



Purchasing Vouchers

Organizations may purchase certification examination vouchers for \$400 per voucher, or recertification vouchers for \$194 per voucher. Vouchers can be distributed to candidates/employees at your discretion. Vouchers will be honored up to \$474 per certification and \$315 per recertification.

In order to purchase vouchers, an organization will first need to create a user account in Learning Builder.

- Visit: <https://cpancapa.learningbuilder.com/RegistrationLaunch/Organization> **to Register as an Organization or Log into your account** and complete the account information and email confirmation (if needed).
- Once logged in, under **Account Details**, click on **My Vouchers** to manage vouchers.

Two Ways to Pay: Check or Credit Card

When paying by credit card:

- Select **Purchase Vouchers**
- Enter the quantity of certification or recertification vouchers to be purchased.
- The **Checkout** button will take you to the *Payment Checkout Page* where payment information can be entered. When required information is entered, click **Continue**.
 - Another window will open for review of purchase and payment information before confirming purchase.
- Clicking "Complete Purchase" will process payment and the new vouchers will be added to your inventory. Clicking "Edit Payment Information" will take you back to the previous page where you can edit payment information before submitting.
- Once the payment has been processed, you will be re-directed back to the voucher homepage where you can view the newly purchased vouchers.

To pay by check (or to receive an invoice)

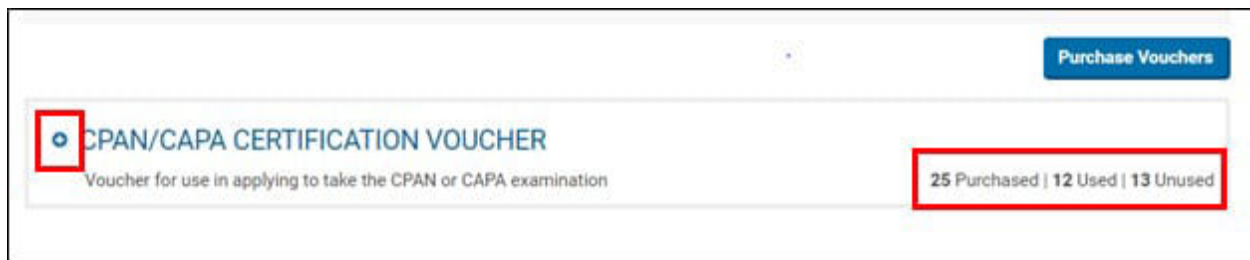
- After you have created your account, email abpanc@cpancapa.org with your organization's name, billing address and the number/type of vouchers needed.



- We will provide an invoice that you can use to request a check from your organization. The check must be physically mailed to the ABPANC office: 1133 Broadway, Suite 715, New York, NY 10010.
- Once we have processed your payment, we will add the purchased vouchers to your account.
- Please allow up to 10 business days for processing following the receipt of your check at our NYC office.
- You will receive an email from the Learning Builder system once this has been completed.

Finding and Assigning Vouchers

Your purchased, used and unused voucher inventory is summarized at the bottom of the “My Vouchers” screen.



The list can be expanded by clicking the + sign.

The expanded list provides detailed voucher information. The “notes” field may be used for recording voucher recipients, or other voucher specific information.

Voucher codes can now be provided to employees for use as payment when applying for CPAN or CAPA certification or recertification.

Vouchers are valid for one year from date of purchase. Unused vouchers are and are non-refundable.

For additional information about the CPAN/CAPA Voucher program contact ABPANC at abpanc@cpancapa.org.