

SMT Voucher Guide – WADOH

For Training Programs – Version 1.0 August 2023



By the end of this guide, you will know the following:

- Where to Purchase a Voucher
- How to Purchase a Voucher by Credit Card or Check
- Which Voucher to Choose
 - Application HCAC Self Pay
 - Application HCAC Online application
 - Application HCAC State Pay – N/A - Do not purchase
- How to Assign a Voucher
 - Individual Assignment
 - Batch Assignments
- How to Unassign/Cancel Voucher
- How to Resend Voucher Email
- Voucher Email Example
- Helpful hints

Where To Purchase A Voucher

- When purchasing a Voucher for a candidate you must log into the SMT Prometric portal. <https://www.smttest.com/ClientPortal/home.aspx>
 - Your log-in information for access to this website was emailed to you as provided to Prometric. Prometric does not have your log in information. If you need your log in ID or have forgotten your log in ID information, please email Ops Serviceteam@prometric.com
 - You should have received your log in ID email. Please check your original email for your log-in ID before emailing the Ops Service Team.
 - If you have your username, but need your password reset, please reach out to Ops Serviceteam@prometric.com to have the password reset.
- **Please note: Prometric will not have your password for security reasons, we can only reset the password**

Home Reports Services Documents Profile SMT Test Contact Us Help Log Out

SMT WELCOME!

Please log in.

Log In

Login Id:

Password:

Log In

[Forgot your password?](#)

[Change your password](#)

[Login FAQ](#)

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How To Purchase A Voucher

When purchasing a voucher for a candidate you must log into the SMT portal. Your log-in information for the website was emailed to you, via the email address on file for you. Prometric does not have the password.

- Once you log in, select "SERVICES"

Reports
Schroeder Measurement Technologies reporting solution gives you the ability to generate reports quickly and efficiently. Each report has features that allow you to filter the data, export the data to multiple formats and print the data. The reports span the entire cycle of the examination process from scheduling through scoring.

Services
The Services section of the Client Portal provides links to SMT's value-added applications:

- Candidate Processing System
- Preregistration Application
- Voucher Application

Documents
Client user guides and training materials are accessible from this section of the Client Portal. These guides and materials contain basic information, examples and exercises, detailed information on processes and procedures, general information to support your role and step-by-step instructions to be used in your work place.

Profile
Your Client Portal is customized to your specific needs. In the Profile section, you have the power to maintain your personal and client data and to maintain your school data. In addition, an Administrator of the Client Portal can add and maintain users of the Client Portal and assign each user specific security roles.

- Then select "Voucher Application"

Home Reports **Services** Documents Profile SMT Test Contact Us Help Log Out

SMT
Welcome Washington State Department Of Health, Saran Wadoh!

Run	Service Name	Description
	CMS WADOH	CMS Manages the Candidate Data, Applications
	Voucher Application	Order and Maintain Examination Vouchers

i SELECT the application by clicking on the green button next to the application name.
SORT the list by clicking on the list's column heading.
NAVIGATE through the list using the controls at the bottom of the list.

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Voucher purchases continued

- A user who tries to purchase the Vouchers through the Voucher Application must be tagged with at least one training program and without having that reference they will not be able to purchase the Vouchers.

The screenshot displays the SMT Client Portal interface. At the top, there is a navigation bar with links for 'Client Portal', 'SMT Test', 'Contact Us', 'Help', and 'Log Out'. Below this, the SMT logo is visible, followed by a welcome message: 'Welcome Washington State Department Of Health, Saran Janagarajan!'. A red underline highlights the text 'Please select the organization' above a dropdown menu. The dropdown menu is currently set to 'Washington Home Care Aide'. Below this, another dropdown menu is labeled 'Organization:' and is set to '<< Show All >>'. A green arrow points from the text in the list to this dropdown menu. Below the dropdowns, there are four tabs: 'Order Vouchers', 'Voucher Maintenance', 'Reports', and 'Tools'. The 'Order Vouchers' tab is selected. Below the tabs, there is a section titled 'EASY 4 STEP PROCESS TO ORDERING VOUCHERS'. This section contains a list of four steps: 'STEP 1 - Select the voucher type, item and quantity.', 'STEP 2 - Complete the payment information.', 'STEP 3 - Review and accept the Terms of Use.', and 'STEP 4 - Verify and submit your order.'. To the right of the steps, there is a 'Next' button. Below the steps, there are four dropdown menus corresponding to each step, all of which are currently set to the step name.

Note: Vouchers expire 12 months from purchase date.

How To Purchase A Voucher

- The picture on the right will display on your screen.
- Please select your facility's name under "Organization"
- Click Next
- A page will appear asking you to select which type of voucher is needed and how many.

Next Step: Voucher Choice

You must first know which type of voucher you need to select. Do not guess. Choosing incorrectly will cause considerable delays.



