**READ ENTIRE CONTRACT before signing**

**Personal Information:**

***Information is required – missing information will stall CPPN confirming your participation in the program.***

First Name: Click here to enter text.

Last Name: Click here to enter text.

Employee ID #: Click here to enter text.

Title: Click here to enter text.

Department Name: Click here to enter text.

Work Phone Number: Click here to enter text.

Personal Phone Number: Click here to enter text.

Work E-mail address:Click here to enter text.

**Permanent (Home) Mailing Address:**

Street: Click here to enter text.

City: Click here to enter text. State: Click here to enter text.

Zip: Click here to enter text.

ONCC Certification Exam Applying for: Click here to enter text.

***This program does not cover any other certifying body or exam such as ONCB, ANCC, AAACN – CCRN, etc.***

Email form to HS-CPPN@ucdavis.edu or bring in person to 4900 Broadway, Suite 1630.

**ONCC FreeTake™**

**Program Employee Contract**

This Contract for the Oncology Nursing Certification Corporation (ONCC) FreeTake™ Program is made between the person listed below, hereafter referred to as “Nurse”, and UC Davis Health, Center for Professional Practice of Nursing, hereafter referred to as “CPPN”, is for participation in the ONCC FreeTake™ Certification Program.

**If you have not registered for the exam by the expiration date, your contract will expire and you will need to resubmit a new contract**.

**Do not complete this contract if you are not ready to register for your exam.**

Nurses who miss a scheduled appointment to take their exam or allow their permit to lapse without scheduling an exam and without contacting ONCC are considered unexcused instances and will be charged the cost of the exam.

View ONCC-provided certifications:

[www.oncc.org/certifications](http://www.oncc.org/certifications)

ONCC provides free practice tests to help you prepare:

[www.oncc.org/practice-tests](http://www.oncc.org/practice-tests)

CPPN does not administer any ONCC exam or their website. All inquiries concerning an exam should be directed to ONCC.

**Expiration Date of Contract:**

**October 1, 2024**

**Contract Agreement – Responsibilities of the Parties – *Read carefully***

**The nurse agrees to:**

1. Enroll as an applicant for an Oncology Nursing Certification Corporation (ONCC) certification exam, using the unique ID code provided by CPPN, during the period of this Contract, hereafter referred to as “Contract Period.”
2. The nurse will complete a certification exam application through ONCC.
* ***If the Nurse registers for the exam and is unable to meet the terms of this Contract by completing the processes to take the exam (successful or not), CPPN will charge for exam, regardless of a pass or fail outcome as outlined below.***
* If the nurse passes the exam, then the exam fee will be charged at that time to the credit card listed.
* If the nurse is unsuccessful, one additional opportunity to re-take the same exam at no additional cost per Contract Period. Nurse must contact CPPN for a new unique ID code for second attempt.
* If the nurse passes the second time, then the exam fee will be charged at that time to their credit card.
* If the nurse does not pass the second time, within the contract period, the nurse will not be charged.
* ***A nurse who registers for but does not take the exam in the selected window for any reason will forfeit one opportunity to take the exam.***
1. The Nurse will provide a valid credit card to CPPN to be charged. All credit card information will be kept confidential and shredded after payment is received. Once credit card information is received, the unique ID code will be given (in-person or to UC Davis email address).
2. CPPN will supply a unique ID code to use when registering for the exam upon receipt of this signed contract and valid credit card information.

# Do NOT apply for the exam until you have received your Unique ID Code from CPPN. If you register and pay for the exam, ONCC will not allow you to change to the FreeTake™ Program.

Examination Fees will be charged per ONCC current fee schedule, which may be different than the fees listed below.

As of January 1, 2023, the current fees are as follows (however, view oncc.org to determine current fee):

* $300.00 ONS/APHON Member Fee
* $420.00 Nonmember Fee

**Credit Card Information**

Please bring contract and credit card to CPPN, or email form to CPPN and call with credit card information.

* Credit Card Information will be kept confidential and only charged when the nurse passes the exam or fails to complete within the contract limits.
* If the credit card becomes invalid prior to being charged it is the credit card holder’s responsibility to contact CPPN and update credit card information.

**Contract will not be valid until credit card information has been received.**

By signing below, I agree to register for the exam prior to October 1, 2024 and agree to pay fees as stipulated in this contract.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature maybe either hand sign or electronically signed and dated)

Signature of CPPN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Instruction Sheet and Code emailed/hardcopy given to employee. Date: Initials:*

Email form to HS-CPPN@ucdavis.edu or bring in person to 4900 Broadway, Suite 1630.