

Fees & Payment Options

Fee	Amount
Candidate Registration	\$40 per candidate
Level I Theory	\$35 per exam, per candidate
Level II Theory	\$50 per exam, per candidate
Level III Theory	\$50 per exam, per candidate

Option 1: Pre-Pay	1. Calculate expected candidate registration costs. 2. Calculate expected theory exam fees. 3. Prior to theory testing: submit payment via check, credit card, or purchase order. (see below)
> Check	1. Mail check to NIMS. 2. NIMS will put funds into an account identified by a 4-digit code. A NIMS rep will contact the organization POC and sponsor(s) with the code. At this time the code may be used.
> Credit Card	1. Call NIMS office with credit card ready. 2. A NIMS rep will put funds into an account identified by a 4-digit code and provide that code. At this time the code may be used. 3. A NIMS rep will email a receipt.
> Purchase Order (PO)	1. Send POs NIMS electronically by visiting the <i>PO Upload Portal</i> at https://goo.gl/bVTc6u. 2. Complete all fields, attach your PO file, and click submit. 3. A NIMS rep will email an account code that can be used to pay fees. An invoice will also be sent.
Option 2: Pay On-Screen	When registering candidates or administering theory exams, have a credit card ready for on-screen payment. The payment screen will require the credit card type, card number, expiration date, and full billing address.