Contract: Washington Home Care Aide
Organization: << Show All >>

Order Vouchers | Voucher Maintenance | Reports | Tools

EASY 4 STEP PROCESS TO ORDERING VOUCHERS

Ordering vouchers is an easy 4-step process. Complete the information contained in each step below. Change steps by clicking on the Next button or clicking on the Step Bar.

STEP 1 - Select the voucher type, item and quantity.
-
STEP 2 - Complete the payment information.
-
STEP 3 - Review and accept the Terms of Use.
-
STEP 4 - Verify and submit your order.
-

Next

STEP 1: Choose Voucher Type, Item and Quantity
STEP 2: Provide Payment Details
STEP 3: Accept Terms of Use
STEP 4: Verify and Submit Order

Application Vouchers for first time candidates



Candidate(s) approved by WADOH and we received the “Benefit Payment” flag as either blank or No on the eligibility file and the system created an application with the “In Process” status and the candidate(s) will be submitting with the payment options Credit Card or Voucher

The screenshot shows the SMT Client Portal interface. At the top, there is a navigation bar with links for Client Portal, SMT Test, Contact Us, Help, and Log Out. Below this is the SMT logo and a welcome message: "Welcome Washington State Department Of Health, Saran Wadoh!".

The main content area displays the following information:

- Contract: Washington Home Care Aide
- Organization: << Show All >>

Below this, there are four tabs: Order Vouchers, Voucher Maintenance, Reports, and Tools. The "Order Vouchers" tab is selected.

The interface then shows a "EASY 4 STEP PROCESS TO ORDERING VOUCHERS" section. The first step is "STEP 1: Choose Voucher Type, Item and Quantity".

Under "Voucher Type and Item", there is a dropdown menu for "Application". The selected item is "App: Home Care Aide Certification Application - HCAC". A green oval highlights this selection, and a blue arrow points to it from the text box on the left. Below the dropdown is a "< Select Item >" option.

To the right of the dropdown, there is a table with columns for Price, Quantity, and Total. The selected item has a price of \$ 137.00, a quantity of 5, and a total of \$ 685.00. Below this, there is a row for "< Select Item >" with a price of \$ 0.00.

Voucher Type and Item	Price	Quantity	Total
App: Home Care Aide Certification Application - HCAC	\$ 137.00	5	\$ 685.00
< Select Item >			\$ 0.00

Application Vouchers for Re- tester with a new application filed by the candidate themselves



- Training Programs who purchase the Voucher and assigns it to their candidate(s).

Contract: Washington Home Care Aide
Organization: MD UCMC-UMD UCMC-UMD

Order Vouchers | Voucher Maintenance | Reports | Tools

EASY 4 STEP PROCESS TO ORDERING VOUCHERS

STEP 1: Choose Voucher Type, Item and Quantity

Voucher Type and Item	Price	Quantity	Total
Application			
App: Home Care Aide Certification Application Online Registration - HCAC	\$ 137.00		\$ 0.00
< Select Item >	\$ 0.00		\$ 0.00
App: Home Care Aide Certification Application - HCAC	\$ 137.00		
App: Home Care Aide Certification Application Online Registration - HCAC	\$ 137.00		
App: Home Care Aide Certification Application State Pay - HCAC	\$ 137.00		
Total			\$ 0.00

Next

STEP 2: Provide Payment Details
STEP 3: Accept Terms of Use
STEP 4: Verify and Submit Order

Examination Voucher for Re-Tester

Examination Voucher - Re-tester with a new application filed by the candidate themselves

Notes:

- Candidate(s) approved by the WADOH earlier and they had attempted but failed on all the maximum of allowed attempts on either Knowledge and/or the Skills Evaluation Exams and they went back and got some additional training and now they are applying directly through Prometric
- If their training program offers a free re-test for the candidate, then they purchase this and assign it to their candidates

The screenshot displays the 'Order Vouchers' interface. At the top, there are tabs for 'Order Vouchers', 'Voucher Maintenance', 'Reports', and 'Tools'. Below the tabs, a header reads 'EASY 4 STEP PROCESS TO ORDERING VOUCHERS'. The first step is highlighted in orange: 'STEP 1: Choose Voucher Type, Item and Quantity'. Under this step, there is a section titled 'Voucher Type and Item' with a dropdown menu set to 'Examination'. Below this are two rows of 'Select Exam Item' dropdowns, each with a price of '\$ 0.00' and a quantity of '0'. There are also two 'select voucher type' dropdowns, each with a price of '\$ 0.00' and a quantity of '0'. At the bottom right of the table, the 'Total' is '\$ 0.00'. A 'Next' button is located at the bottom right of the interface. The subsequent steps are listed below: 'STEP 2: Provide Payment Details', 'STEP 3: Accept Terms of Use', and 'STEP 4: Verify and Submit Order'.

Examination Vouchers for re-tester or candidate was no show

Examination Vouchers - Re- tester with a new application filed by the candidate themselves. Choose the appropriate exam.

