



# Cisco Certifications

## Exam Employee Discount Program

Discount Exam Voucher Request  
Guide

June 23, 2020



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How to Request Employee Discount Exam Voucher

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Additional Information

# Introduction

Cisco Certifications Employee Discount Program offers discount exam vouchers for all Cisco exams (CCT, CCNA, CCNP, CCDE Written, CCDE Practical, Specialist, Channel, DevNet, and Other) to active, full-time employees.

Employees are eligible to receive:

- Three (3) discount requests per written exam per fiscal year
- Three (3) total discount requests for CCDE Written exam per fiscal year
- Three (3) total lifetime discount requests for CCDE Practical

This guide shows you how to request discounted exam vouchers from the self-service automated tool, including how to check the status of requests, apply discount codes at Pearson VUE registration, and how to troubleshoot for issues you may encounter.

For further assistance regarding your discount request, please open a case with our Cisco Certification & Communities Online Support Team at [www.cisco.com/go/certsupport](https://www.cisco.com/go/certsupport).

# Accessing the Employee Portal

## DevCx Internal Training and Certification Offers



DevCx is making it easier than ever before for Cisco employees and contractors to get the latest in learning. It's part of our aim to develop talent truly capable of transforming businesses in this digital age.

This is the only site for Cisco Authorized Training and Cisco Certification exam vouchers for Cisco employees. For more details, see below or open a case with Cisco Certification and Communities Support Team [here](#).

Training Offers

Certification Offers

Continuing Education Offers

FAQs

### Certification Offers

Cisco Certified professionals create confidence. Employers consider Cisco certified staff to be more knowledgeable, valuable, respected and promotable than individuals who hold another certification.

**Open to Cisco full time employees only.**

**Note: Management approval is required for CCDE Practical Exam before requesting an exam discount. All exam requests will incur a departmental cross-charge.**

**Attention: For employees who want to currently take an exam, please hold off on requesting an authorized discount until test centers have re-opened. See latest update [here](https://home.pearsonvue.com/cisco)**

Exams	Description	Offer	Eligible	Process
Entry-level	Technician-level exams for CCT certifications	\$50 per exam (Limit 3 requests per exam per fiscal year)	Full time employees	<a href="#">Register Here</a>
Associate-level	All CCNA exams	\$50 per exam (Limit 3 requests per exam per fiscal year)	Full time employees	<a href="#">Register Here</a>
Professional-level	All CCNP Core and Concentration Exams	\$50 per exam (Limit 3 requests per exam per fiscal year)	Full time employees	<a href="#">Register Here</a>

1. Navigate to [DevCx Internal Training and Certification Offers](#) page.
2. Click on the “Certification Offers” tab.
3. Click on “Register Here” for the exam of your choice.
  - ✓ *Management approval is required prior to requesting your discount.*
  - ✓ *Your department will be cross-charged for each request made.*
4. Upon clicking the “Register Here” link, you will be taken into the employee portal to complete the process.

# Exam Discount Request

CCT Exams

CCNA Exams

CCNP Exams

CCDE Written Exam

CCDE Practical Exam

Specialist Exams

Channel Exams

DevNet

Other Exams

CPLL

Discount History

All Cisco active, full-time, regular employees are eligible for three (3) discount requests for each Associate-level exam per fiscal year.

Contractors and temporary employees are not eligible for the certification exam offers, and should contact their management team for information on other options for their certification exams.

Employees must obtain management approval before requesting a discount for their exams. Employees may only request one discount at a time for the same exam, and must wait until that discount has been used or expired before requesting a new one. The employee's department will be cross-charged for each discount request. Discounts are valid for ninety (90) days from the date of issue. Click [here](#) for more information.

### User Information

First Name	Johnny	Last Name	Doe
CEC ID	jdoe	Email	jdoe@cisco.com

### Exam Information

Below are the Associate-level exams that are currently offered at Pearson VUE testing centers worldwide. Click on the exam link to request a discount. Click [here](#) to learn more about each written exam topic as well as information about each written exam track.

