

Using Your ONCC FreeTake Administrator Portal

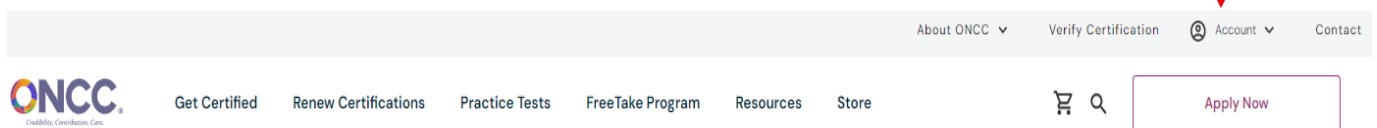
As a FreeTake Administrator you have access to a convenient online portal where you can:

1. Check the number of applicants toward your FreeTake Agreement.
2. Check the status of individuals who have applied to test. You'll be able to see if their application has been submitted, approved for testing, or if they passed the test.
3. Generate FreeTake Discount Codes that allow your candidates to apply online without a fee.
4. Generate ReTake codes for candidates who were unsuccessful on their first attempt.
5. Export data from your portal to help you track and report on your program participation.

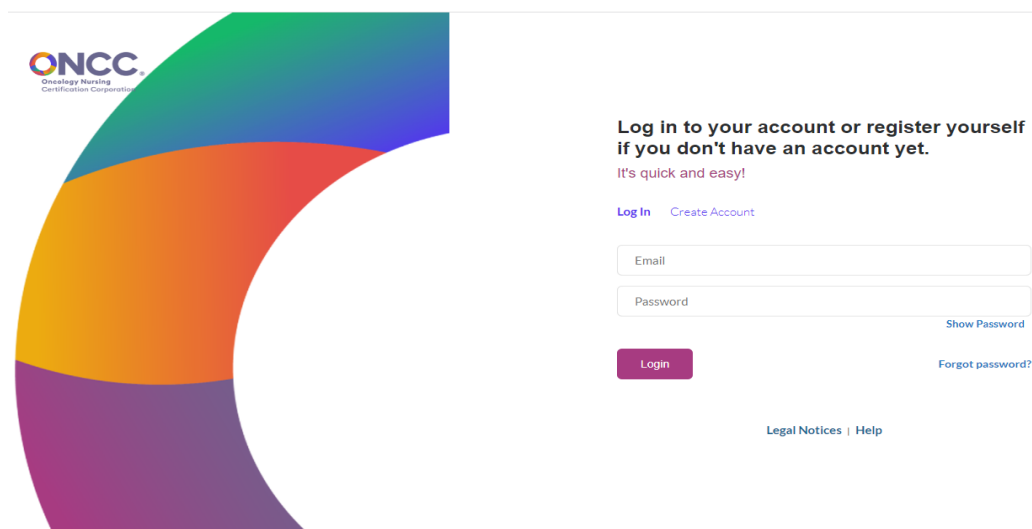
Before generating a FreeTake code, **please ensure that the applicant is prepared to test and meets all eligibility requirements for the examination.** Applicants must complete all required continuing education prior to submitting their test application and be prepared to provide appropriate documentation. Eligibility requirements must be met at both the time of application and examination. Additional information is available at www.oncc.org/get-certified.

Getting Started

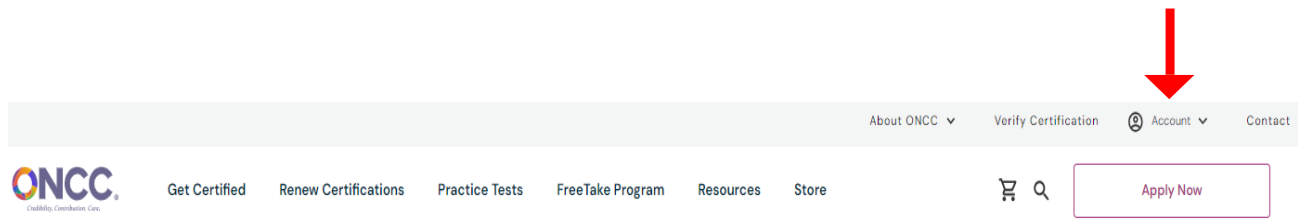
1. Navigate to www.oncc.org and click the Login link near the top right. Hover over the "Account" drop down and select "Login."



2. **Enter your email address and your password.** Note: if this is your first visit to oncc.org or ons.org in recent weeks you may be prompted change your password. Follow the on-screen instructions.

