Register 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, then click next.

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

6. All fields are required on this page; however, prefer not to say may be selected for each field. Complete all fields on this page, 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. (see the following note)

NOTE: The candidate still needs to pay the $40 registration fee before any tests may be accessed.

To pay the 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 done to purchase tests or log out.