

## ONCC FreeTake® Agreement Enrollment Form

To enroll in the ONCC FreeTake® program, please follow the steps below.

<b>Step 1.</b> Enter your organization's full legal name. No abbreviations please.	Once executed by both parties, this creates an agreement between Oncology Nursing Certification Corporation and the following counterparty:
<b>Step 2.</b> Enter your organization's primary address.	Address:
<b>Step 3.</b> Enter your organization's billing address.	Address:
<b>Step 4.</b> Designate your administrators. Administrators oversee and administer the FreeTake program for you. Administrators are responsible for distributing FreeTake codes to candidates, monitoring candidates' statuses, distributing information about ONCC Exams, and processing invoices and facilitating payment to ONCC. You must designate a primary administrator; a secondary administrator is optional. Please notify ONCC promptly of any changes to administrators.  <b>ONCC will only send invoices to an administrator and only by email.</b>	Primary administrator name:  Primary administrator email:  Primary administrator phone:  Primary administrator address:  Secondary administrator name:  Secondary administrator email:  Secondary administrator phone:  Secondary administrator address:
<b>Step 5.</b> Sign the form and submit your completed form to <a href="mailto:freetake@oncc.org">freetake@oncc.org</a> .  <b>By signing, the institution agrees to the FreeTake Terms and Conditions, which are incorporated herein and are available at:</b> <a href="https://www.oncc.org/oncc-freetake-certification-program/terms">https://www.oncc.org/oncc-freetake-certification-program/terms</a>	Signature of authorized representative:  Name of authorized representative:  Title:  Date:
<b>Step 6.</b> If your enrollment is approved, ONCC will sign the form. If not, ONCC will contact you with an explanation.	Signature of ONCC's authorized representative:  Name: Tony Ellis, MSED, CAE, ICE-CCP  Effective Date:

**Term; Expiration Date:** 1 year from the Effective Date

**Fees:** Fees are in effect and continuing until superseded/increased as provided in the FreeTake Terms and Conditions. Member fees are available for candidates who are members in good standing with Oncology Nursing Society, the Association of Pediatric Hematology/Oncology Nurses (APHON), or any other organization that ONCC may designate when ONCC generates an invoice.

<b>Current Member Fees:</b>	\$300.00 per ONCC exam	<b>Current Nonmember Fees:</b>	\$420.00 per ONCC exam
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