Notes:

- Candidate(s) approved by the WADOH earlier and they had attempted but failed on all the maximum of allowed attempts on either Knowledge and/or the Skills Evaluation Exams and they went back and got some additional training and now they are applying directly through Prometric
- If their training program offers a free re-test for the candidate, then they purchase this and assign it to their candidates

Exam Retake: WAHCA Knowledge Exam Amharic	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Arabic	\$ 45.00
Exam Retake: WAHCA Knowledge Exam English	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Khmer	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Korean	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Laotian	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Russian	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Samoan	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Simplified Chinese	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Somali	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Spanish	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Tagalog	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Ukrainian	\$ 45.00
Exam Retake: WAHCA Knowledge Exam Vietnamese	\$ 45.00
Exam Retake: WAHCA Knowledge Exam with Interpreter	\$ 45.00
Exam Retake: WAHCA Skills Exam	\$ 92.00
Exam Retake: WAHCA Skills Exam with Interpreter	\$ 92.00

How to Purchase a Voucher by Credit Card

- The following page will display the payment portion.
- Enter Contact Name and email address
- Please enter all fields with a red asterisk * and click Next
- After the payment is entered, there will be an agreement page. Once you agree, then it will allow you to submit the order.
- Payments by Credit Card are preferred. Credit card payments are instant and will allow your voucher purchase to be processed immediately and your vouchers will be available for students to test.
- Maximum limit for one charge is \$10,000. If voucher request is more than \$10,000 you will need to make multiple purchases. Let credit card company know so they won't deny the charges thinking your card has been hacked.

Contract: Washington Home Care Aide
Organization: MD UCMC-UMD UCMC-UMD

Order Vouchers | Voucher Maintenance | Reports | Tools

EASY 4 STEP PROCESS TO ORDERING VOUCHERS

STEP 1: Choose Voucher Type, Item and Quantity

STEP 2: Provide Payment Details

Contact Name: John Doe

Contact Email: John.Doe@ABCD.com

Payment method: Credit Card

* Card Type: < Select Card Type >

* Card First Name:

* Card Last Name:

* Credit Card Number:

* Expiration Date: Month: - Year: 0

* Security Code:

* Billing Address:

* Billing City:

* Billing Country: United States

* Billing State/Province: < Select State/Province >

* Billing Zip Code:

Next

How to Purchase a Voucher by Check

- Send check to:

Prometric
4400 140th Avenue North
Suite 230
Clearwater, FL 33762

- Send package with the check and receipt.
- **Send package with a tracking number**
- **Keep a copy of check, receipt and tracking information.**
- Vouchers will not be released until the check is received, cleared and applied to your account. **This may cause delay and mailing by a trackable method is recommended.** We do not accept e-checks.

Contract:
Organization:

Order Vouchers | Voucher Maintenance | Reports | Tools

EASY 4 STEP PROCESS TO ORDERING VOUCHERS
STEP 1: Choose Voucher Type, Item and Quantity
STEP 2: Provide Payment Details
STEP 3: Accept Terms of Use

Contact Name:
Contact Email:
Payment method:

Prepare and mail check to:
Prometric
4400 140th Avenue North
Suite 230
Clearwater, FL 33762

Keep track of the check processing status using the Voucher Maintenance grid.
Complete the next 2 STEPS in the order process, so we can reserve your voucher order.

How to Purchase a Voucher

- Verify Training Program is Correct
- Click box, "By clicking this checkbox....."
- Click Next



Contract: Washington Home Care Aide
Organization: MD UCMC-UMD UCMC-UMD

Order Vouchers | Voucher Maintenance | Reports | Tools

EASY 4 STEP PROCESS TO ORDERING VOUCHERS

STEP 1: Choose Voucher Type, Item and Quantity

STEP 2: Provide Payment Details

STEP 3: Accept Terms of Use

Prometric/IQT Voucher Terms and Conditions of Use

Voucher is applicable only for the specified voucher item. Voucher is not valid if resold. Neither Prometric nor IQT are responsible for lost, stolen, or misused vouchers. Voucher must be used within one year of purchase and it is the purchaser's responsibility to monitor the expiration date. A one-time extension of an addition year from the original expiration date is available at a cost of \$50.00 USD provided the purchaser makes payment prior to the original expiration date.

Prometric/IQT Voucher Payment Acknowledgement

I understand that by clicking on "Submit" I am obligated to pay the total amount listed above. I further understand that this charge will appear on my

By clicking this checkbox, I certify that I have read and understand the Terms of the Voucher Purchase Agreement.

