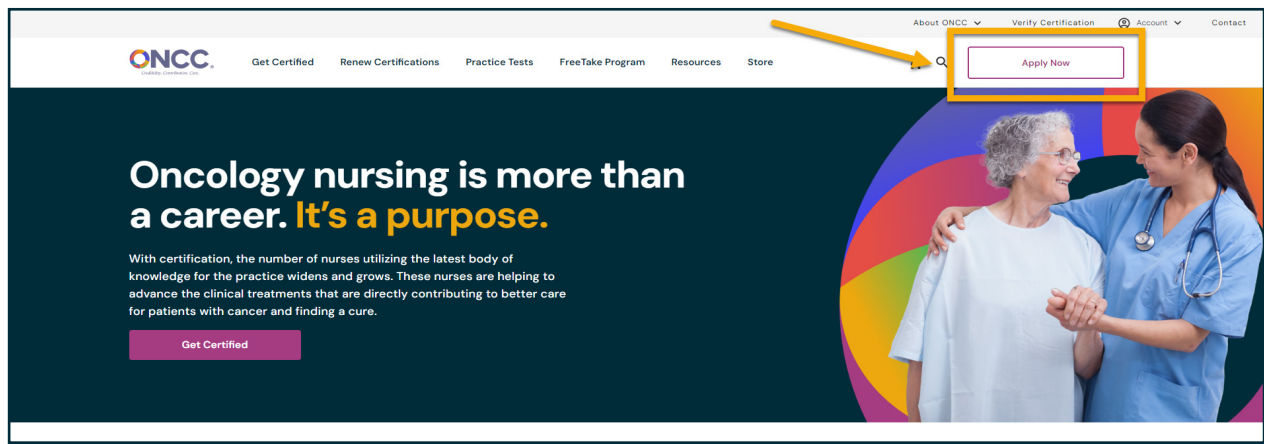


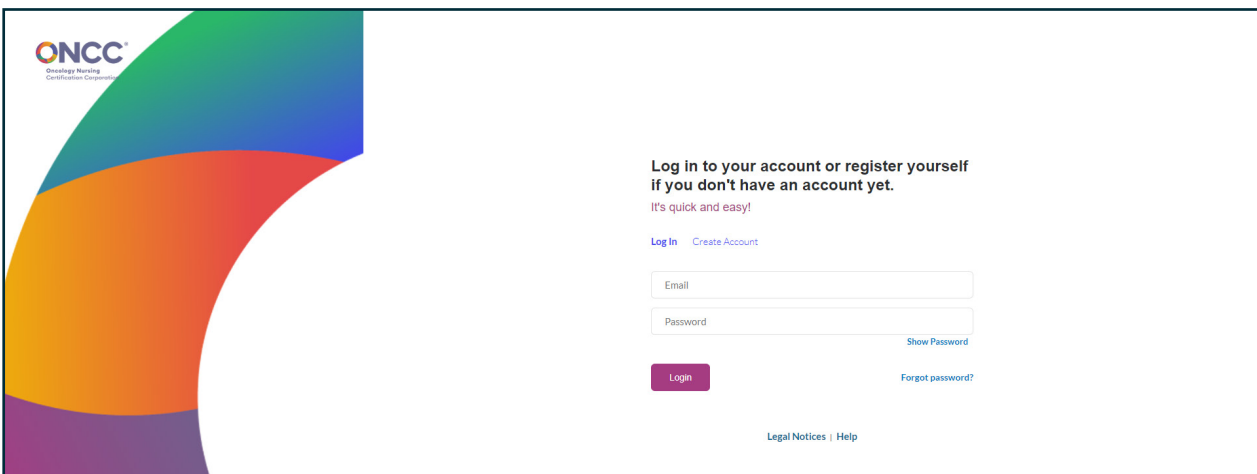
# Application Checklist for FreeTake Participants

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](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.

5. Follow the on-screen instructions and complete all required fields to progress through the application.

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. Once your application is submitted, you will receive an auto generated email confirmation. At that point, if we have any questions or need additional information, someone from our office will contact you. Otherwise, you will receive your Authorization To Test (ATT) within 2-4 weeks of the date it was submitted. If you do not receive your ATT within 4 weeks of the submission date, please contact ONCC customer service at 877-769-ONCC.

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.