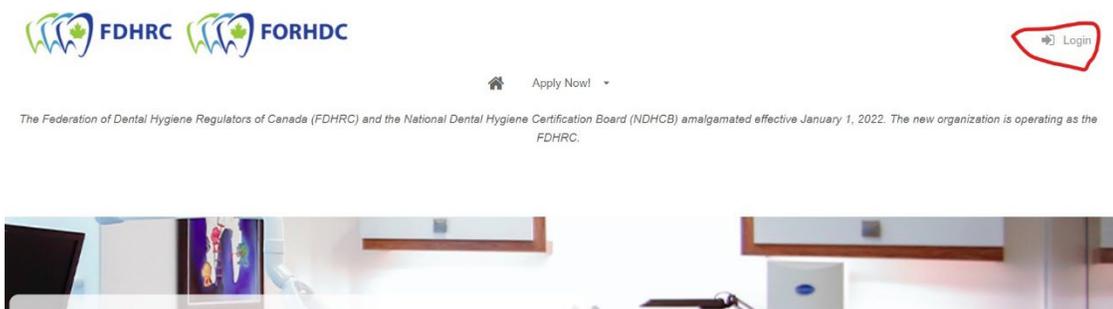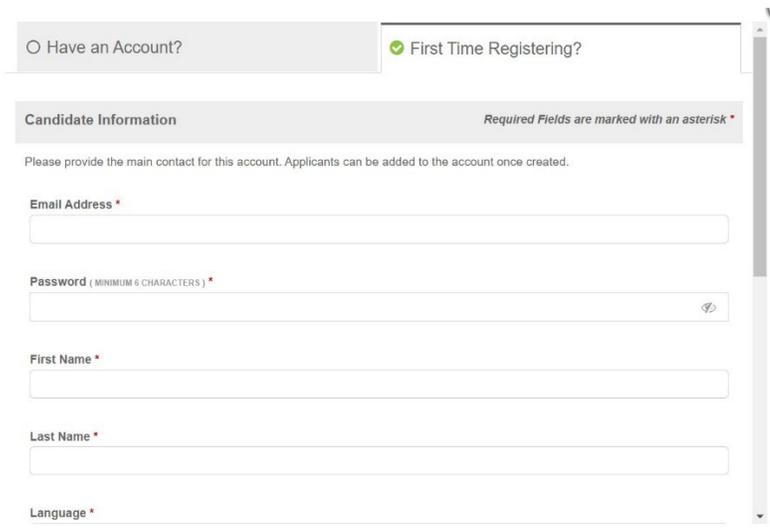# Applying for the NDHCE
New Applicants

1. Select login at the top right of the page.

2. Select "First Time Registrant" and complete all fields and check off communications preferences.
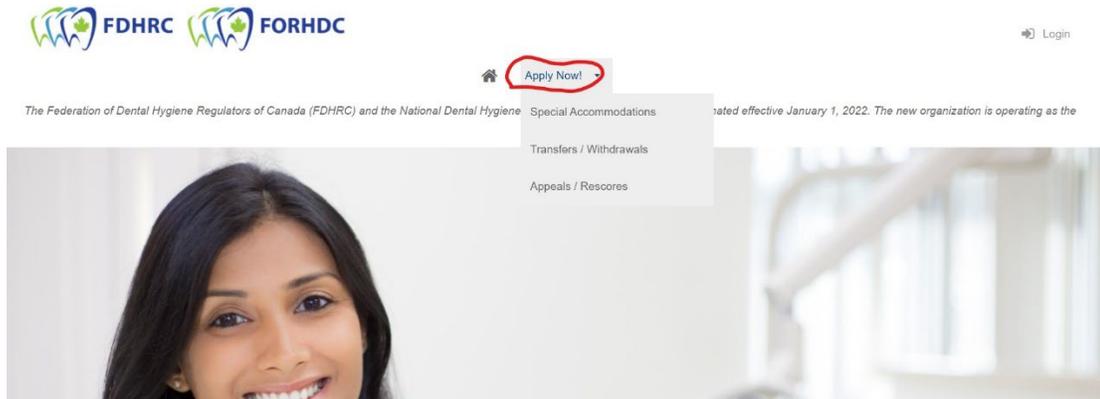

Note: *The FDHRC communicates exclusively via email with candidates about their exam application status, testing accommodations, exam booking, etc.*

3. You will need to verify your email account. To do so, go to your email and click on the link in the verification email. This will take you back to the main page.
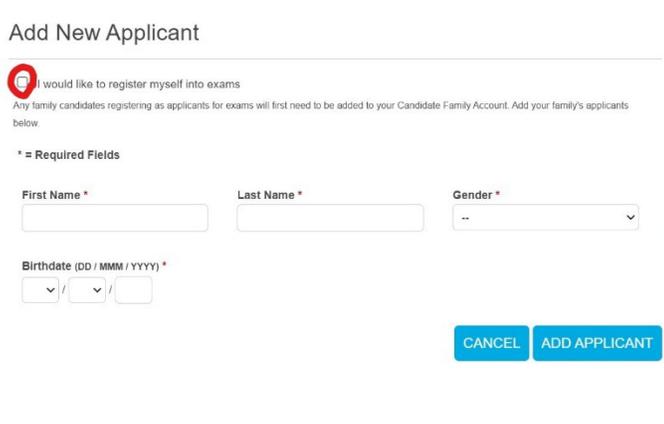
4. Select Apply Now!

