Applying for the NDHCE

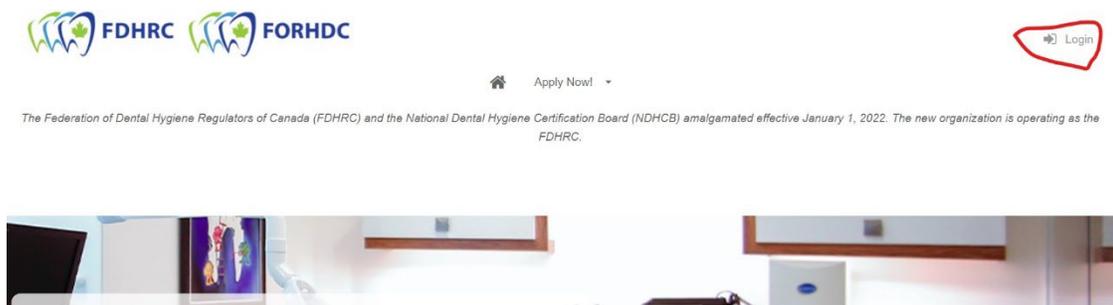## Applicants who have previously applied for the exam

Please select one of the following options to ensure you follow the correct steps:

1. My last attempt at the NDHCE was ON/AFTER September 2022 exam.

2. My last attempt at the NDHCE was BEFORE September 2022 exam.

STEPS IF YOU HAVE TAKEN THE NDHCE ON/AFTER SEPTEMBER 2022

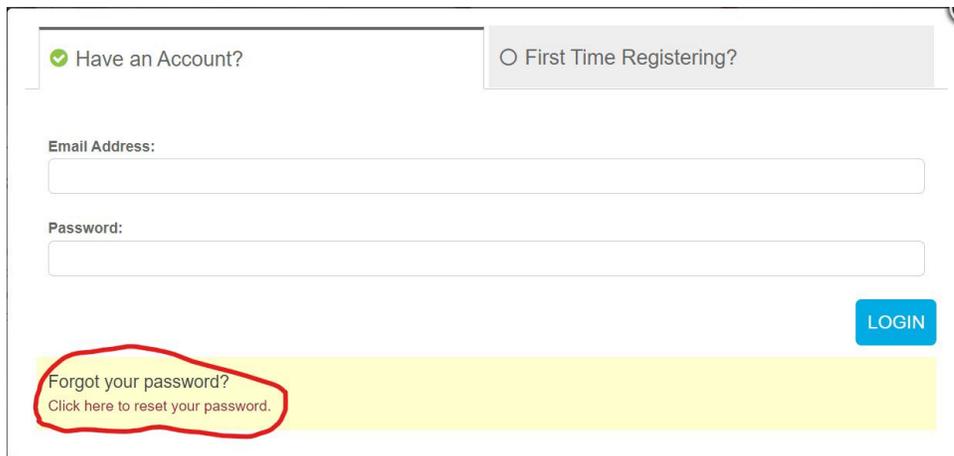1. Select login at the top right of the page.

2. The account login box will open. You can use the same email address and password that you used when you registered for the September 2022 NDHCE.

3. Once logged in, select Apply Now! And follow the same process you did to register in September 2022. You can follow the steps below (starting at Step 4) if you need further assistance.
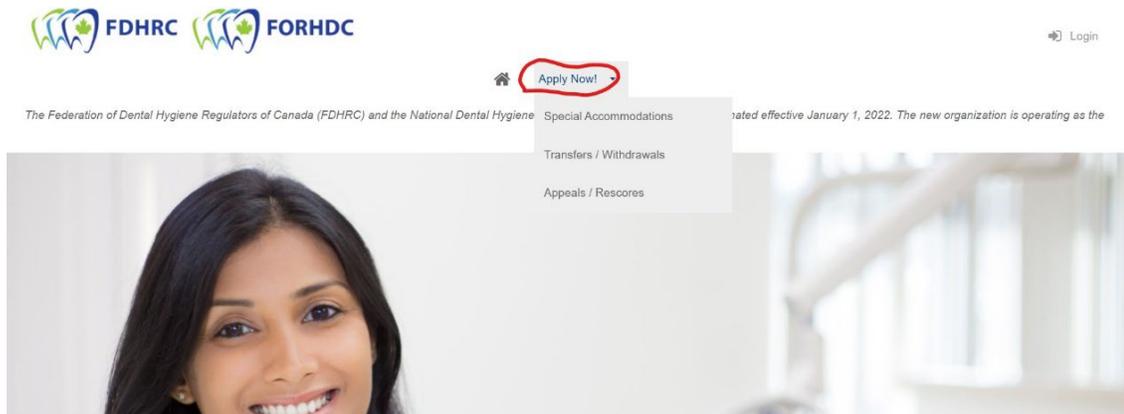
NOTE: *If you do not remember your password you will need to select "Forgot your password". Enter your email address into the text box and hit "Resend Password". You will receive a password reset email. Follow the instructions in it.*