▼ CCNA

[200-301 Cisco Certified Network Associate](#)

► CCNA Cyber Ops

- ✓ Navigate the exam tabs on top of the screen to find your exam type.
- ✓ Then, click on your desired exam.

# Exam Discount Request – Enter Information

CCT Exams

CCNA Exams

CCNP Exams

CCDE Written Exam

CCDE Practical Exam

Specialist Exams

Channel Exams

DevNet

Other Exams

CPLL

Discount History

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### Exam Information

Selected Exam

200-301 Cisco Certified Network Associate

Change Exam

### User Information

First Name

Johnny

Last Name

Doe

CEC ID

jdoe

Email

jdoe@cisco.com

CSCO ID

CSCO12345678

Important: If you have a CSCO ID (e.g. CSCO12345678) please enter it in this box. Your CSCO ID can be found on previous Cisco exam score reports or on an email from Cisco directly. Entering the correct CSCO ID will prevent delays in receiving proper credit for your exams and duplicate records. If you do not have a CSCO ID, you may leave this field empty, and the tool will generate a new CSCO ID for you.

### Address Information

Please provide your complete mailing address.

\*All fields are mandatory

Line 1\*

1

Line 2

Line 3

San Jose

City\*

San Jose

State\*

CA

Country\*

UNITED STATES

Zip Code\*

95314

Phone Number\*

1

Next

✓ Enter your CSCO ID.

✓ Enter your Address Information.

# Exam Discount Request – Terms & Conditions

Exam Information

Selected Exam

200-301 Cisco Certified Network Associate

User Information

First Name

Johnny

Last Name

Doe

CEC ID

jdoe

Email

jdoe@cisco.com

CSCO ID

CSCO13437988

Address Information

Line 1

1

Line 2

Line 3

City

San Jose

State

CA

Country

UNITED STATES

Zip Code

95811

Phone Number

1

Edit User Information

Terms and Conditions

☒

In order to process your request, the information you submit must be disclosed to our third-party vendor (Pearson VUE). By submitting this information, you consent to such disclosure. If you do not consent, your request will not be processed.

Request Discount

✓ Confirm your information is correct.


✓ Review the Terms and Conditions.

✓ Click “Request Discount”

# Exam Discount Request – Submission Confirmation

[Support](#)

CCT ExamsCCNA ExamsCCNP ExamsCCDE Written ExamCCDE Practical ExamSpecialist ExamsChannel ExamsDevNet ExamsOther ExamsCPLLDiscount History

 Your discount request (**Request ID : 2087335**) has been submitted successfully. Within the next 2-3 business days, you will receive an email containing your exam discount information. You must wait for the discount information before registering for the exam with Pearson VUE or you will be charged the full exam price. Please plan your exam date accordingly. For information on Cisco certification exams, including how to register, visit our [Exam Information website](#).

**Exam Information**

Selected Exam200-301 Cisco Certified Network Associate

**User Information**

First Name	Johnny
Last Name	Doe
CEC ID	jdoe
Email	jdoe@cisco.com
CSCO ID	CSCO13437988

**Address Information**

Line 1	1		
Line 2			
Line 3			
City	San Jose	State	CA
Country	UNITED STATES	Zip Code	95811
Phone Number	1		

- ✓ Your request has been successfully submitted.
- ✓ Please allow 2-3 business days to for processing.
- ✓ Once processed, you will receive an Authorization To Test (ATT) email with your code and instructions.



# Sample – Authorization To Test (ATT) Email

**\*\*Please do not reply to this email\*\***

## **AUTHORIZATION TO TAKE Cisco Systems, Inc. EXAM WITH PEARSON VUE**

You have been authorized to take an exam at a Pearson VUE testing center. Information on the exam, the testing rules, and how to schedule your exam is listed below.

