

## Voucher Request Form

<b>Institution Name</b>	
<b>Name of Requester</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	
<b>Date of Order</b>	

Each candidate may apply one voucher to their purchase of an ILTS test. If the 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 how many vouchers you wish to purchase:

Number of Vouchers	Test Type	Amt.	Total Purchase (=)
	Most Content Area Tests, World Language Tests, TLPs, LBS IIs	\$110	
	NES® Gifted Education	\$119	
	Learning Behavior Specialist (LBS) I	\$98	
	Superintendent, Principal as Instructional Leader (Subtest 1 or 2 individually)	\$160	
	Other amount:	\$ _____	
<b>Total Amount:</b>			

Vouchers will be sent via email to the above requester, within 2 weeks after receipt of the completed form and purchase order or payment. Vouchers will be valid for a period of 12 months from the date they are generated.

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

Purchase Order number: \_\_\_\_\_, or  
 Prepaid check number: \_\_\_\_\_

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

**Mail to:**  
**Attention: 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.