



INITIAL MRO CERTIFICATION APPLICATION

836 Arlington Heights Road, Suite 327

Elk Grove Village, IL 60007

Telephone: (847) 631-0599 Fax: (847) 483-1282

TWO INITIAL CERTIFICATION EXAMINATION OPTIONS:

1. ONSITE (examinations are provided after each MRO Training Course sponsored by ACOEM and ASAM)

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.

2. ONLINE (examinations may be taken via the Internet – instructions emailed from regonline@mrocc.org)

For physicians unable to taken the initial certification examination following an MRO training course, MROCC provides an opportunity to take the examination online, using a high-speed Internet connection. The examination fee for this version of the examination is \$595.00, and the following conditions apply (no exceptions can be made):

- The exam must be taken within 12 months of the training course
- The exam is a three-hour timed examination
- The exam must be completed in one sitting (no logging on and off)
- If the online Initial Certification exam is failed one retest may be taken online or onsite (see web for schedule) for a \$100 reprocessing 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 may be eligible.

DOCUMENTATION TO BE SUBMITTED WITH THE CERTIFICATION APPLICATION

MROCC's Tax I.D. Number is 36-3829342

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. **Onsite*** examination fee payment of \$495. This includes a \$100 non-refundable processing fee. If this application is being submitted after the registration deadline, include an additional \$25.00 late processing fee; or **Online** application/examination fee payment of \$595. This includes a non-refundable \$100 processing fee. Logon instructions will be emailed from regonline@mrocc.org once the application has been processed.

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

LATE REGISTRATION AND CANCELLATION POLICY

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 \$100.00. 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. Registration for training courses requires a separate form and application to the sponsoring organization.

It is the applicant's responsibility to review MROCC's policies on cheating and certification revocation, and to be familiar with the examination preparation materials available online at www.mrocc.org/examprep.htm

MRO INITIAL CERTIFICATION APPLICATION

MROCC Initial Certification, 836 Arlington Heights Road, #327, Elk Grove Village, IL 60007
 Phone: (847) 631-0599 Fax: (847) 483-1282

I. GENERAL INFORMATION (Type or Print)

Last Name:	First:	Middle:
Full Name as it should appear on the MROCC Verification of Certification Letter:		Appropriate Degree/s:
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:		
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):		Email Address (print legibly):
<input type="checkbox"/> Exam Date for which you are applying: <input style="width: 100px; height: 20px;" type="text"/> <div style="text-align: center;">or</div> <input type="checkbox"/> Online - please indicate training dates: <input style="width: 100px; height: 20px;" type="text"/>		¹ Social Security Number: _ _ _ _ - _ _ _ - _ _ _ _
♿ if you have special needs, please include a letter with this application.		¹ 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. YOU MUST REMEMBER THIS NUMBER TO ACCESS YOUR MROCC RECORDS

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 (onsite exam) or \$595 (online exam) plus any late processing fees that may apply

Note: If you are taking an onsite exam, a government issued form of ID (driver's license, passport, etc) must be must be presented at the site to enter the exam room, as part of the check-in process.

III. ELIGIBILITY REQUIREMENTS

Medical Degree: <input type="checkbox"/> M.D. <input type="checkbox"/> D.O. <input type="checkbox"/> M.B.	Graduation month/year: <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
Medical School:	School Location:

Medical License: A photocopy of current license to practice medicine must accompany this application

Print the Issuing State, Territory or Province:

Print License Number Here (must match accompanying photocopy):

It is the applicant's responsibility to review MROCC's policies on cheating and certification revocation, and to be familiar with the examination preparation materials available online at www.mrocc.org/examprep.htm

III. ELIGIBILITY REQUIREMENTS (continued)

MRO Training: Completion of an approved MRO Training course (at least 12 Category 1 CME credit hours) is required

- Indicate 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 (onsite exam) or \$595 (online exam) plus any late processing fee.

You may fax this application if paying by credit card. You must include all registration documentation. Fax to 847-483-1282

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 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, cheating, refunding of fees and certification revocation. If I am registering for the online examination, I have read the conditions as detailed within this application. 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.

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

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:

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 a \$100 processing fee. Requests for re-examination must be received in the MROCC office in a timely manner. Upon a second failure of the examination, a candidate must submit a new application and payment for a third exam opportunity along with evidence of completion of additional training.



NOW IT'S EVEN EASIER TO OBTAIN MROCC DOCUMENTS, FORMS and CME OPPORTUNITIES (www.mrocc.org)

MRO INITIAL OR RECERTIFICATION EXAMS FOR PHYSICIANS

- **Register securely and quickly online for any exam using your credit card or Download an application form for submission via fax or mail**
⇒ (<http://www.mrocc.org/gotoorderform.htm>)
- **Download the Examination Bibliography, Sample Test Items, MRO Competencies and other examination preparation materials**
⇒ (<http://www.mrocc.org/examprep.htm>)
- **Download the latest schedule of onsite (closed-book) examinations**
⇒ (<http://www.mrocc.org/2009.htm>)
- **View Information on MROCC's New Online Recertification exam – take up to 30 days to submit your answers; log on and off at-will; obtain immediate Pass-Fail determination; get detailed results showing weaknesses and strengths in the five MRO Competency areas**
⇒ (<http://www.mrocc.org/recertificationathome.htm>)

CME ACTIVITIES THAT FULFILL DOT & MROCC RECERTIFICATION REQUIREMENTS

MROCC offers CME activities for up to 4, 12 and 16 Category 1 CME credit hours. These credit hours fulfill DOT requirements for updating every three years. Our 16 CME credit activity includes the Recertification Examination!

- **View all our CME Activities and choose the best one for your needs**
⇒ (http://www.mrocc.org/mro_team_cme.htm)
- **Purchase and download MROCC's *MRO Series***
⇒ (http://www.mrocc.org/monograph_collections.htm)
- **Order *The Medical Review Officer's Manual: MROCC's Guide to Drug Testing*, 3rd edition**
⇒ (<http://www.oempress.com/product/264/15>)
- **Order *The Medical Review Officer Team Manual: MROCC's Guide for MROs and MRO Assistants***
⇒ (<http://www.oempress.com/product/354/s>)

MRO ASSISTANT CERTIFICATION EXAM FOR NON-PHYSICIANS

Well-qualified MRO Assistants now have an opportunity to demonstrate and objectively verify their knowledge and understanding of federal and non-federal drug testing practices and procedures. MROCC's MRO ASSISTANT (MRO-A) Certification Program offers well-trained or well-experienced Assistants an online examination based on the MRO ASSISTANT COMPETENCIES document that sets the standard for the role and function of the MRO Assistant.

Download the MRO Assistant Competencies Document at

⇒ (<http://www.mrocc.org/x12MROAC.pdf>)

View the details of the MRO Assistant training and certification program at

⇒ (<http://www.mrocc.org/mroassistantprogram.htm>)