---

### **EXAM INFORMATION**

**Exam Sponsor:** Cisco Systems, Inc.

**Valid Exam:** @validExam@

**Exam Code:** 200-301

**Exam Name:** CCNA Exam

**Number of exam attempts authorized:** 1

**Promotion Code:** EVP200301

**Discount Percentage for attempt:** 100 %

**Number of Exam Retakes Authorized:** @noOfRetakes@

**Promotion Code for Retake:** @retakePromoCode@

**Discount Percentage for Retake:** @retakeDiscount@

**Authorized Testing Dates:** 02/24/2020 - 05/24/2020

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### **AUTHORIZED TEST-TAKER**

John Doe  
300 East Tasman Drive  
San Jose, CA 95134  
UNITED STATES

**Cisco ID:** CSC012345678

IF THE DETAILS OF YOUR EXAM AUTHORIZATION ARE INCORRECT , PLEASE OPEN A SUPPORT CASE WITH

[CIN SUPPORT](#)

- ✓ Follow all of the instructions provided in the email to schedule your exam.

# How to Register for Your Exam at Pearson VUE



# Pearson VUE Registration

Cisco Systems, Inc.

Sign in

All fields are required.

Returning users, please sign in:

Username:

Password:

[I forgot my username.](#)

[I forgot my password.](#)

Sign In

New users, please sign up:

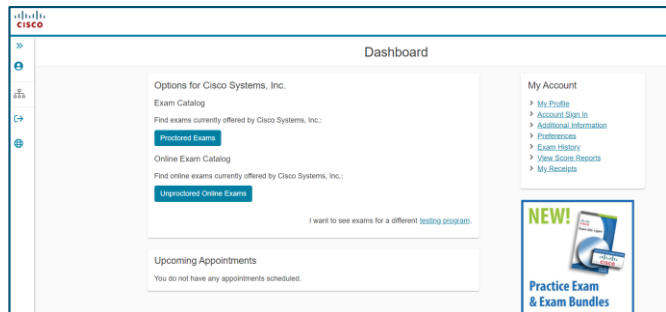
[Create a web account.](#)

Our secure website encrypts your personal information so that it cannot be read by unauthorized Internet users. For your security, please remember to sign out of your account and close your browser when you finish your session.

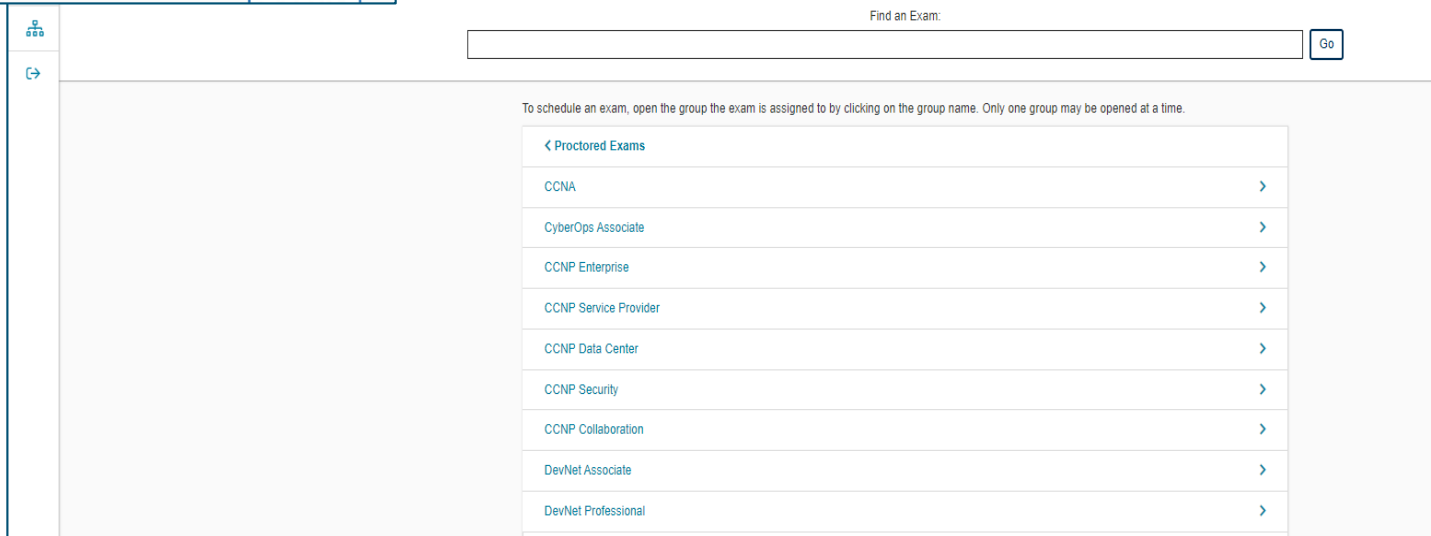
Please do not use the back button to navigate the site.

