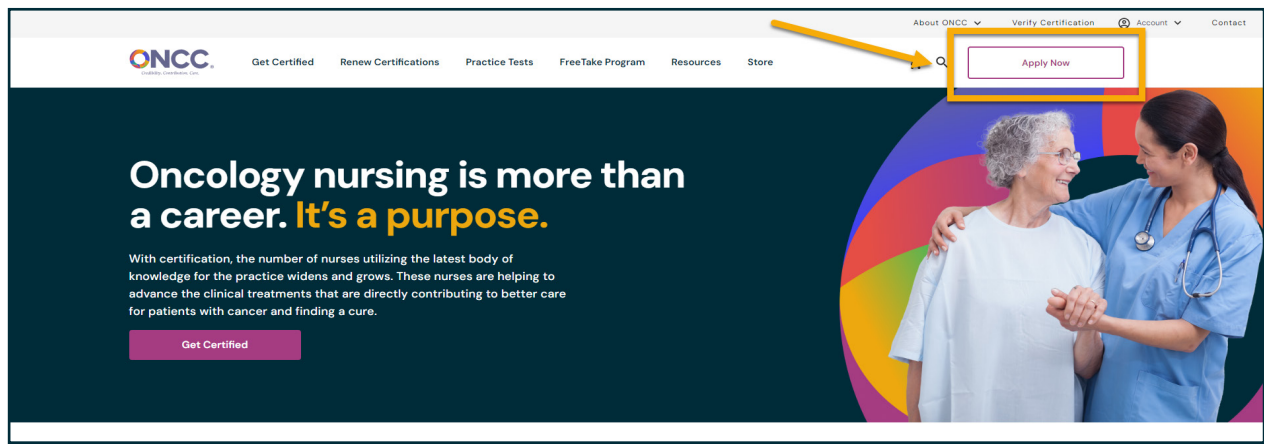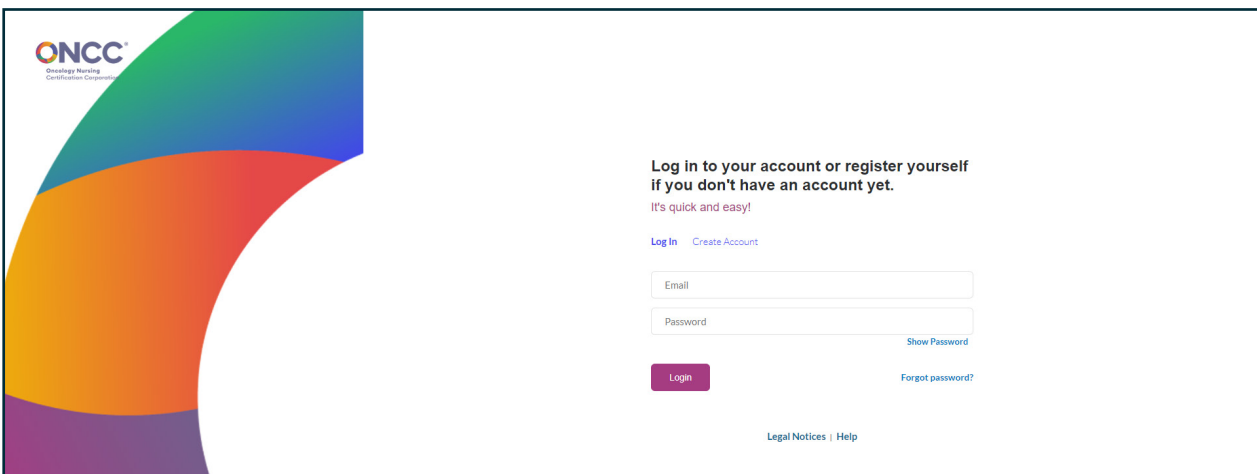# Application Checklist for FreeTake Participants

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 organization.

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.

In Step 2 of the application, all required fields must be completed with accurate and valid information. Please do not enter placeholder text simply to move forward. If you choose to add an entry in either the Continuing Nursing Education section or the Academic Education section, you must fully and accurately enter your completed CE information before proceeding. See example below.

The contact hours must have been provided or formally approved by an accredited provider of continuing nursing education and must be in the specialty of your desired credential. A maximum of 5 (50%) of the 10 required contact hours may be continuing medical education (CME) in the specialty of your desired credential. Click here for a list of acceptable approval bodies/providers of continuing nursing education.

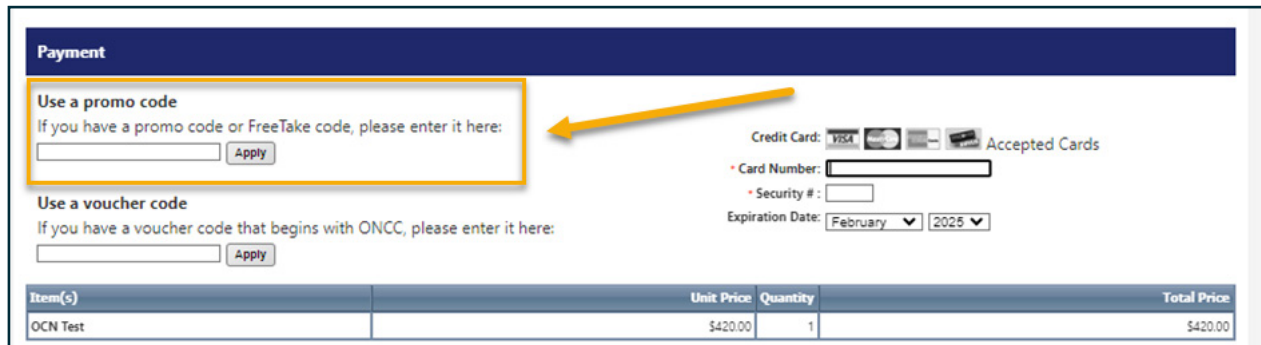Be sure to fill out all fields as requested or use the trash can icon to remove any entry added in error.

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

7. If you are confirmed as eligible to test PSI will send you an authorization to test (ATT) by e-mail. The subject line will read "ONCC Authorization to Test". You will receive the ATT within 4-6 weeks of application. Please check your junk mail/spam folders and add no-reply@psiexams.com to your e-mail safe sender or contacts list. The ATT will be valid for 90 days and provide instructions for scheduling a test appointment. You must schedule an appointment and take the test before the ATT expires, or you will forfeit your testing attempt. Contact ONCC (oncc@oncc.org) if you do not receive an ATT within six weeks of applying to test.

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

ONCC

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