

# edTPA<sup>®</sup>

## Voucher Request Form

State	
Institution Name	
Program ID	
Name of Requester	
Title	
Email address	
Telephone number	

The edTPA assessment fee is \$300; however, vouchers can be purchased in increments of \$100, \$200, or \$300. The value of a single voucher may not exceed the assessment fee of \$300. If a candidate registers with a voucher in a dollar amount that is less than the full assessment fee, the candidate must pay the balance of the assessment fee by credit card.

Indicate below how many vouchers you wish to purchase and the individual voucher dollar amount requested. Complete separate order forms if ordering vouchers for different amounts (one form for each individual voucher amount).

Number of vouchers	Individual voucher dollar amount (x)	Total Purchase (=)
	<input type="checkbox"/> \$100	
	<input type="checkbox"/> \$200	
	<input type="checkbox"/> \$300	
<i>Example:</i> 10	<input type="checkbox"/> \$100 <input checked="" type="checkbox"/> \$200 <input type="checkbox"/> \$300	<u>\$2000</u>

Please attach form of payment for the amount of the order.

Note: If paying with a check, please make the check payable to **NCS Pearson**.

Purchase order number: \_\_\_\_\_, or

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

**Purchase Orders only:**

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

**Mail to:**

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

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.

Vouchers will be sent via secure encrypted e-mail to the above requester, within 2 weeks after receipt of completed Voucher Request Form & Purchase Order. Vouchers will be valid for a period of 18 months from the date they are generated.