- ✓ Navigate to the Pearson VUE's registration system <http://www.pearsonvue.com/cisco/> for the Cisco Certification Program to register for your exam.
- ✓ Create a new account if you have not registered online before.

# Pearson VUE Registration – Select Your Exam



✓ Select the exam you wish to take.



# Pearson VUE Registration – Select Exam Language

### Select exam language

200-301: Cisco Certified Network Associate

What is your preferred language for the exam?

☒ English

☐ Japanese

[Previous](#) [Next](#)

✓ Select the Exam Language you prefer to take your exam in.

### Exam details

200-301: Cisco Certified Network Associate

Exam:  
200-301: Cisco Certified Network Associate  
[View Testing Policies](#)

Price\*:  
USD 300.00

Language:  
English

\*Prices listed are based on today's date and do not include local taxes which may be applicable.

[Previous](#) [Next](#)

# Pearson VUE Registration – Accept the Terms & Conditions

## Additional Questions from Cisco Systems, Inc.

200-301: Cisco Certified Network Associate

Required information is marked with an asterisk (\*).

Enter information on this page in the Roman alphabet. (Alphanumeric)

Do you accept the terms and conditions of the Cisco Certification and Confidentiality Agreement? Registration cannot be completed if you refuse. If you accept now, but refuse when you sit for this exam, it will be terminated and your entire exam fee forfeited. For further information:  
<http://www.cisco.com/web/learning/downloads/certificationNDA.pdf>

☒ Yes, I accept

☐ No, I do not accept

Fields in bold cannot be edited online. Please contact [customer service](#) to update this information.

Previous

Next

✓ Accept the Terms & Conditions for the Cisco Certification Program.

# Pearson VUE Registration – Choose Your Test Center

### Test Center Search

200-301: Cisco Certified Network Associate




× Search

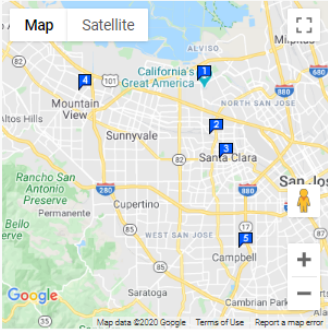
★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select up to three test centers to compare availability.

**Helpful hints:**

- The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (mi/km) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

Test Center	Distance <a href="#">Show km</a>
 <b>A&amp;A Computers, Inc.</b> 1600 Wyatt Drive Suite 3 Santa Clara, California 95054 United States <a href="#">Test Center Information</a>	2.6 <a href="#">mi</a>
 <b>Sicher Global Solutions Inc</b> 2292 Walsh Ave Santa Clara, California 95050 United States <a href="#">Test Center Information</a>	3.6 <a href="#">mi</a>
 <b>Questivity Inc</b> 1680 Civic Center Drive Suite E Santa Clara, California 95050	4.4 <a href="#">mi</a>



✓ Choose your preferred test center.

# Pearson VUE Registration – Choose Your Appointment Date

### Choose Appointment

200-301: Cisco Certified Network Associate

A&A Computers, Inc.  
1600 Wyatt Drive  
Suite 3  
Santa Clara, California 95054  
United States

[Change Test Centers](#)

Select Date  
[Why can't I find an available appointment?](#)

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select a date from the calendar. Only available dates can be selected.

