ONCC
FreeTake
FUNDAMENTALS

PLEASE KEEP THIS FOR YOUR RECORDS.

FIND IT FAST

ONCC. ®

**Oncology Nursing
Certification Corporation**
Credibility. Contribution. Care.

About ONCC

The Oncology Nursing Certification Corporation (ONCC) is a non-profit organization whose mission is to promote health and safety by validating competence and ensuring life-long learning in oncology nursing and related specialties. Learn more about ONCC at *www.oncc.org*.

Accreditation—The National Commission for Certifying Agencies (NCCA) is an independent organization that has identified the essential components of a national certification program. All ONCC examinations are NCCA accredited.

What is certification?

Nursing certification is a process to validate a registered nurse's qualification and knowledge of a specific area of nursing. To become certified, a nurse must meet minimal competency standards, as set by the agency that grants the certification. One purpose of nursing certification is to promote public safety. Certification assures the public that a certified nurse has completed all criteria required for a specific credential. Another purpose of certification is to promote the development of specialty areas of nursing by establishing minimal competency standards and recognizing those who have met those standards.

WE'RE HERE TO HELP

412.859.6104 (phone)
877.769.ONCC (toll free)
oncc@oncc.org • www.oncc.org

ONCOLOGY CERTIFIED NURSE (OCN®)
Basic level certification in adult oncology nursing

CERTIFIED BREAST CARE NURSE (CBCN®)
Specialty certification that covers the continuum of breast care nursing practice

CERTIFIED PEDIATRIC HEMATOLOGY ONCOLOGY NURSE (CPHON®)
Basic level certification in pediatric hematology oncology nursing

ADVANCED ONCOLOGY CERTIFIED NURSE PRACTITIONER (AOCNP®)
Role-specific advanced certification for nurse practitioners in adult oncology

BLOOD & MARROW TRANSPLANT CERTIFIED NURSE (BMTCN®)
Specialty certification that addresses blood and marrow transplantation nursing in adults and children

2024 Testing Fees | $300 - ONS/APHON Member
$420 - Nonmember

Benefits of Certification

- provide patients with experienced nurses
- provide care for an aging population at greater risk of developing cancer
- retain qualified nurses by contributing to job satisfaction by supporting certification
- distinguish your facility in the healthcare market
- gain distinction by the American Nurses Credentialing Center's Magnet Recognition Program™, the Association for Community Cancer Centers Standards for Cancer Programs, and others.

Administrator Responsibilities

1. **Read the Test Registration Manual.**
   Familiarize yourself with the ONCC processes so that you are able to answer basic questions about ONCC certification and the application, studying, and test processes.
   Download it here: www.oncc.org/resource-center/prepare

2. **Notify ONCC if an employee leaves the organization.**
   You must notify ONCC via email if an employee leaves your organization so we can cancel the application. Note: A test cannot be cancelled less than 2 business days prior to the test appointment.

3. **Pay invoices.**
   You are responsible for ensuring invoices are paid on time. You will receive an invoice monthly for all tests passed the previous month.

4. **Achieve a 50% pass rate.**
   Your organization must have a 50% pass rate to renew your contract the following year.

5. **Keep contact information up to date.**
   If a FreeTake administrator needs to be added or removed, email *FreeTake@oncc.org* with the necessary changes. For example: the new contact name, phone number, and professional email address.

To expedite processing of test applications, please follow these steps:
- Ensure that your nurses have submitted proof of their Continuing Education as an attached document to their test application.
- If the candidate hasn't received an ATT or been contacted by ONCC Customer Service within 4 weeks of submitting an application, encourage them to contact ONCC Customer Service.
- **Second testing attempts:** Generate ReTake codes for your nurses. Candidates applying for a retake through the program must use a ReTake code generated by an administrator using the online portal. FreeTake codes are one-time use.

Application Submissions: Best Practices

1. **Test candidate completes the application online.**
   The application must be completed by the test candidate in their ONCC account, using Google Chrome as their web browser. Candidates can log into their account at *www.oncc.org*. Once successfully logged into the account, go to "My Account" and then select "Apply for certification". Choose the type of certification to apply for. Then select the test option. <u>Be sure to select FreeTake on the first screen of the online application</u>.

2. **Follow the application instructions.**
   All required fields must be completed.

3. **When checking out:**
   In the checkout section of the application, enter the FreeTake code in the promo code box. The fee should be reduced to $0. <u>Please note: FreeTake codes are one-time-use</u>.

4. **Watch for the Authorization to Test (ATT) email.**
   An email will be sent to the test candidate with an almost-immediate 90-day test eligibility period assigned to the candidate. The test candidate must schedule an appointment and take the test within the 90-day period. Please note, processing of the application may take up to four weeks. If the test candidate has not heard from ONCC four weeks after applying, encourage the candidate to reach out to ONCC Customer Service.

What counts as a test attempt?

