



MICHIGAN TEST FOR TEACHER CERTIFICATION

Voucher Request Form

Organization Name	
Name of Requester	
Title	
Email Address	
Telephone Number	
Date of Order	

Each candidate may apply vouchers to their purchase of one MTTC test up to the cost of the test. If the candidate registers with a voucher or vouchers 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.
- **greater than the full assessment fee**, the candidate will not receive any credit or refund for the overage.

Indicate how many vouchers you wish to purchase:

Number of Vouchers	Test Type	Amt. (\$)	Total Purchase (=)
	Lower Elementary (PK-3) Education Subtest 1: Professional Knowledge and Skills OR Subtest 2: Literacy OR Subtest 3: Mathematics OR Professional Knowledge and Skills (5-9) OR Professional Knowledge and Skills (7-12) OR Upper Elementary (3-6) Education Subtest 1: Professional Knowledge and Skills OR Subtest 2: Literacy OR Subtest 3: Mathematics	\$59	
	Health and Physical Education Subtest 1: Health Education OR Health and Physical Education Subtest 2:Physical Education	\$115	
	Lower Elementary (PK-3) Education Subtest 4: Science and Social Studies OR Upper Elementary (3-6) Education Subtest 4: Science and Social Studies	\$69	
	Central Office School Administrator	\$160	
	Elementary and Secondary (PK-12) School Administrator	\$150	
	All Other Subject Area Tests	\$129	
	Other amount	\$____	
		Total Amount:	
<i>Example:</i> 5	All Other Subject Area Tests	\$129	<u>\$645.00</u>

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: _____

If you wish to use a credit card to purchase vouchers, email estestvoucher@pearson.com for further instructions. DO NOT include credit card information on the voucher request form or in an email. (Visa and Mastercard only)

Purchase Orders only:

Email: estestvoucher@pearson.com, or

Fax: 413-256-7058

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 organization after the original voucher expiration date. Therefore, no refund or credit is available to the organization 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 organization or to the candidate.