from the date they are generated.

Vouchers that have expired unused will be replaced by Pearson upon request as a one-time courtesy and sent to the Institution after the original voucher expiration date. Therefore, no refund or credit is available to the Institution for expired vouchers. Vouchers are single use vouchers, valid for one registration up to the maximum voucher amount. Vouchers that are issued to a candidate and are used by a candidate to register and pay for the assessment fee are not refundable to the Institution or to the candidate.