Available start times: Friday, March 6, 2020 at A&A Computers, Inc.  
Times shown in: America/Los\_Angeles - PST [Show 24-hour](#)

Morning	Afternoon
09:00 AM	01:00 PM
09:15 AM	
09:30 AM	
09:45 AM	
10:00 AM	
10:15 AM	

✓ Choose your preferred appointment date and time.



# Pearson VUE Registration – Review Your Order

## Cart

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Price	Actions
<b>Exam</b> 200-301: Cisco Certified Network Associate  Language: English Exam Length: 140 minutes	<b>Appointment</b> Friday, March 6, 2020 Start Time: 09:00 AM PST <a href="#">Change Appointment</a>  <b>Location</b> A&A Computers, Inc. 1600 Wyatt Drive Suite 3 Santa Clara, California 95054 United States <a href="#">Change Test Center</a>	300.00	<a href="#">Remove</a>

You must schedule all pre-authorized exams before you can proceed to pay.

[Add Another Exam](#)

✓ Review and confirm your selection and Proceed to Checkout

# Pearson VUE Registration – Checkout - Agree to Policies

Agree to policies

Cisco Systems, Inc. Policies

Admission Policy

We ask that you arrive at the testing center 15 minutes before your scheduled appointment time so that you have time to complete the necessary sign-in procedures. At all testing centers, Cisco requires the capture of your photograph and digital signature. Please be prepared to show two forms of personal identification. Both must have your signature, and one must be a valid, government-issued picture ID. Expired IDs are not valid.

If you arrive more than 15 minutes late for an exam and are refused admission, you will be responsible for payment of the exam and delivery fees.

All Cisco Certification exams delivered at Pearson VUE test centers are "closed book." You are not allowed to take books, calculators, PDA's, or backpacks into the testing center area. All cell phones and pagers must be turned off before storing outside the testing room. The testing center will provide you with a laminated marker board for your use during testing.

Upon exam completion, the proctor will escort you out of the testing room, where you will be asked to surrender your laminated marker board. All candidates will be given a preliminary score report or a beta exam confirmation at the end of the exam. This document includes important information; please keep it for future reference.

Note: Before receiving certification, you must sign the Cisco Certifications Agreement. This can be done electronically at the end of any Cisco exam. To review the Cisco Certifications Agreement before your exam appointment, visit: [www.cisco.com/web/learning/exams/policies.html](http://www.cisco.com/web/learning/exams/policies.html).

Reschedule Policy

If you wish to reschedule your exam, you must contact Pearson VUE 24 hours prior to your exam appointment. If you reschedule an exam less than 24 hours in advance, you will forfeit your entire exam fee. Exam fees are also due for no-shows.

Cancellation Policy

If you wish to cancel your exam, you must contact Pearson VUE 24 hours prior to your exam appointment. If you cancel an exam less than 24 hours in advance, you will forfeit your entire exam fee. Exam fees are also due for no-shows.

Additional Information

Please note that your "appointment length" may include time for non-scored sections such as surveys or tutorials. The appointment length does not necessarily reflect the total amount of time allotted for the actual exam. The majority of Cisco exam appointments include an additional 15 to 20 minutes for surveys and tutorials.

Once passed, a candidate must wait a minimum of 180 days before taking the same exam with an identical exam number. Candidates may only take a beta exam once. Candidates who fail an exam must wait a period of five (5) calendar days, beginning the day after the failed attempt, to retake the exam. For example, if a candidate tests on Tuesday, he or she may test again no sooner than the following Monday. For more information on Cisco's

✓ Agree to Policies: You must agree to the Cisco Policies – check the box to proceed to Checkout.