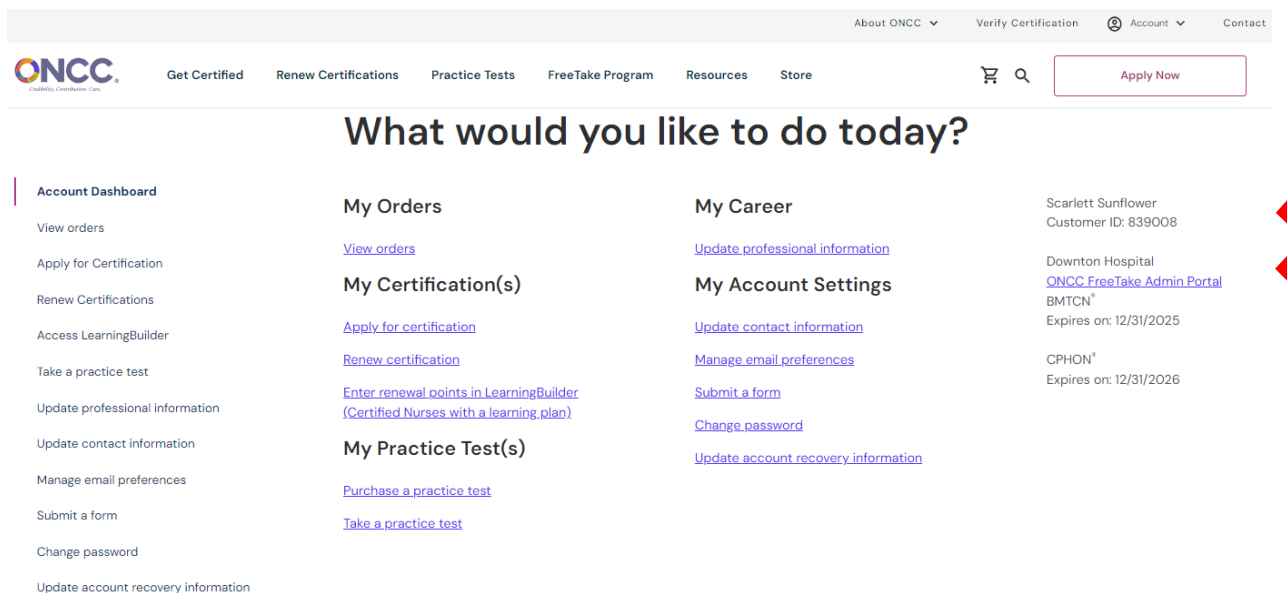


3. **Your Account Dashboard.** After logging in, hover over the Account option and select "My Account". Then you'll be on your Account dashboard page.



4. There's a link to your FreeTake Administrator Portal on the right, under your name. Click the link to open the portal.

Note: If there is no available link to your portal, please contact ONCC.



Your organization's name (and year your current FreeTake agreement started) is at the top of the page. The number of applicants required and the number of applicants submitted are also shown.

Downton Hospital 2025 Free Take Program

Contract Start Date: 02/01/2025

Contract End Date: 02/01/2026

Contract Number of Applicants: 5

Fulfilled Number of Applicants: 2



Number of Test Applicants Required



Number of Test Applicants Submitted

Using Your FreeTake Admin Portal

Track your candidate applications. The Participating Applications area displays the name of each test applicant, test type, application status, the date the application was submitted, test date, action and certification type ID. Use the gray area at the bottom, as a horizontal scroll bar.

Participating Applications

Applicant Name: Status: Certification Type:

Applicant Name	Certification Type	Status	Submitted Date	Test Date	Action	Certification
Lily-test Lavender	Oncology Certified Nurse (OCN®)	Passed	01/26/2025	02/06/2025		1
Annie Active	Blood & Marrow Transplant Certified Nurse (BMTCN®)	Submitted	03/10/2025			8

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What does Application Status mean?

Submitted – the application has been received

Verified – the application has been approved for testing

Scheduled – an Authorization to Test has been issued for the candidate

Passed – the candidate has passed the test

Failed – the candidate has failed the test

ATT Expired –90 days to test has expired; Didn't schedule or take test and time to do so has expired.

No Show – Scheduled appointment, but candidate did not test

FreeTake Discount Codes:

ONCC FreeTake discount codes enable your nurses to apply for a certification test online, without paying the test fee.

You can do the following in the Discount Codes area:

1. Generate discount codes.
2. Check to see if a discount code has been redeemed (and who redeemed it).
3. Assign discount code to a specific person.
4. Email a discount code.
5. Filter the grid to your specifications.
6. Edit or Delete the assignee if you need to make changes.
7. Export the grid to an Excel Spreadsheet.

Discount Codes

Search By:

Assign To Name: Redeemed: Initial or Retake Code: FreeTake Code:

<input type="checkbox"/>	FreeTake Code	Description	Start Date	End Date	Redeemed	Redeemed By	Retake
<input checked="" type="checkbox"/>	5386898941	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	Yes	Annie Active	
<input type="checkbox"/>	0964295333	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		
<input checked="" type="checkbox"/>	5094519816	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		
<input type="checkbox"/>	5214271746	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		
<input checked="" type="checkbox"/>	3514934612	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		
<input type="checkbox"/>	7124174606	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		
<input checked="" type="checkbox"/>	5555419568	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		
<input type="checkbox"/>	3029458423	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		
<input checked="" type="checkbox"/>	9651489609	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		
<input type="checkbox"/>	0805186671	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		

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Generate a Discount Code – click the “Generate New Code” button at the bottom of the page to generate a new code.

