



## Voucher Request Form

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

The CalTPA registration fee is \$150 per cycle (\$300 total). Vouchers may only be purchased in increments of \$150. If registering and paying by voucher, candidates will need a voucher for each of the two CalTPA Instructional Cycles.

Indicate the number of vouchers you wish to purchase and the total purchase amount below.

\_\_\_\_\_ (# of vouchers) x \$150 = \$\_\_\_\_\_ (total purchase)

Indicate form of payment below.

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

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

***For purchase orders only:***

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

**Fax: 413-256-7058**

***For checks mail to:***

**Attn: CalTPA**

**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 and payment. 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.