Next

STEP 4: Verify and Submit Order

How to Purchase a Voucher

- Review information and if correct click Submit
- Pop up will appear for a final confirmation to verify the organization is correct. If correct, click OK



Contract: Washington Home Care Aide
Organization: MD UCMC-UMD UCMC-UMD

Order Vouchers | Voucher Maintenance | Reports | Tools

EASY 4 STEP PROCESS TO ORDERING VOUCHERS

STEP 1: Choose Voucher Type, Item and Quantity

STEP 2: Provide Payment Details

STEP 3: Accept Terms of Use

STEP 4: Verify and Submit Order

Voucher Item Name	Quantity	Total Price
Exam Retake: WA Home Care Aide Knowledge English	1	\$ 45.00
Exam Retake: WA Home Care Aide Skills with Interpreter	1	\$ 92.00
Total:		\$137.00

Payment Details

Email: John.Doe@ABC.com
Method: Check

I understand by clicking on Submit that this is an electronic signature unique to me, and to pay the total amount listed above for voucher fees.

Submit

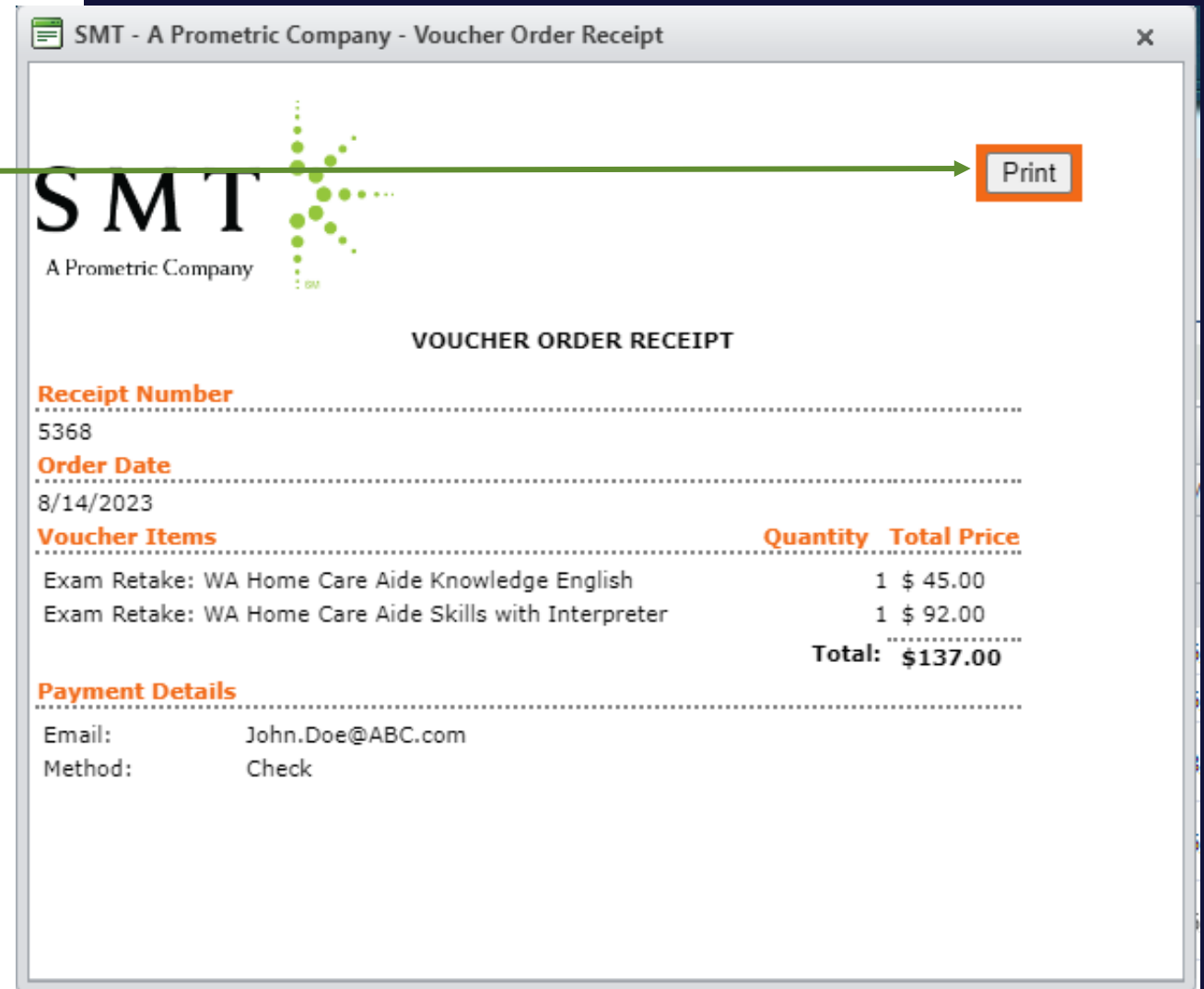
www.smttest.com says

You have selected the organization 'MD UCMC-UMD UCMC-UMD', Do you want to submit this Order?

