

LONMARK Certified Professional Exam Voucher Program

Voucher Cost: \$300.00 per person for non LONMARK members
\$250.00 per person for LONMARK International Members (current on payments within 90 days)

Voucher and Payment Policy - LONMARK International

1. The LONMARK voucher program is a PRE-PAYMENT program only. Voucher numbers will not be issued until payment is received by LMI. LONMARK members/non-members will submit payment for vouchers based on the exam cost and discount schedule.
2. Individuals or companies may advance purchase vouchers for tests; however, vouchers will not be issued until payment is received by LMI
3. Acceptable payment methods are wire transfer, credit cards, or POs.
4. There will be NO refunds for vouchers issued. In the case of cancellations or no shows, the following rules will apply.
 - If cancellations are communicated to LMI at least one week prior to testing date, a replacement voucher number may be requested. A \$30.00 administrative fee will be collected prior to issuance of a replacement voucher number.
 - If cancellations are communicated to LMI within one week of the test date, a replacement voucher may be requested. A \$75.00 administrative fee will be collected prior to issuance of a replacement voucher number.
 - For no-shows with no advance notice the entire exam fee is forfeited.
 - If there are mitigating circumstances which cause a cancellation, a written explanation may be submitted to LMI for consideration within two weeks of the test date. .
5. Payment for testing must be received in full prior to the scheduled test dates. Companies wishing an invoice and to pay by check or wire transfer will receive vouchers only after payment has been verified.

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