# Pearson VUE Registration – Checkout Step 1

Enter payment and billing

Order Total

Subtotal: 300.00

Estimated Tax: 0.00

ESTIMATED TOTAL DUE: **USD 300.00**

Add Voucher or Promo Code [What is this?](#)

Voucher/Promotion Code:

Apply

Enter payment and billing

Order Total

Subtotal: 300.00

Estimated Tax: 0.00

Voucher: -300.00 

Remove

ESTIMATED TOTAL DUE: **USD 0.00**

Required information is marked with an asterisk (\*).

Previous

Next

- ✓ Checkout – Step 1: Open the “Voucher/Promotion Code” field and enter your EVP promo code.

# Pearson VUE Registration – Checkout Step 2

Almost there...

Description	Details	Price
<b>Exam</b> 200-301: Cisco Certified Network Associate  Language: English Exam Length: 140 minutes	<b>Appointment</b> Friday, March 6, 2020 Start Time: 09:00 AM PST  <b>Location</b> A&A Computers, Inc. 1600 Wyatt Drive Suite 3 Santa Clara, California 95054 United States	300.00

**Exams for**  
  
Name:  
Mai D Vang  
  
Cisco ID:  
CSCO13437988

**Order Total**  
  
Subtotal: 300.00  
  
Tax: 0.00  
  
Voucher: -300.00  
  
**TOTAL DUE: USD 0.00**  
  
USD 0.00

Previous

Cancel Order

TOTAL DUE: USD 0.00

Submit Order

- ✓ Checkout – Step 2:  
Confirm your exam  
details and appointment  
date/time is correct.
- ✓ Submit Order

# Pearson VUE Registration – Checkout Step 3

You are booked!

Order #: 0000-2826-2694

An email confirmation has been sent to: janedoe@cisco.com

[Return to Dashboard](#)

## Description

### Exam

Exam: Demo Exam

Language: English

Exam Length: 30 minutes

## Details

### Appointment

Saturday, February 29, 2020

Start Time: 12:00 PM CST

### Location

AO\_ST2\_SM PJDummy Test Center

[Test Center Information](#)

## Order Information

### Order Number/Invoice

0000-2826-2694

### Registration ID

5991564

### Status

Scheduled

- ✓ Checkout – Step 3:  
Summary of order. An email confirmation will be sent to your email.

# Pearson VUE Registration Complete

## Dashboard

You have successfully scheduled your exam.

### Upcoming Appointments

Saturday, February 29, 2020

[Exam: Demo Exam](#)

### VUE | Client 1 Exams

Exam Catalog

- [Exam: Demo Exam](#)

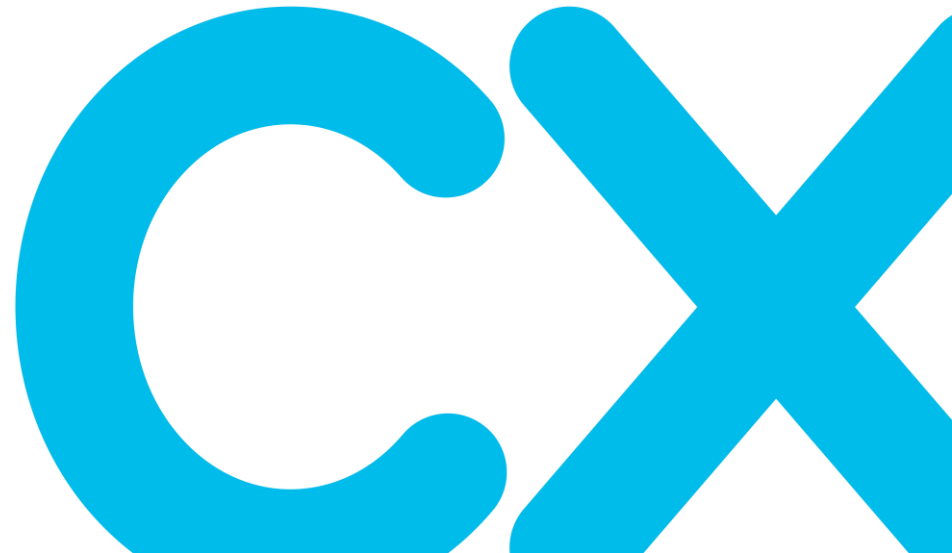
### My Account

- > [My Profile](#)
- > [Account Sign In](#)
- > [Preferences](#)
- > [Exam History](#)
- > [View Score Reports](#)
- > [My Receipts](#)

- ✓ Your exam registration is now complete and your exam appointment is confirmed. You will receive email confirmations of your appointment.
- ✓ Good luck on your exam!

