

Guidelines for Requesting PECT Retake Vouchers

1. For a candidate to be eligible for a retake voucher, she or he must:
 - have a GPA of 3.0 or higher*
 - have a scaled score from 209 to 219 on the test module*
 - have attempted to pass the test module at least once but no more than twiceEligible candidates may receive one voucher only per test module.
2. Retake vouchers must be requested on behalf of a candidate by the college or university at which the candidate is currently enrolled or from which the candidate graduated. Prior graduates are eligible only if they are currently working on a temporary, provisional, or emergency certificate. Retake Voucher Request Forms are available only to approved Pennsylvania teacher education programs.
3. Retake voucher requests must be approved by the dean, director, certification officer, or other appropriate official from the institution's teacher education program. If the candidate does not meet all of the eligibility requirements, the request must be approved by the Dean of the School of Education (or equivalent administrator).
4. If a candidate is eligible for a retake voucher for more than one test module, submit a separate Retake Voucher Request Form for each module.
5. It is recommended that Retake Voucher Request Forms be submitted at least 6 weeks before the candidate intends to test to allow time to process the request and issue the voucher. Candidates must wait to receive their voucher code before registering to test.
6. Upon receipt of a Retake Voucher Request Form, Evaluation Systems will process and issue a voucher code directly to the candidate via e-mail, usually within 3 weeks. The voucher code can be used during online registration to cover the test fee.
7. Retake vouchers cover test fees only; they cannot be used to pay service fees or past-due balances.
8. If an outstanding balance is owed by the candidate to Evaluation Systems, the retake voucher cannot be used by the candidate until the balance, including a \$20 fee to cover processing (e.g., due to a disputed credit card charge), is paid in full.
9. Retake vouchers are offered in addition to, and do not replace, the Financial Assistance Vouchers that are available to candidate's receiving financial aid who meet certain eligibility income guidelines. See "Test Fees and Payment Information" on the PECT Web site for information about the Financial Assistance Vouchers.
10. Questions about PECT Retake Vouchers can be directed to Evaluation Systems by sending an e-mail to ES-PECT@pearson.com, or by calling Eric Jette at 413-256-2866.

*The Dean of the School of Education may waive the GPA or the score point requirement if she or he feels the candidate warrants special consideration.