

Requesting CompTIA Discount Vouchers

Purchasing CompTIA Test Vouchers

Santa Fe College is part of the CompTIA Academy program. As a participant in this program, we are able to provide discount test vouchers for our students. To utilize these vouchers you ***must take your exam at the Santa Fe College test center location.***

Steps for requesting a CompTIA voucher (note this **PROCESS WILL TAKE AROUND A MONTH** - so plan in advance):

1. Fill out the form at:
https://docs.google.com/forms/d/1kl_nnuVWMdK_l6p9C4l0qUBfES9zleLMgcpjV--iHl/viewform. You should receive an email showing what you submitted.
2. Receive email from James Nichols containing an attachment that is an invoice.
3. Print out the invoice attached to James's email. Please do this ASAP so the Invoice does not stay outstanding. Plan to pay for the voucher within a week of requesting. Invoices are only good for 30 days from the date of the invoice. Also, once January 1st of the new year comes around, invoices from the previous year are not valid.
4. Take the printed copy of the invoice to the SF Cashier's Office located in F-52 and pay for the exam.
5. [Bring the receipt and Invoice to James](#) in Rm K-239.
6. James will request for the purchaser to order the voucher (could take **at least 2-3 weeks**) from Pearson.
7. When James receives the voucher information, he will email it to you.
8. [Create your PearsonVue account \(if you haven't already\) and schedule the exam](#)  using the voucher code James emails to you. You can also find out [how to Reschedule the Exam](#).  Take a look at the [Certification Resources - CompTIA](#) to use the objectives for the appropriate test to study! 
9. Once you have taken the exam and passed, please let us celebrate you have passed! Please email James (james.nichols@sfcollge.edu) a copy of your test results. It is also possible you may be able to be reimbursed (or James will hold onto the score report waiting to be notified about possibility of reimbursement).

Prices

- [2016Academy Certification Price List.pdf](#)  