

## **Utah Nursing Assistant Registry (UNAR)**

### **Vouchers**

**Effective Date:** 02/01/17

#### **1. Purpose**

1.1. To provide verification of an applicant's qualification to take the UNAR State Written and Skills Competency exams.

#### **2. Policy**

2.1. Applicants whom UNAR has verified as completing a UNAR approved NATCE program and have paid required testing fees are given 2 vouchers; 1 for the written exam and 1 for the skills exam.

2.2. Testing vouchers are required to schedule an appointment to complete the State Written and Skills Competency Exams.

2.3. The appropriate voucher must be given to the test proctor at the beginning of the applicants testing appointment.

2.4. The applicant will not be allowed to test without the required voucher.

2.5. Vouchers expire 1 year from training completion date and are non-refundable after that date.

1. Full refunds are not issued and partial refunds are issued only if both the written and skills vouchers are returned together within 1 year of the training completion date.
2. Duplicate vouchers are not eligible for refund.

#### **3. Approval and Notes**

3.1. Policy revised 02/01/17 to clarify refund policy.

3.2. Policy revision dates include; 11/18/05, 09/18/08, 07/14/10, 10/01/10, 10/06/14 and 02/19/16.