Application Checklist for FreeTake Participants

Follow the steps below to submit a certification test application using a FreeTake code. FreeTake codes are one-time only use, and will be generated by the FreeTake Admin at your institution.

1. Go to www.oncc.org and click “Apply Now” to get started on your test application.

2. You will be prompted to login to your ONCC/ONS account. If you don’t have an account, you will need to create one. If you have an ONS account, please log in using the same login information.

3. Once in your account, find your desired certification on the “Apply/Renew Another Certification” table and click the “Apply” button.
4. When the certification application opens, click the button next to FreeTake. This will allow you to enter your FreeTake code later in the process.

5. Follow the on-screen instructions and complete all required fields to progress through the application.

6. Enter your FreeTake discount code in the Promo code box during checkout.

7. Once your application is submitted, you will receive an auto generated email confirmation. At that point, if we have any questions or need additional information, someone from our office will contact you. Otherwise, you will receive your Authorization To Test (ATT) within 2-4 weeks of the date it was submitted. If you do not receive your ATT within 4 weeks of the submission date, please contact ONCC customer service at 877-769-ONCC.

If you have any questions or need further assistance, email oncc@oncc.org or call toll free at 877-769-ONCC.