A 10-digit code will appear in the Code column on the table of discount codes at the top. The code will automatically be set with a Start Date and an End Date (the dates reflect the 12 month period of your ONCC FreeTake agreement). Codes may only be used between these dates.

Please keep in mind:

- **FreeTake discount codes can be redeemed by anyone.** It’s best to create codes as you need them and give each code to a specific individual. Encourage anyone who has access to the code to keep it secure.
- **FreeTake discount codes can be used one-time only.** Each individual who applies must have their own FreeTake Code.

End Date	Redeemed	Redeemed By	Retake Assignment	Assign To Name	Assign To Email	Actions
2/01/2026	Yes	Annie Active				<input type="button" value="edit"/> <input type="button" value="x"/>
2/01/2026	No			Christina	cmeoli@ons.org	<input type="button" value="edit"/> <input type="button" value="x"/>
2/01/2026	No					<input type="button" value="edit"/> <input type="button" value="x"/>
2/01/2026	No			Brian	bwinfield@ons.org	<input type="button" value="edit"/> <input type="button" value="x"/>
2/01/2026	No			Chantavia	cknight@ons.org	<input type="button" value="edit"/> <input type="button" value="x"/>
2/01/2026	No			marwa	malaouie@ons.org	<input type="button" value="edit"/> <input type="button" value="x"/>
2/01/2026	No					<input type="button" value="edit"/> <input type="button" value="x"/>
2/01/2026	No					<input type="button" value="edit"/> <input type="button" value="x"/>
2/01/2026	No					<input type="button" value="edit"/> <input type="button" value="x"/>

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In the "Action" column administrators can assign FreeTake codes to a designated person and email address. Mark the check box on the far left of the grid, then use the gray scroll bar to move the screen over the right. Indicate the name and email address of your test applicant. Then select "SEND FREETAKE CODE EMAIL" from above the grid.

You also have the ability to "Export" the table data from both the "Discount Code" and the "Participating Applications" sections to an excel spreadsheet.

EXPORT SEND FREETAKE CODE EMAIL

<input type="checkbox"/>	FreeTake Code	Description	Start Date	End Date	Redeemed	Redeemed By	Retake
<input checked="" type="checkbox"/>	7124174606	Downton FT Agreement Initial Use Code	02/01/2025	02/01/2026	No		

Indicate the name and email address of your test applicant. Then, select "SEND FREETAKE CODE EMAIL" from above the grid.

You can also sort the headers in ascending or descending order by clicking within the specific header.

EXPORT SEND FREETAKE CODE EMAIL

End Date	Redeemed	Redeemed By	Retake Assignment	Assign To Name	Assign To Email	Actions
2/01/2026	No			marwa	malaouie@ons.org	
2/01/2026	Yes	Julie Vermeulen		Julie	jvermeulen@oncc.org	
2/01/2026	No			Julie	jvermeulen@oncc.org	

Generate a Retake Code (for candidates who failed the test on the first attempt)

A Retake code can be generated for an individual who fails the test on their first attempt. If the retake option is available under the FreeTake Agreement, a "Generate Retake Discount Code" will appear next to the individual's name in the Participating Applications section. Click the Generate Retake Discount Code button to create the Retake Code.

Participating Applications

Applicant Name: Status: Certification Type: APPLY FILTERS CLEAR FILTERS

EXPORT

Applicant Name	Certification Type	Status	Submitted Date	Test Date	Action	Certi
Julie Vermeulen	Oncology Certified Nurse (OCN®)	Failed	03/25/2025	04/24/2025	GENERATE RETAKE DISCOUNT CODE	1
Annie Active	Blood & Marrow Transplant Certified Nurse (BMTCN®)	Failed	03/10/2025	04/24/2025		8
Lily-test Lavender	Oncology Certified Nurse (OCN®)	Passed	01/26/2025	02/06/2025		1

The Retake code will appear in the Discount Codes table as a Retake Code. It will be listed under the "ReTake Assignment" column, with the name of the test candidate who may use the ReTake code.

Please note that Retake codes can only be used by the candidate who originally failed the test. Retake codes are not valid for use by other candidates.

ReTake codes can be issued up to 120 days after the agreement expiration date for those who had an unsuccessful testing attempt.

The ReTake code will be valid for 180 days after their first testing attempt (failed test) date.

Redeeming Discount Codes

Nurses who are applying to test under your ONCC FreeTake Agreement should enter their code in the Promo Code box during checkout. The code can only be used for the test application fee; it will not apply to ONCC Practice Tests or any other purchases. If successfully accepted, the code will create a \$0 balance in the shopping cart.

We're here to help! Please contact ONCC at freetake@oncc.org if:

- You do not have access to the on-line FreeTake Admin Portal.
- Your portal appears to have incorrect or missing information.
- You need to update your designated administrators.
- You have any questions or concerns.