Passing the test

Failing the test

Not showing up for a test appointment

Not cancelling a test appointment

Not making a test appointment (allowing the ATT to expire)

Test Candidate Responsibilities

1. **Read the Test Registration Manual.**
   The Test Registration Manual contains important information for studying, including the test content outline and the test reference list. The manual also outlines the eligibility criteria, policies, and procedures on test day.

   Download it here: *www.oncc.org/resource-center/prepare*

2. **Follow the application instructions and apply when ready to test.**
   Apply online at *www.oncc.org*. Enter the FreeTake discount code in the promo code box during checkout. Incomplete applications cannot be submitted or processed.

3. **Check email for Authorization to Test (ATT) within 4 weeks of applying.**
   The ATT will be sent from *oncc@oncc.org* and will give the candidate an assigned 90-day eligibility period. If a test candidate has not heard from ONCC after four weeks of applying, the candidate should contact ONCC Customer Service. Can't find the ATT? Check the spam/junk folder.

4. **If test candidate fails the test, submit a new test application.**
   Each testing attempt requires a new application. Candidates are permitted to test one time per 90-day eligibility period. If reapplying via FreeTake, please obtain a ReTake code from your employer prior to completing your new test application. In the checkout section of the application, you will enter your FreeTake ReTake code in the promo code box. The fee should be reduced to $0. Please note: FreeTake codes are one-time use only.

IMPORTANT!
For privacy reasons, ONCC will not discuss the details of a test candidate's application with anyone but the test candidate.

Policies

Test Candidates testing through the ONCC FreeTake Program must adhere to all ONCC policies. The institution must follow the rules set forth in the ONCC FreeTake Letter of Agreement. Please note, this list of policies is not all inclusive. See additional policies at *www.oncc.org/policies*.

Pass Rate
- The organization must have a 50% pass rate to sign on to a new contract the following year.

Transfers
- Individuals who wish to transfer to a later test date within the institution's agreement period must submit a transfer form (found at *www.oncc.org/testing-and-renewal*) and pay the $100 transfer fee.
- If a candidate transfers to a date beyond the FreeTake agreement period, the candidate must pay the test fee and the transfer fee before they can test.
- No transfers are permitted on the second test attempt.

No-Show Test Candidate (Absent Penalty)
- If a test candidate fails to show for a scheduled test appointment, the candidate will be granted an absent penalty, and it will count as one of the two test attempts.
- If a test candidate fails to show for a second test attempt, the candidate will have no further test attempts under the FreeTake agreement.

ATT (Authorization to Test) Expired
- If a test candidate allows their ATT to expire without making a test appointment, it will count as one of the test attempts.
- If a test candidate allows their ATT to expire without making a test appointment on the second attempt, the candidate will have no further test attempts under the FreeTake agreement.

Attempts
Each test candidate is granted up to two attempts through the FreeTake Program. See table on page 5 to see what counts as an attempt.

Invoices

Invoices must be paid within 45 days of receipt. Failure to pay invoices within this time may jeopardize participation in this program. If your institution has forms that must be completed by ONCC, please have them sent to *freetake@oncc.org* before your first invoice is sent. You will only receive an invoice when someone passes the test. If your institution provides less than 5 candidates at the end of the agreement period, your institution must pay for the remaining test candidates at the prevailing member rate per candidate.

GLOSSARY

APHON	Association of Pediatric Hematology Oncology Nurses - Members of APHON pay the discounted member fee.
Attempt	Nurses testing through the FreeTake Program receive up to two attempts to test through the program. (See Page 5 for what counts as an attempt.)
ATT	Authorization to Test, an email sent to the test candidate that assigns a 90-day eligibility period for the test candidate to schedule and take a test.
Nursing Practice	For the purposes of ONCC certification, nursing practice may be in: clinical practice, research, nursing administration, consultation, or education. To qualify as nursing practice, the role must indicate that it may be filled by a registered nurse.
ONS	Oncology Nursing Society - Members of ONS pay the discounted member fee.
PSI	ONCC's testing vendor.
Test Registration Manual	The manual that contains the test content outline, test reference lists, important testing information, and policies. Available at *www.oncc. org*.
Test Content Outline	An outline that describes the content areas of each certification test and how they will be weighted. Available in the *Test Registration Manual.*
Testing Accommodations	ONCC will provide reasonable accommodations for test candidates with disabilities that are covered under the Americans with Disabilities Act (ADA), as amended. Additional information available in the *Test Registration Manual.*
W-9	A tax form that your institution may require from ONCC. To request, email *freetake@oncc.org*.

STUDY TIPS

Share these important resources with your nurses:

- Practice tests, both free and for-purchase ● *www.oncc.org/practice-tests*
- Sample test questions ● *www.oncc.org/resource-center/prepare*
- Test tips (check ONCC's Facebook bi-weekly for a new test tip) ● *www.facebook.com/ oncologycertification*
- List of review courses[†] ● *www.oncc.org/review-courses*
- List of acceptable continuing education providers ● *www.oncc.org/resource-center/ce*

[†]*Use of any ONCC recommended resource does not guarantee passing the certification test. Review courses are not provided by ONCC.*