



PEARSON VUE  
 3 BALA PLAZA WEST, SUITE 300  
 BALA CYNWYD, PA 9004  
 (610) 617-9300  
 (800) 274-3444  
 www.pearsonvue.com

## PEARSON VUE PAYMENT VOUCHER PROGRAM

The “Pearson VUE Payment Voucher” program is designed to make it more convenient for employers to provide their nurse aide candidates with the requisite examination fee when applying for the Promissor National Nurse Aide Assessment Program (NNAAP™) examination.

An employer who wishes to utilize a more secure payment method instead of having to issue individual checks for multiple candidates can purchase “Pearson VUE Payment Vouchers”. Each voucher is intended to cover the cost of an individual candidate examination fee. **No less than ten (10) vouchers must be ordered at a time**, although it is permissible to order more if needed. Each order is assessed a \$25.00 processing fee and the entire order must be paid for by company check, made payable to “Pearson VUE”, which must accompany the order. Orders will not be processed without payment. It is not necessary to provide the names of the candidates to whom the vouchers will subsequently be assigned when submitting an order

An example of a order for thirty (30) vouchers might be as follows:

▪ 10 Vouchers at \$102.00 (10 x \$102.00)	\$1020.00 – PA Nurse Aide Written & Skills
▪ 5 Vouchers at \$112.00 (5 x \$112.00)	\$ 560.00 – PA Nurse Aide Oral & Skills
▪ 5 Vouchers at \$41.00 (5 x \$41.00)	\$ 205.00 – PA Nurse Aide Written Exam
▪ 5 Vouchers at \$51.00 (5 x \$51.00)	\$ 255.00 – PA Nurse Aide Oral Exam
▪ 5 vouchers at \$61.00 (5 x \$61.00)	\$ 305.00 – PA Nurse Aide Skills Exam
▪ Processing Fee	<u>\$ 25.00</u>
<b>Total Cost</b>	<b>\$2370.00</b>

Requests for “Pearson VUE Payment Vouchers” should be sent to:

Pearson VUE  
 PO Box 13046  
 Philadelphia, Pa 19101-3046  
 Attn: Accounting Department

As an added security measure, each voucher order along with the required payment must include written instructions where to mail the vouchers and to whose attention. Upon receipt of payment and mailing instructions, the ordered vouchers will be shipped via Federal Express within two weeks. Since vouchers are recognized as real dollars, Pearson VUE cannot replace any vouchers that are lost or stolen and are **non-refundable**. “Pearson VUE Payment Vouchers” should be kept in a secure environment to protect against any fraudulent or unlawful use. Vouchers are printed on security paper to protect against unlawful duplication and any other attempt to alter the document. .

Each voucher is a two-part perforated document: the upper portion of the voucher should be retained as a business record with the name of the candidate to whom the voucher is assigned; the lower portion should be given to the candidate for inclusion with their Pennsylvania nurse aide examination application. A completed examination application, the voucher,



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along with any required supporting documentation, should be mailed to the American Red Cross Harrisburg office (the mailing address appears on the examination application) for processing and scheduling of an examination date.