OK Cancel

How to Purchase a Voucher

- Pop up appears with the receipt
- Click Print to print and be sure copy is sent in package if paying by check
- Reminder if paying by check:
 - Keep a copy of receipt, check and tracking information for package
 - Send package to
Prometric
4400 140th Avenue North
Suite 230
Clearwater, FL 33762



IMPORTANT: IF THE INCORRECT VOUCHER IS PURCHASED

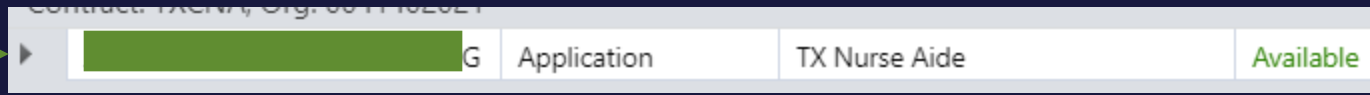
- **Please choose voucher type carefully.**
- **If the incorrect voucher type is chosen, you will experience a delay in release of the vouchers and ability to get candidates tested. You will receive an error processing the voucher and will need to email OpsServiceTeam@Prometric.com for assistance.**
- **To properly assist you in correcting an incorrect voucher purchase, please email the following information to the Operations Team:**
 - Your facility's information (Name and facility code)
 - What kind of vouchers were purchased?
 - Voucher #'s
 - What kind was supposed to be purchased?
 - How many were purchased?
 - Were they purchased with a credit card or a check?

How To Assign A Voucher – Individual Assignments

- Once logged into SMT, select **Services** and “**Voucher Application**”
- Select correct school if not already listed
- Then select “**Voucher Maintenance**”



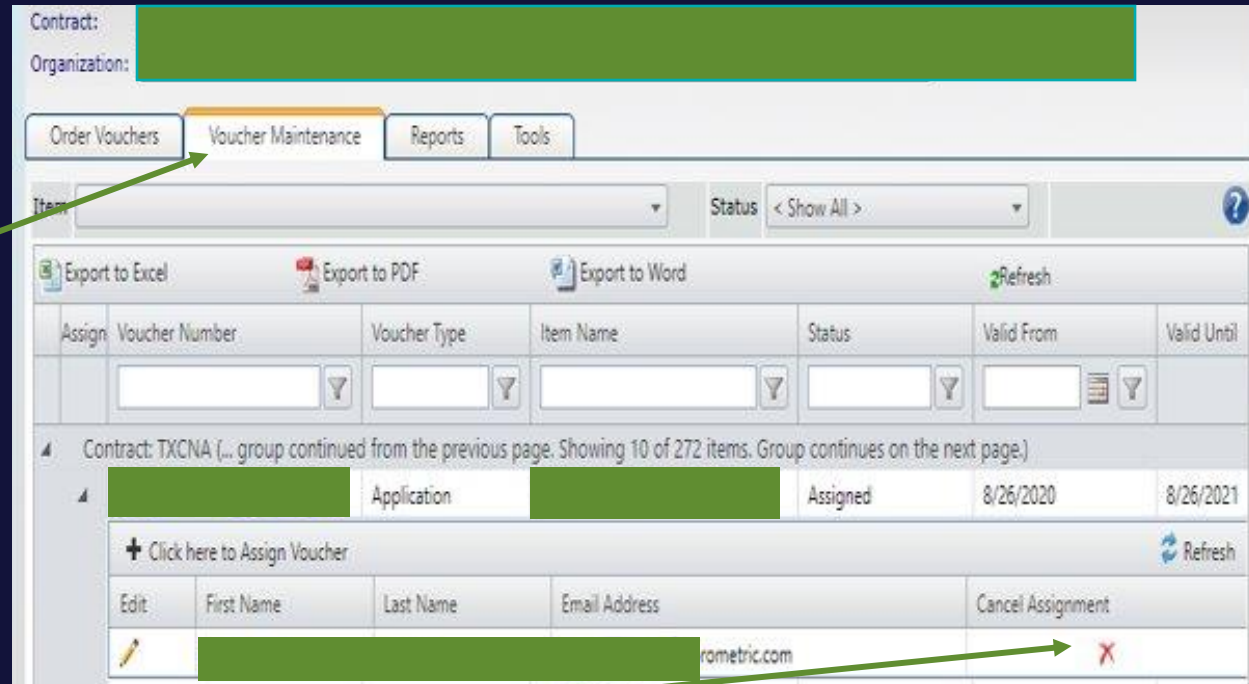
- Select the voucher.
- Select “**Click + to assign voucher.**”
- Please enter the **candidate's first name, last name, email address carefully** and accurately so the voucher can be assigned to the correct candidate. Check Spelling.
- Check the box to “**Send Email**” to the candidate
- Click the Green Check to save the assignment



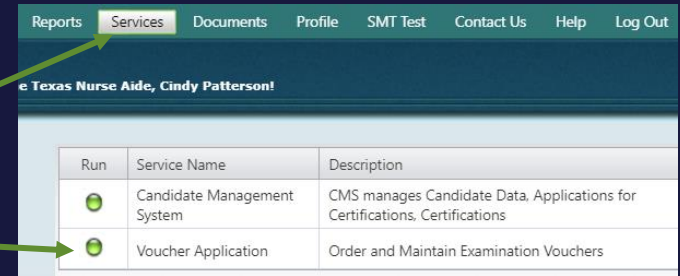
The screenshot shows the 'Click here to Assign Voucher' form. It includes input fields for 'First Name', 'Last Name', 'Email Address', 'Address', 'City', 'State', and 'ZipCode'. There is also a 'Send Email' checkbox and a 'Date Sent' field. A green checkmark icon is visible at the bottom left of the form, indicating the assignment can be saved.

