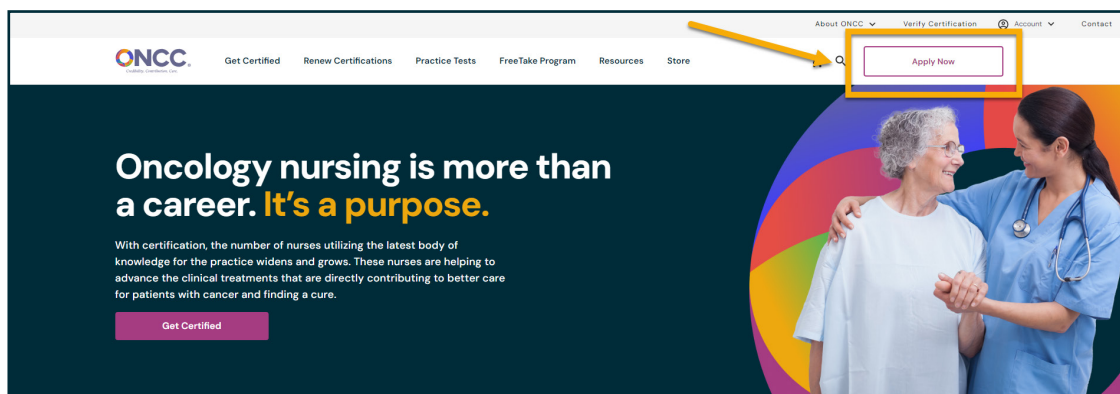


# Application Checklist for FreeTake Participants

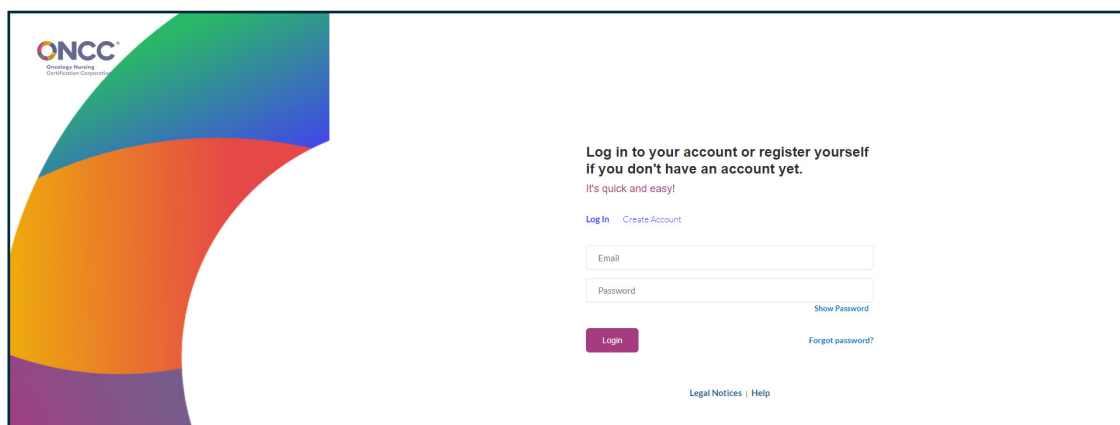
Follow the steps below to submit a certification test application using a FreeTake code. FreeTake codes are one-time only use, and will be generated by the FreeTake Admin at your organization.

**Before submitting your test application, ensure you are prepared to test and meet all examination eligibility requirements.** All required continuing education must be completed prior to application submission. Applicants should retain proper continuing education documentation for verification purposes. Eligibility requirements must be met at both the time of application and examination. Additional information is available at [www.oncc.org/get-certified](http://www.oncc.org/get-certified).

1. Go to [www.oncc.org](http://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.

**Certification Application**

Certification Application for OCN

Please select your test options:

**Standard:** You are applying to take a certification test one time

**DoubleTake:** You are applying to take a certification test, and purchasing a discounted, prepaid second test attempt in case you do not pass the test on the first attempt. An additional non-refundable \$100 will be charged when you submit this application. You must apply for the second attempt within 180 days of the unsuccessful attempt (same credential only). Offer cannot be combined with any other discounts or offers. [Click here for details](#)

**FreeTake:** You are applying to take a certification test under an institution's FreeTake agreement. You must have a valid FreeTake discount code to apply at checkout.

[NEXT](#)

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.

Enter the date as mm/dd/yyyy and should not be a future date.

[Click here to add contact hour information.](#)

	Program Date	Program Title	Approval Organization	Contact Hours	Type
	02/11/2025	Example CE	Example Provider name	5	CNE/NCPD
	11/16/2025	2nd Example CE	Example Provider name	5	CME

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

**Payment**

**Use a promo code**  
If you have a promo code or FreeTake code, please enter it here:

**Use a voucher code**  
If you have a voucher code that begins with ONCC, please enter it here:

Credit Card: Accepted Cards  
Card Number:   
Security #:   
Expiration Date:

Item(s)	Unit Price	Quantity	Total Price
OCN Test	\$420.00	1	\$420.00

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](mailto: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](mailto: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](mailto:oncc@oncc.org) or call toll free at 877-769-ONCC.