



**MROCC Certification  
is Valid for SIX Years**

## INITIAL MRO CERTIFICATION APPLICATION

### COMPLETING THE APPLICATION

1. The Medical Review Officer Certification Council (MROCC) stresses careful and thorough completion of the application form. Applications received without full documentation and payment will not be processed.
2. The completed application, supporting documentation and full payment of examination fee must be in the MROCC Office 14 days prior to examination date. If the application is submitted after this date you must include a \$25.00 late fee in addition to the \$495.00 examination fee.

### REQUIREMENTS FOR CERTIFICATION

1. Graduation from a U.S. medical school, a school of osteopathic medicine, or a foreign medical school acceptable to the MROCC Board
2. Current medical licensure (M.D. or D.O.) to practice in the locale in which you reside
3. Evidence of completion, during the 24 month preceding the certification examination, of a minimum of 12 category 1 CME credit hours of approved onsite MRO training covering the examination content areas. Onsite MRO courses sponsored by ACOEM, ASAM and AAMRO are eligible.

### DOCUMENTATION TO BE SUBMITTED WITH THE CERTIFICATION APPLICATION

1. Photocopy of current medical license(s)
2. Photocopy of a certificate of completion from an approved MRO training course if the training is not being taken immediately preceding the MROCC examination.
3. Application/Examination fee payment of \$495 (MROCC's Tax I.D. Number is 36-3829342)  
If this application is being submitted after the registration deadline date, include an additional \$25.00 late processing fee.

**Note:** A government-issued form of identification (driver's license, passport, etc) must be presented at the exam site to enter the testing room.

### EXAMINATION FEE FOR INITIAL CERTIFICATION AND CANCELLATION POLICY

The cost of the examination is \$495.00. This includes a non-refundable application fee of \$95.00. There is a \$30.00 charge for bank returned checks/credit card chargebacks. Payment must be made in U.S. dollars. If paying by check or money order make payable to: Medical Review Officer Certification Council. Cancellations must be made in writing and received in the MROCC office no later than 14 days prior to the examination in order to receive a refund or not incur a transfer fee of \$95.00. If applying for an onsite examination immediately following an onsite training course and the application is being submitted within 14 days of the exam, you must include the \$25.00 late processing fee.

### SEND COMPLETED INITIAL CERTIFICATION APPLICATION, DOCUMENTATION AND FEE TO:

MROCC Initial Certification, 1821 Walden Office Square, Suite 400, Schaumburg, IL 60173. Contact MROCC immediately at (847) 303-7210 or [mrocc@mrocc.org](mailto:mrocc@mrocc.org) with any questions regarding this application form. MROCC is a separate entity, distinct from any MRO Training Course Sponsor. Registration for training courses requires a separate form and application to the sponsoring organization. Questions concerning MRO training courses and course materials should be directed to the course sponsors, ACOEM (847) 818-1800 or ASAM (301) 656-3920.

**NOTE: It is the candidate's responsibility to download and read MROCC's bibliography packet – available at <http://www.mrocc.org/examprep.htm> - containing sample questions, references, MRO Competencies, the examination blueprint, and other important preparation information.**

## MRO INITIAL CERTIFICATION APPLICATION

**MROCC Initial Certification**, 1821 Walden Office  
Square, Suite 400, Schaumburg, IL 60173  
Phone: (847) 303-7210 Fax: (847) 303-7211

### I. GENERAL INFORMATION (Type or Print)

Last Name		First	Middle
Name as it should appear on the MROCC certificate			Appropriate Degree/s
<b>Address to use for all MROCC correspondence and certification renewal information. Note: The Company Name, City, State, Phone and Fax numbers of currently certified MROs are published on the MROCC web site.</b>			
Company Name (if applicable):		Street/PO Box:	
Suite/Floor/Dept:		City:	
State:	Country:	Postal Code:	
Current Telephone Number:		Current Fax Number:	
Date of Birth (MM/DD/YY):		<sup>1</sup> Social Security Number:	
<input type="checkbox"/> Exam Date for which you are applying: <input type="text"/>		Email Address (print legibly):	
<input type="checkbox"/> If you would like to schedule an exam at MROCC headquarters contact MROCC prior to submitting this application			
<input type="checkbox"/> If you require special needs to fully participate, please attach a detailed letter of explanation.		<sup>1</sup> A unique nine-digit number may be substituted for a Social Security Number. MROCC suggests that, if possible, you use the last four digits of your SSN as the final four digits of this identifier. <b>YOU MUST REMEMBER THIS NUMBER TO ACCESS YOUR MROCC RECORDS</b>	

### II. DOCUMENTS & ENCLOSURES TO INCLUDE WITH THE APPLICATION

1. Photocopy of Current Medical Licensure
2. Proof of MRO training course registration form or completion statement
3. Payment fee of \$495 - if applying within 14 days of the examination, please also include the \$25.00 late processing fee.

