



Voucher Request Form

State	
Institution Name	
IPEDS 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. Each candidate may apply only one voucher to their edTPA purchase. 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:

Purchase order number: _____, or
Prepaid check number: _____

Mail to:

Attn: edTPA

Evaluation Systems, Pearson

P.O. Box 226

Amherst, MA 01004-0226

Unused vouchers, i.e., vouchers that have not been issued by the Institution to a candidate prior to the voucher expiration date or vouchers that have been issued to a candidate but not used by that candidate to pay for the edTPA assessment fee prior to the voucher expiration date, may be renewed upon request by the Institution to Pearson at edtpa-IHE-Support@pearson.com prior to the voucher expiration date. No refund or credit is available to the Institution for expired vouchers. Vouchers are single use vouchers, valid for one edTPA registration. Vouchers that are issued to a candidate and are used by a candidate to register and pay for the edTPA 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.