GENERAL Online Application Instructions:

**Step 1:** Login or Create a user account from the homepage.
- **Existing Users:** Please contact us at 800.875.4404 if you need assistance with your username and password. Creating a duplicate account may delay your scheduling.
- **New Users:** Click on “Create Account”. You will need to create a username and password and complete the required fields.

**Step 2:** After you login or create a user account, click on “Get Certified”.

**Step 3:** Select the discipline for which you want to apply.

**Step 4:** Review the information related to your discipline and then Click “Apply for Certification”.

**Step 5:** Complete the application.

SPECIFIC Online Application Instructions:

**Section 1:** The Registration/User Account section is completed when you login or create your user account.

**Section 2:** Complete this section with your personal information (race, gender, and date of birth are optional).

**Section 3:** If you have not confirmed your email address with NCCT, click the link to begin the email verification process.

**Section 4:** Select the route of eligibility that pertains to you. If you are a current student, meaning you have not yet received your documentation of program completion, select “yes, I have a test site code from my school or facility.”

**Section 5:** Current students will be asked to provide a test site code (your school is an NCCT approved test site) or provide the Student Verification Form (your school does not host NCCT exams on site). Select your test date from the calendar (current students) or provide the name, location, and test date if applying by any other eligibility route.

**Section 6:** Identify if you are an Instructor by selecting “Yes” or “No”.

**Section 7:** Review the Non-Discrimination and ADA Accommodation section and select “Yes” only if you require ADA accommodations. See page 8 of the NCCT Candidate Handbook for required documentation when applying for an accommodation. The Candidate Handbook is located in the Forms/Docs page of the NCCT website.

**Section 8-10:** Read thoroughly and check applicable boxes.

**Section 11:** If an NCCT Customer Service Representative assisted you with your application, select their name from the drop box. If your school is to be billed for the exam, enter their billing code. Otherwise, NCCT accepts Visa and Mastercard for payment. Click “Submit Application”.

**NOTE:** After submitting your application, a message will display confirming your application submission and detailing additional documentation needed. If applying as a current student, you will not need to provide this documentation until you have received it. All other routes must provide this documentation before NCCT will schedule their exam.