**Note:** A government issued form of ID (driver's license, passport, etc) must be must be presented at the site to enter the exam room.

### III. ELIGIBILITY REQUIREMENTS

Medical Degree: <input type="checkbox"/> M.D. <input type="checkbox"/> D.O. <input type="checkbox"/> M.B.	Graduation month/year: <input type="text"/> <input type="text"/>
Medical School:	School Location:

Medical License:      A photocopy of current license to practice medicine must accompany this application
Indicate Issuing State, Territory or Province: <input type="text"/>
Print License Number Here (this must match accompanying photocopy): <input type="text"/>

### III. ELIGIBILITY REQUIREMENTS (continued)

MRO Training: Completion of MRO Training (at least 12 Category 1 CME credit hours) is Required

~ Sponsor of MRO Training Course:  ACOEM  ASAM  AAMRO

~ Will the Course be Taken Immediately Preceding the Examination?  Yes  No

~ Enter the Exact Dates of Training Course (MM/DD/YY): From    To

Attach a Copy of the Certificate/statement of Completion if training is not taken immediately preceding the examination.

### IV. PAYMENT METHODS – Check or Credit Card

The cost of the certification examination is \$495 (add \$25 late fee if submitting after deadline date) You may fax this application if paying by credit card. You must include all registration documentation.

Credit Card:  VISA  MASTERCARD  DISCOVER  AMEX

Credit Card Number  Expiration Month/Year

Security Code (3 digit code on back of card following account number or  
4 digit code on front of card if using American Express:

If the billing name or address is different from what you provided in the General Information sections, indicate it here:

If paying by check or money order, please indicate check number: \_\_\_\_\_ and amount: \_\_\_\_\_

### V. RELEASE STATEMENT (must be read, signed and returned with application)

In connection with this application, I enclose herewith the examination fee. I agree that no fee shall be refundable after the 14-day period prior to the examination unless circumstances approved by the MROCC Board preclude attending the examination. I have read and understand MROCC's policies concerning application, retesting, refunding of fees and certification revocation. I agree (i) to indemnify and hold harmless each and all of the members, trustees, officers, examiners and agents from and against any liability whatsoever in respect to any act or omission in connection with this application, such examination, the grades given upon such examination, and/or granting or issuance of or failure to grant or issue a certificate; and (ii) that any certificate which may be granted and issued shall be and remain the property of the Medical Review Officer Certification Council. As a candidate for certification, I am under the obligation to inform the Medical Review Officer Certification Council of any changes in material eligibility status subsequent to the submission of this application and during the period of time for which the certificate is valid.

I hereby authorize MROCC to request information from organizations referred to in this application, and to verify academic and/or clinical training deemed necessary to make a determination of my eligibility.

Signature

Date

I have read and understand the contents of this application and warrant that each of the statements made in support of this application is true and correct.

Signature

Date

### VI. DESIGNATE YOURSELF AS A CERTIFIED MRO SEEKING CLIENTS

MROCC's online directory offers government agencies, clinics, companies, and those in need of MRO services an opportunity to locate certified medical review officers. And, while the directory lists all MROCC-certified physicians, if you wish to be specifically designated as a certified MRO seeking potential clients, please check the box at the right:

As part of the exam preparation process, it is the candidate's responsibility to download and read MROCC's bibliography packet that contains important information regarding the MROCC exam (including exam blueprint, Competency document and study aides) – available at <http://www.mrocc.org/examprep.htm>

## VII. SCHEDULE OF ONSITE MROCC EXAMINATIONS (2008)

The course sponsors - ACOEM and ASAM - determine the onsite MROCC exam dates and locations. Dates and locations for 2008 will be set in the fall of 2009, and will be posted on the MROCC web site, as well as on the web sites of ACOEM ([www.acoem.org](http://www.acoem.org)) and ASAM ([www.asam.org](http://www.asam.org)). MROCC publishes course information to assist in travel planning only.

