Welcome to Learning Builder, the online tool for ABPANC CPAN/CAPA certification and recertification voucher management.

To access the application, use the link https://cpancapa.learningbuilder.com

Vouchers can be purchased by organizations to be distributed to employees for use in applying for either certification or re-certification of the CAPA/CPAN credential.

Please note that certification vouchers automatically include participation in Test Assured. The Test Assured program allows CPAN or CAPA candidates to take the exam twice in a 12-month period if the first attempt is unsuccessful.
Purchasing Vouchers

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

Click **Register as an Organization** and complete the account information and email confirmation.
After logging in, you will be at the **Account Details** page of the Learning Builder site. Click on **My Vouchers** to manage vouchers.

You can purchase vouchers by clicking on the **Purchase Vouchers** button.
This will open another window where the quantity of certification or recertification vouchers to be purchased is entered.

Once the quantity of has been entered, click the **Checkout** button to get to the Payment Checkout Page where payment information can be entered.

Organizations may purchase certification examination vouchers for $364 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.

Please note that the certification vouchers include candidate enrollment in Test Assured. When a candidate pays with an organizational voucher, they will *automatically* be enrolled in the Test Assured program.
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’s homepage where you can view the newly purchased 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 and are non-refundable.

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