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Additional  
Information



# Discount History

[Support](#)

CCT Exams CCNA Exams CCNP Exams CCDE Written Exam CCDE Practical Exam Specialist Exams Channel Exams DevNet Exams Other Exams CPLL **Discount History**

This page provides a summary of your Cisco certification discount requests.

**In Progress:** Discount request processing is in progress.

**Completed:** Discount request processing has been completed and discount details have been emailed to your Cisco.com email address.

**User Information**

CEC ID	jdoe	First Name	Johnny	Last Name	Doe
CSCO ID	CSCO13437988	Email	jdoe@cisco.com		

**Discount History Information**

Registration Id	Exam Name	Request Date	Eligibility Start	Eligibility End	Status
2087335	200-301 Cisco Certified Network Associate	30-Mar-2020	01-Apr-2020	05-Jul-2020	In Progress

✓ Employees can see the status of their request on the **Discount History** tab.

✓ Easily access exam discount history in the portal.



# Warning Message

[Support](#)

CCT Exams

**CCNA Exams**

CCNP Exams

CCDE Written Exam

CCDE Practical Exam

Specialist Exams

Channel Exams

DevNet Exams

Other Exams


CPLL

Discount History

All Cisco active, full-time, regular employees are eligible for three (3) discount requests for each Entry-level exam per fiscal year.

Contractors and temporary employees are not eligible for the certification exam offers, and should contact their management team for information on other options for their certification exams.

Employees **must** obtain management approval before requesting a discount for their exams. Employees may only request one discount at a time for the same exam, and must wait until that discount has been used or expired before requesting a new one. The employee's department will be cross-charged for each discount request. Discounts are valid for ninety (90) days from the date of issue. Click [here](#) for more information.

 **Warning:** You have an existing discount for the same exam. Pearson VUE does not allow multiple active discounts for the same exam at the same time. Please ensure that you have used your prior discount before proceeding. Please open a [support](#) case if you need exam program support.

**Exam Information**

Selected Exam

200-301 Cisco Certified Network Associate

Change Exam

- ✓ Multiple requests for an exam discount on the exact same exam are not allowed.
- ✓ Ensure you have used the previous exam discount before requesting a new one for the same exam.

# Maximum Discounts Allowed

CCT Exams

**CCNA Exams**

CCNP Exams

CCDE Written Exam

CCDE Practical Exam

Specialist Exams

Channel Exams

DevNet Exams

Other Exams

CPLL

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Employees **must** obtain management approval before requesting a discount for their exams. Employees may only request one discount at a time for the same exam, and must wait until that discount has been used or expired before requesting a new one. The employee's department will be cross-charged for each discount request. Discounts are valid for ninety (90) days from the date of issue. Click [here](#) for more information.

User Information

✖ You have reached the maximum (3) allowed requests for this discount. Please open a [support](#) case if you need exam program support.

First Name	Johnny	Last Name	Doe
CEC ID	jdoe	Email	jdoe@cisco.com

Exam Information

Below are the Associate-level exams that are currently offered at Pearson VUE testing centers worldwide. Click on the exam link to request a discount. Click [here](#) to learn more about each written exam topic as well as information about each written exam track.

▼ CCNA

[200-301 Cisco Certified Network Associate](#)

- ✓ If you have met your exam discount allotment for the current fiscal year, any additional exam discount requests will need to occur in the next fiscal year.