### THESE ONSITE EXAMS:

### - FOLLOW -

### THESE MRO COURSES:

Sunday, March 2, 2008  
2:00 PM - 5:00 PM

Tampa, FL – Sheraton Tampa Riverwalk  
Hotel Phone: (813) 223-2222

March 1 – March 2  
ACOEM MRO Course

Sunday, April 13, 2008  
8:30 AM to 11:30 AM

New York, NY – Marriott Marquis Times Sq.  
Hotel Phone (212) 398-1900

April 11 – April 12  
ACOEM MRO Courses (AOHC)

Saturday, June 1, 2008  
2:00 PM to 5:00 PM

Memphis, TN – Hotel TBA  
Hotel Phone TBA

May 30 – June 1  
ASAM MRO Course

Sunday, July 13, 2008  
2:00 PM to 5:00 PM

Chicago, IL – Hotel TBA  
Hotel Phone TBA

July 12 – July 13  
ACOEM MRO Course

Sunday, November 9, 2008  
1:30 PM to 4:30 PM

Albuquerque, NM – Hotel TBA  
Hotel Phone TBA

November 7 – November 9  
ACOEM MRO Courses

Sunday, December 7, 2008  
2:00 - 5:00 PM

Washington, DC – Hotel TBA  
Hotel Phone TBA

December 5 – December 7  
ASAM MRO Course

### ~Fees, Transfers and Cancellations:

The certification examination fee includes a \$95 non-refundable processing fee. Government vouchers will be accepted upon request, but results will not be mailed until full payment is received. Requests for a cancellation refund or transfer must be made in writing and received in the MROCC office no later than 14 days before the currently registered exam date. No refunds will be made after this date. Requests to transfer to another exam after this date will be charged \$95. Applications mailed to MROCC after the application deadline date will be assessed an additional \$25.00 processing fee.

### ~Initial Certification Retest Policy (after failure of examination):

Those who have failed the initial certification examination may, upon timely re-application, be admitted to one re-examination within a 12-month period for \$95 reprocessing fee. Requests for re-examination must be made in writing and received in the MROCC office 30 days prior to the examination date requested. Requests are contingent upon space availability. Upon failure of a second examination, a candidate must submit a new application and payment for a third examination opportunity, along with evidence of completion of additional training as described under the Eligibility heading in the information booklet.

### ~Online and Onsite Recertification Retest Policy (after failure of examination):

Those who have failed the recertification exam are permitted two additional retest opportunities within a 12-month period without an additional examination fee. Upon failure of a 3rd examination attempt, a candidate must submit a new application and full payment (\$395 onsite exam) for a 4th exam opportunity, along with evidence of completion of additional training as described under the recertification Eligibility heading in the information booklet.

### ~Certification Revocation Policy:

Certification shall be revoked if the physician becomes ineligible to perform MRO duties in DOT regulated drug testing programs. Certification may be revoked following conviction for a criminal offense. All MROCC certified physicians are responsible for notifying MROCC within 30 days of becoming ineligible to perform MRO duties, or receiving notice of an adverse licensing action which affects one's ability to function as an MRO in DOT regulated drug testing programs.

### ~Alternate Testing Opportunities:

Certification examinations are also administered on an individual basis at MROCC headquarters for those physicians who have already met the CME requirement through an onsite course or an online self-assessment tool. Call MROCC for details prior to submitting this application. An open-book no-time-limit online examination is offered to those physicians who are recertifying their MRO Credentials (must have initial certification from MROCC or AAMRO.)



### **~MROCC CERTIFICATION**

MROCC, formed in 1992 to set a professional standard of excellence for medical review officers (MROs), recognizes competence of those physicians who have developed specialized knowledge and are proficient in the performance of the essential duties of the MRO.

*The MROCC examination is recognized within medical and business communities and regulatory agencies as the ultimate measure of achievement for MROs.*

The Certified Medical Review Officer is an expert in drug and alcohol testing and the application of federal regulations to the process. When called upon, the MRO also serves as a consultant to business, industry, labor, government or academia on issues relating to prevention, detection and control of drug abuse in the workplace.

