



Voucher Request Form

Preparation Program	
Name of Requester	
Title	
Email Address	
Phone	

CalAPA vouchers are cycle specific and priced accordingly:

CalAPA Cycle 1	\$125
CalAPA Cycle 2	\$150
CalAPA Cycle 3	\$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
CalAPA Cycle 1		\$125	
CalAPA Cycle 2		\$150	
CalAPA Cycle 3		\$150	
		Total purchase	

Indicate form of payment below.

Prepaid check number: _____

Purchase order number: _____

For purchase orders only:

Email: estestvoucher@pearson.com

Fax: 413-256-7058

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.