IMPORTANT: *If you receive an error message saying your email address cannot be found, but you previously applied for the September 2022 exam DO NOT PROCEED. Please contact us at exam@fdhrc.ca before trying to register further.*

STEPS IF YOUR LAST ATTEMPT AT THE NDHCE WAS BEFORE SEPTEMBER 2022

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

2. The account login box will open. Select "Forgot your password". Enter your email address into the text box and hit "Resend Password". You will receive a password reset email. Follow the instructions in it.
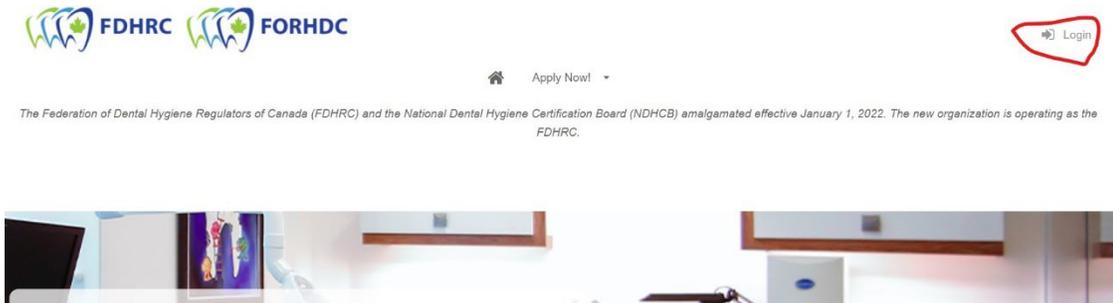

Note: *If you receive an error message saying your email address cannot be found, but you have previously applied for the exam, please contact us at exam@fdhrc.ca before proceeding.*

3. Select Login at the top of the page again. Enter the information then once logged in, select Apply Now!
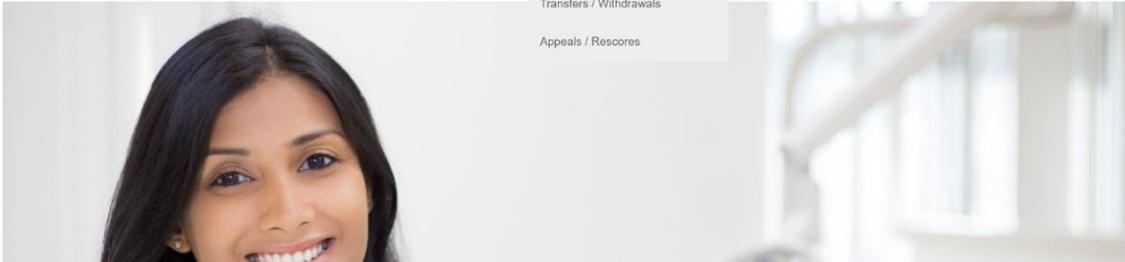
4. On the next page, select your Candidate Type, Writing Province, and Writing Preference*. Then hit the Register button.

September 19th & 20th, 2022
Registration Starts: June 7, 2022 at 12:00 AM EST

To register for this exam sitting please use the drop downs below to select your Candidate Type, Writing Province, and Writing Preference. Once you have confirmed the selection, click Register and the appropriate items will be added to your cart. Participant selection will be required in the pop-up. Once the pop-up confirms the items have been added to cart please click View Cart or click the Shopping Cart option at the top right if the pop-up has closed.

Candidate Type: | Writing Province | Writing Preference
Canadian Candidate | British Columbia | Virtual Proctoring

REGISTER

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.*

5. 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.

Add New Applicant

I would like to register myself into exams

Any family candidates registering as applicants for exams will first need to be added to your Candidate Family Account. Add your family's applicants below.

* = Required Fields

First Name *

Last Name *

Gender *
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Birthdate (DD / MMM / YYYY) *
-- / -- /

CANCEL   ADD APPLICANT

6. Next select the city/area you will be writing from the drop down menu and click Next.

Manitoba - September 19th & 20th, 2022 $725.00

September 19, 2022 - September 20, 2022   TBD

ITEM 1 OF 3

Which applicant is to be enrolled in this exam?

1.   International Test

Please select your
exam location *

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Brandon, MB

Flin Flon, MB

Thompson, MB

Portage La
Prairie, MB

The Pas, MB

CANCEL   NEXT   SKIP

7. Confirm you are purchasing the exam application for yourself and click Next.

8. 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.

9. 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.

10. 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.

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

12. 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.

SPECIAL NOTE FOR 'NO COST TRANSFERS' FROM SEPTEMBER 2022 ONWARD
If you are a No Cost Transfer from the previous administration, you will still need to complete the full application and all steps as outlined in this document. The exam cost will show as $0 though. If it does not show as $0 contact us at exam@fdhrc.ca before proceeding.