How To Unassign/Cancel A Voucher

- Once logged into SMT select “Voucher Application”.
- Then select “Voucher Maintenance.”
- Enter the last 4 of the voucher in the “Voucher Number” box (Filter the box to “Contains”).
- Select the voucher (The candidate who the voucher is assigned to will display).
- Click the “X” under “Cancel Assignment” and the voucher will be unassigned from the candidate and free for another candidate to use.
- This will remove the voucher from the list and provide a **new voucher #** for assignment.
- Please note: You can unassign a voucher from the wrong candidate, but you cannot manually correct choosing the wrong



How To Resend Voucher Email



The screenshot shows a table with columns for voucher details. A green arrow points to the first row of the table.

Run	Service Name	Description	Status	Start Date	End Date
	WA Home Care Aide Knowledge English	Available	6/30/2023	6/29/2024	

The screenshot shows a form titled '+ Click here to Assign Voucher'. It has a table header with columns: 'Edit', 'First Name', 'Last Name', 'Email Address', and 'Cancel Assignment'. Below the header are input fields for 'First Name', 'Last Name', 'Email Address', 'Address', 'City', 'State', and 'ZipCode'. There is a 'Send Email' checkbox and a 'Date Sent' field. At the bottom, there are two buttons: a green checkmark icon and a red 'X' icon. Green arrows point from the text 'Click Edit', 'Check the box to "Send Email" to the candidate', and 'Click the Green Check to save the assignment' to the 'Edit' button, the 'Send Email' checkbox, and the green checkmark button respectively.

- Once logged into SMT, select Services and “Voucher Application”
- Select correct school if not already listed
- Then select “Voucher Maintenance”
- Select the voucher.
- Click Edit
- Check the box to “Send Email” to the candidate
- Click the Green Check to save the assignment

Batch Voucher Assignments

- Choose your Organization
- Click Tools
- Click Voucher Batch Assignment

The screenshot shows the SMT Client Portal interface. At the top, there is a navigation bar with links for 'Client Portal', 'SMT Test', 'Contact Us', 'Help', and 'Log Out'. Below this, a welcome message reads 'Welcome Washington State Department Of Health, Cindy Patterson!'. The main content area features a 'Contract:' dropdown menu set to 'Washington Home Care Aide' and an 'Organization:' dropdown menu set to '<< Show All >>'. A horizontal menu contains four tabs: 'Order vouchers', 'voucher maintenance', 'reports', and 'Tools'. The 'Tools' tab is selected and highlighted. Below the tabs, the 'Voucher Batch Assignment' section is visible, featuring an icon of a hand holding a fan of vouchers and the text: 'This tool is the quickest way to assign many vouchers by allowing you to upload a'.

- Click Next

This screenshot shows the 'Voucher Batch Assignment' tool menu. It includes the same contract and organization dropdowns as the previous screenshot. The 'Tools' tab is selected. Below the tabs, a 'TOOL MENU' section is expanded to show 'Instructions'. The instructions are as follows:

- Batch Assignment accepts only an Excel 97-2003 spreadsheet formatted per SMT specifications.**
- STEP 1** Build the spreadsheet template by selecting the available voucher numbers from a grid, then export and save the spreadsheet to your file directory. Open the spreadsheet and add your assignment data. Save the spreadsheet as an Excel 97-2003 Workbook.
- STEP 2** Upload the completed and properly formatted spreadsheet to SMT's web server.
- STEP 3** Create the assignments by clicking on the Create button.