5. On the next page, select your Candidate Type, Writing Province, and Writing Preference*. Then hit the Register button.
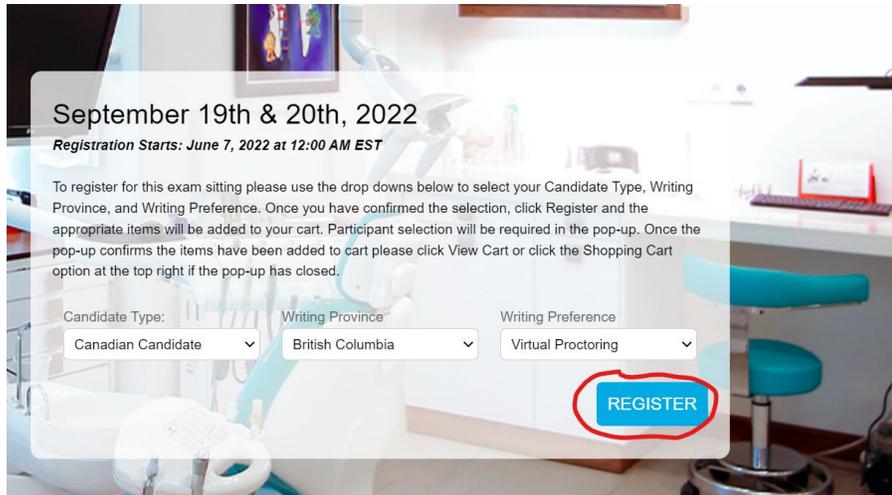
Note: *there is a* limited number of seats available at testing centres *for the September 2022 NDHCE. Choosing "Test Centre" does not guarantee that a test centre will be available.* If a test centre cannot be found, you will write via virtual proctoring.

6. The first page of the registration process will open. At the top check off "I would like to register myself into exams" and click the Add Applicant Button at the bottom.

7. Next select the city/area you will be writing from the drop down menu and click Next.
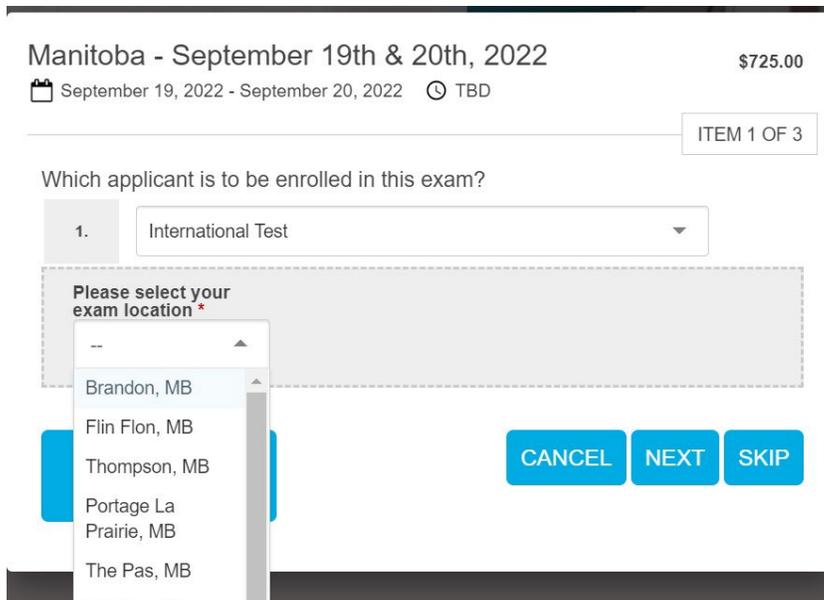
8. Confirm you are purchasing the exam application for yourself and click Next.

9. Select view cart to complete the application and pay for it. Note: At this point your application has not been submitted and is considered incomplete.

10. This will take you to your cart and the rest of the application that must be completed. Under the Additional Information section, complete the information required.

11. Once you have provided all the additional information. Select Billing Information. Fill in your full contact information, including address.
    a. If the credit card you are using is not in your name, you will need to check off the box at the top (yellow highlight) and enter the billing information (name and address for person on the credit card) in full as well as your contact information.
    b. Once the information is filled in, select the "Create Address/Create Now" button.

12. Next accept the FDHRC application policy (or policies). Read, type your name and hit accept.

13. Finally, section 3 – Payment Information. Select it and select 'Pay by Credit Card'. Once you provide all the information hit 'Pay Now' and the registration will be processed. After it is processed a new screen will show with your invoice number and information about your registration. Note: You will book your exam date and time later in the summer, after the application period has closed.