MROCC's three-fold objective is to develop and conduct an examination and certification program to identify licensed physicians who have had appropriate medical training to properly interpret and evaluate drug test results; to promote and preserve the highest professional standards among MRO; and to promote the interests of certified MROs.

### **~EXAMINATION DESCRIPTION**

Under the direction of Wayne State University, the process of exam development has followed a comprehensive plan to ensure relevance, validity and reliability. Leading experts in educational measurement, evaluation and psychometrics have provided guidance to the process.

The MROCC exam has been designed to measure that scope of knowledge and those practical skills that the MRO applies in fulfilling the professional responsibilities of workplace drug tests.

The exam consists of multiple choice and matching type items, distributed by content area according to the examination blueprint. Intermingling recall (recognition), simple interpretation (analysis), and problem solving (evaluation) type questions, the subjects include Chemical Dependency (10%), MRO

Role and Responsibilities (40%), Toxicology, Pharmacology & Lab Issues (15%), Clinical Aspects (20%) and Collections and procedures (15%).

### **~CONFIDENTIALITY**

Review of credentials for MROCC certification is completely confidential and privacy is protected. Confidential information is never sold or given to outside entities. A Directory of certified physicians is published online. This listing assists employers and others in need of MRO services in identifying physicians who are MROCC certified.

### **~TRAINING COURSES**

MROCC offers a certification examination in coordination with MRO training courses sponsored by the American College of Occupational and Environmental Medicine (ACOEM) and the American Society of addiction Medicine (ASAM) separate registration for training courses is required.

For course information and registration contact ACOEM at 1114 North Arlington Heights Road, Arlington Heights, IL 60004. Tel (847) 818-1800. [www.acoem.org](http://www.acoem.org) or ASAM at 4601 North Park Avenue, Suite 101-Upper Arcade, Chevy Chase, MD 20815. Tel (301) 656-3920. [www.asam.org](http://www.asam.org)

### **~INITIAL CERTIFICATION - \$495 (six years)**

MROCC's certification is based upon the Federal requirements developed by the Department of Health and Human Services and Department of Transportation for federal drug testing programs which state the MRO must have a Medical Degree or Degree of Osteopathic Medicine. This requirement has been adopted by the Nuclear Regulatory Commission and the Department of Transportation for their mandatory drug-testing programs.

Each applicant for initial certification is required to meet three specific prerequisites:

- ♦ Graduation from an approved medical school or school of osteopathic medicine
- ♦ Current licensure to practice medicine
- ♦ Evidence of completion, during the 24 months preceding the exam, of a minimum of 12 category 1 CME hours of approved MRO training covering the

examination content area. Courses by ACOEM, ASAM or AAMRO may be eligible.

### **~RECERTIFICATION - \$395 onsite or \$495 Online**

On-going developments in the rapidly changing arena require a certification time limit. Therefore, certification is valid for a six-year period following date of issuance, at which time certification expires. Nine months prior to the expiration date of the current certificate, the MROCC office will, by mail, notify the physician of the upcoming expiration of his or her certificate, and the need – and procedures required – for recertification.

Requirements for recertification include:

- ♦ Previous MRO certification by MROCC or AAMRO
- ♦ Current licensure to practice medicine
- ♦ Evidence of completion, during the 36 months preceding the MROCC examination, of a minimum of 12 category 1 CME credit hours of approved MRO training. These credit hours may be obtained from onsite MRO training courses, or by approved online training, journal reading and/or other MRO distance learning tools offering category 1 CME credit
- ♦ Successful completion and passage of the then-current MROCC exam.

### **~FEES, TRANSFERS AND CANCELLATIONS**

The Initial certification examination fee of \$495 and the Recertification examination fee of \$395 or \$495 includes a \$95 non-refundable processing fee. Government vouchers will be accepted upon request, but results will not be mailed until full payment is received. Requests for a cancellation refund or transfer must be made in writing and received in the MROCC office no later than 14 days before the currently registered exam date. No refunds will be made after this date. Requests to transfer to another exam after this date will be charged \$95.

Completed applications, full documentation and payment must be received in the MROCC office 14 days prior to an examination date to avoid the late processing fee of \$25.00