A 'Next' button is located at the bottom right of the instructions section. Below the instructions, there is a progress indicator with three steps, each in a dropdown menu:

- STEP 1: Build Spreadsheet Template
- STEP 2: Upload Spreadsheet
- STEP 3: Create Assignments

Batch Voucher Assignments

- Choose your Organization
- Choose Voucher Form
- Click Voucher Batch Assignment

Contract: Washington Home Care Aide
Organization: [Redacted]

Order Vouchers | Voucher Maintenance | Reports | Tools

Tool Menu

Instructions

STEP 1: Build Spreadsheet Template

Select Voucher Item: [Dropdown]

- App: Home Care Aide Certification Application - HCAC
- App: Home Care Aide Certification Application Online Registration - HCAC
- App: Home Care Aide Certification Application State Pay - HCAC
- Exam: WA Home Care Aide Knowledge English

above. Next

- Vouchers appear – Click Export to Excel

STEP 1: Build Spreadsheet Template

Select Voucher Item: App: Home Care Aide Certification Application - HCAC

Refresh [Export to Excel]

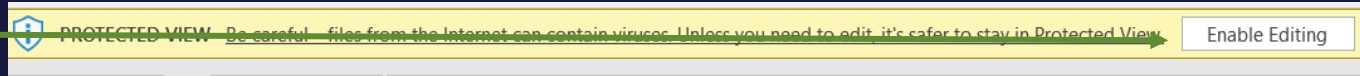
VoucherNumber	Voucher Item Name	ValidUntil
S9K8-9P7D-1JGF-TQP1-KUFQ6	Home Care Aide Certification	8/16/2024
RY61-A4X8-DPFP-JPJ9-36JJV	Home Care Aide Certification	8/16/2024
262C-WGRY-9TTL-8GHM-VT66X	Home Care Aide Certification	8/16/2024
FEK2-GFKJ-G8QB-XHS2-3WGI2	Home Care Aide Certification	8/16/2024
1815-V3GZ-WXPN-KH9S-GVBYX	Home Care Aide Certification	8/16/2024
5CPW-SWDC-56Z0-767E-1TXFV	Home Care Aide Certification	8/16/2024
7A5X-LJ2U-PXZJ-8JWC-PQD33	Home Care Aide Certification	8/16/2024

To create your spreadsheet: 1. Filter the data. 2. Click 'Export to Excel' above. Next

- Click Next

Batch Voucher Assignments

- Open excel spreadsheet
- Click Enable Editing
- Delete the rows that you don't need.



1	VoucherNumber	Voucher Item Name	ValidUntil	FirstName	LastName	EmailAddress	Address1	City	StateCode	ZipCode	SendEmail(X)
2	S9K8-9P7D-1JGF-TQP1-KUFQ6	Home Care Aide Certificati	8/16/2024 0:00								
3	RY61-A4X8-DPFP-JPJ9-36JJV	Home Care Aide Certificati	8/16/2024 0:00								
4	262C-WGRY-9TTL-8GHM-VT66X	Home Care Aide Certificati	8/16/2024 0:00								
5	FEK2-GFKJ-G8QB-XHS2-3WGJ2	Home Care Aide Certificati	8/16/2024 0:00								
6	1815-V3GZ-WXPN-KH9S-GVBYX	Home Care Aide Certificati	8/16/2024 0:00								
7	5CPW-SWDC-56Z9-767E-1TXFV	Home Care Aide Certificati	8/16/2024 0:00								
8	7A5X-LJ2U-PXZJ-8JWC-PQD33	Home Care Aide Certificati	8/16/2024 0:00								

- Enter First name, Last name, Email address and enter X to Send Email

1	VoucherNumber	Voucher Item Name	ValidUntil	FirstName	LastName	EmailAddr	Address1	City	StateCode	ZipCode	SendEmail(X)
2	1815-V3GZ-WXPN-KH9S-GVBYX	Home Care Aide Certi	8/16/2024 0:00	James	Doe	James@abcd.com					X
3	5CPW-SWDC-56Z9-767E-1TXFV	Home Care Aide Certi	8/16/2024 0:00	Jill	Doe	jill@abcd.com					X

