Register as a New Candidate

Individuals must be registered as candidates before NIMS online theory tests may be accessed. Registration is required only once per person.

1. Go to www.nims-skills.org and click Log in / Register in the top-right corner.

2. Click the Create an Account button.

3. Using the drop-list menu, select the candidate role, then click proceed.

4. Complete all fields on the Candidate Registration page, then click next.

5. Complete all fields listed below, then click next.
   a. Organization Name – The name of your affiliated school or company
   b. Student ID – Skip if not applicable.
   c. Job Title – Skip if not applicable. High school/college students may enter student.

6. All fields are required on the page requesting date of birth and more; however, prefer not to say may be selected for specific fields. Complete all applicable fields then click next.

7. Complete all fields, then click next.
   a. For how are you connected with NIMS, high school/college students select educational institution.

8. Click I’m not a Robot, then submit.

9. A registration confirmation will be emailed to the candidate and at this time, the candidate may log into the NIMS website. NOTE: The candidate still needs to pay
the $40 registration fee before any tests may be accessed.

To pay the registration fee, the candidate should:

a. Go to www.nims-skills.org and click Log in / Register.

b. Enter his or her username and password, then click login.

c. On the welcome screen, select the Testing Center option.

d. The next page will provide a payment screen. At this time, the candidate will enter credit card information or select the use account code option if a code has previously been arranged.

   Once payment info is entered, click submit payment.

e. Review the order for accuracy, then click pay registration fee.

   The fee is now paid. A receipt will automatically be emailed to the candidate. To print a receipt, click the printer friendly version button.

   Click back to view your Order History and continue using the website.