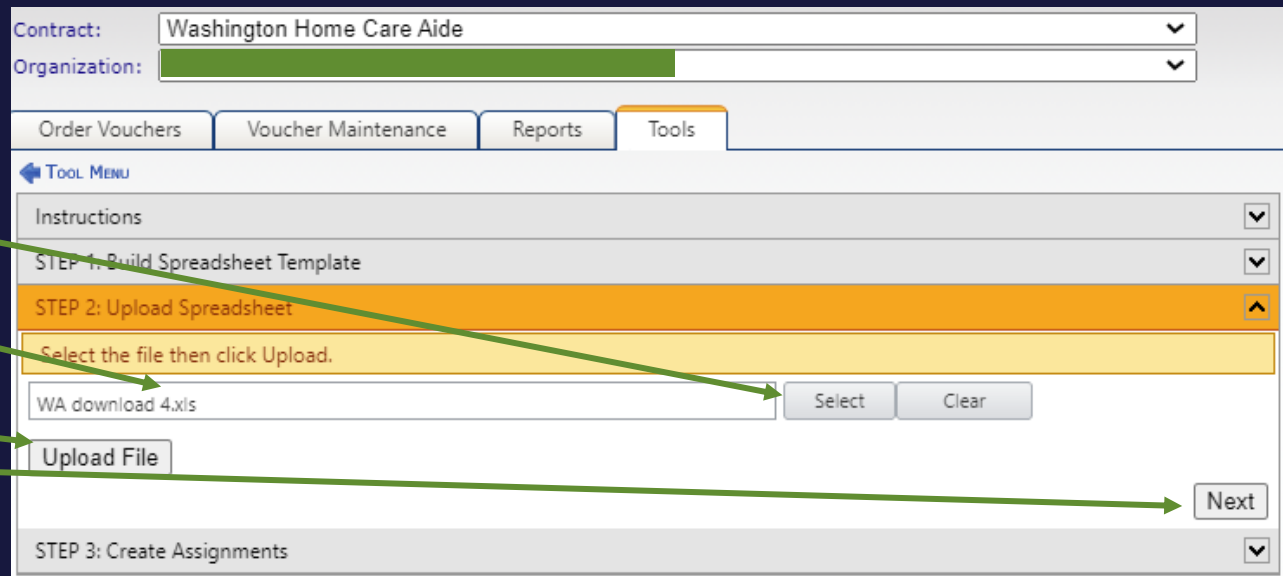
- Save spreadsheet for uploading

- Click Select and Choose Excel File

➤ Make sure the file format is xls

- Click Upload File

- Once Upload is complete, click Next



Batch Voucher Assignments

- File Transfer was successful
- Click Next to create the assignment
- Click Create

The upload task completed successfully. To complete the task of assigning vouchers, click Create Assignments.

Contract: Washington Home Care Aide
Organization: [Redacted]

Order Vouchers | Voucher Maintenance | Reports | Tools

TOOL MENU

Instructions [v]

STEP 1: Build Spreadsheet Template [v]

STEP 2: Upload Spreadsheet [^]

Select the file then click Upload.

[File Input] [Select] [Clear]

[Upload File]

[Next]

STEP 3: Create Assignments [v]

Contract: Washington Home Care Aide
Organization: [Redacted]

Order Vouchers | Voucher Maintenance | Reports | Tools

TOOL MENU

Instructions [v]

STEP 1: Build Spreadsheet Template [v]

STEP 2: Upload Spreadsheet [v]

STEP 3: Create Assignments [^]

[Create] Click the Create button to create assignments from your uploaded Voucher Assignment spreadsheet.

RESULTS:

Batch Voucher Assignments

- Batch assignment was successful

The assignment task completed successfully.

Contract: Washington Home Care Aide
Organization: [Redacted]

Order Vouchers | Voucher Maintenance | Reports | Tools

TOOL MENU

Instructions [v]
STEP 1: Build Spreadsheet Template [v]
STEP 2: Upload Spreadsheet [v]
STEP 3: Create Assignments [v]

Create Click the Create button to create assignments from your uploaded Voucher Assignment spreadsheet.

RESULTS:

Voucher Number	Assigned To	Email Address	Address	Import Result	Email Sent
1815-V3GZ-WXPN-KH9S-GVBYX	James Doe	James@abcd.com		Successful	
5CPW-SWDC-56Z9-767E-1TXFV	Jill Doe	jill@abcd.com		Successful	

- Voucher Maintenance list vouchers as assigned

Contract: Washington Home Care Aide
Organization: [Redacted]

Order Vouchers | Voucher Maintenance | Reports | Tools


Item [v] Status < Show All > [?]

Export to Excel | Export to PDF | Export to Word | Refresh

Assign	Voucher Number	Voucher Type	Item Name	Status	Valid From	Valid Until
	[v]	[v]	[v]	[v]	[v]	[v]
Contract: WAHCA; Org: UCMC-UMD						
	1815-V3GZ-WXPN-KH9S-GVBYX	Application	Home Care Aide Certification	Assigned	8/17/2023	8/16/2024
	5CPW-SWDC-56Z9-767E-1TXFV	Application	Home Care Aide Certification	Assigned	8/17/2023	8/16/2024

Voucher Email Example

Subject: → Application Voucher Assigned -Home Care Aide Certification Inbox x

From: →  **SMT Notice** registrations@isoqualitytesting.com via smttest0.onmicrosoft.com
to saran2reach+wadohprod3 ▾

Dear [REDACTED]

We are pleased to provide you with a Voucher for the "Home Care Aide Certification" Application. This voucher number can be used for payment when applying for your Application.

Voucher # → Voucher Number [REDACTED]

Expires: 08/14/2024

Copy this number into the payment detail field on the application web page. If you have any difficulties using this number, please call us at 800.xxx.xxxx.

Sincerely,

Prometric - WA Home Care Aide Program

Helpful hints

- Self-Pay candidates must receive email from SMT to complete application
- Voucher # goes in payment section
- Once the candidate finishes the application, they receive emails to schedule the exams
- **Vouchers should only be used for the HCAE application. If the candidate registers in IQTTesting and pays for any other exam, the voucher will be used and is not refundable.**
- If candidates have issues with the voucher #, please email OpsServiceTeam@Prometric.com and provide the candidates name, email address and voucher #

