



## MRO RECERTIFICATION APPLICATION

Online or Onsite Examination

**MROCC Certification  
is valid for Six Years**

MROCC recertification may be obtained either onsite or online. The onsite version is a traditional proctored (closed-book) exam with a three-hour time limit; the online version is open-book without a time limit. Both are approved for Recertification of MRO credentials.

### 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 examination fee.

### REQUIREMENTS FOR RECERTIFICATION

1. Prior MRO Certification through MROCC or AAMRO
2. Current medical licensure (M.D. or D.O.) to practice in the locale in which you reside
3. Evidence of completion, during the 36 months preceding the certification examination, of a minimum of 12 category 1 CME credit hours of approved MRO training covering the examination content areas. This CME may be obtained from onsite courses, or from CME obtained through online MRO training, MRO journal reading and/or other MRO distance learning tools offering category 1 CME credit.

### DOCUMENTATION TO BE SUBMITTED WITH THE RECERTIFICATION APPLICATION

1. Photocopy of current medical license(s)
2. Photocopy of a certificate of completion from an approved MRO training course or CME activity if the training is not being taken immediately preceding the MROCC examination.
3. Application/Examination fee payment of \$395 (or \$495 for Online Exam) MROCC's Tax I.D. is 36-3829342. If this application is being submitted after the onsite 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 (for onsite exams).

### EXAMINATION FEE FOR RECERTIFICATION AND CANCELLATION POLICY

The cost of the examination is \$395.00 (\$495.00 for Online Exam). 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 RECERTIFICATION APPLICATION, DOCUMENTATION AND FEE TO:

MROCC Recertification, 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.

## MRO RECERTIFICATION APPLICATION

**MROCC Recertification**, 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:
Exam Preference: <input type="checkbox"/> Onsite Exam Date for which you are applying: <input style="width: 100px;" type="text"/> <input type="checkbox"/> Online Exam – complete insert page and return w/application <input type="checkbox"/> If you would like to schedule an exam at MROCC headquarters contact MROCC prior to submitting this application		Email Address (print legibly):
☞ If you require special needs to fully participate, please attach a detailed letter of explanation.		<sup>1</sup> You may substitute a unique nine-digit number 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/CME activity registration or completion
3. Payment fee of \$395 or \$495 (online exam) - if applying within 14 days of an onsite examination, please also include the \$25.00 late processing fee.

**Note if taking onsite exam:** A government issued form of ID (driver's license, passport, etc) 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 style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/>
Medical School:	School Location:
Medical License:  A photocopy of your current license to practice medicine must accompany this application Indicate Issuing State, Territory or Province: <input style="width: 200px;" type="text"/>  Print Your medical license number in the box (this must match accompanying photocopy): <input style="width: 250px;" 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 -Was the CME obtained through distance learning? Yes No
- 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 \$395 (\$495 for Online Exam) Include \$25 late fee if submitting after deadline date (for onsite exams) 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.

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:



## ONLINE RECERTIFICATION SPECIAL INSTRUCTIONS AND INFORMATION

If you plan to take the recertification examination online, please complete this page and include with your completed recertification application form. This sheet must be read, signed and returned for your recertification application to be processed.

The MROCC online recertification examination is conveniently web-based, accessible from any windows computer with a high-speed Internet connection and Internet Explorer 5.0 or higher. **A telephone dial-up connection is not stable, and therefore, not recommended.** This examination, exclusively offered to those physicians re-certifying their MRO credentials, is designed as a self-evaluation tool to help measure the experienced MRO's knowledge base, and offers a learning experience that assures the MRO is confident and current in the performance and practice of MRO duties.

**This is an open-book exam. You have 30 days to submit your answers. An immediate Pass or Fail determination is given upon completion. Two retest opportunities are immediately granted to those who fail this exam.**

### A. Confidentiality Non-Disclosure Agreement -

In consideration of my application, I agree to the following statements:

1. MROCC's recertification examination contains privileged proprietary information. Therefore, I will take reasonable steps to maintain the security of the information contained therein.
2. I will not copy, disclose or disseminate any information, test item or answer of whatever kind, from the examination.
3. I attest that I will personally take this examination without the assistance of other individuals.
4. MROCC cheating and revocation policies may be viewed at [www.mrocc.org/cheating.htm](http://www.mrocc.org/cheating.htm)

### B. The Online Examination Will Be Taken -

I understand that this exam may be accessed from any Windows-based computer with a highspeed Internet connection.

A dial-up or wireless connection is not stable and, therefore, is not recommended for this examination.

I plan to take the online recertification examination online

at home     at my office

If your computer is behind a corporate firewall, please verify with your IT specialist that you will be able to access the exam.

**From Your First Log On You Have 30 Days to Complete and Submit Your Answers.**

I have read and agree to the above statements

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

### After Submitting This Application -

Upon receipt of your application and \$495.00 payment, MROCC will process and confirm your application. You will receive a unique code via email to enter online to access the recertification examination. The exam is "open-book" and is not timed. Upon "submitting" the exam, and immediate Pass or Fail score is given along with a graph showing strengths and weaknesses by exam content area. Those who fail are given two additional opportunities to retest at no additional charge.

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

Those who have failed the recertification exam are permitted two 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 for a 4th exam opportunity, along with evidence of completion of additional training as described under the Recertification Eligibility heading in the MROCC General Information booklet.

**Questions** -If you have any questions regarding your application, please contact MROCC at 1821 Walden Office Sq., Suite 400, Schaumburg, IL 60173. Or telephone us at (847) 303-7210 or email: [mrocc@mrocc.org](mailto:mrocc@mrocc.org). MROCC examinations are also administered at the MROCC headquarters and following all ACOEM and ASAM MRO training courses.

An email from [regonline@mrocc.org](mailto:regonline@mrocc.org) will be sent to you once your application has been processed. This will give you detailed instructions and log in information for accessing the online examination. We suggest you add [mrocc.org](http://mrocc.org) to your email safe list to prevent it from being "filtered out" by any spam software.

**MROCC strongly suggests you make a copy of this entire application for your records.**

**~FAILURE POLICY- Initial Certification**

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 \$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 (\$495) for a third examination opportunity, along with evidence of completion of additional training as described under the Eligibility heading.

**~FAILURE POLICY - Recertification**

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

**~CHEATING AND REVOCATION POLICIES**

View the full cheating and revocation policies on the MROCC web site at [www.mrocc.org/cheating.htm](http://www.mrocc.org/cheating.htm)

To sit for the MROCC certification examination, a physician must meet all DOT MRO requirements that are current on the date of the examination. Certification shall be valid for the period specified by MROCC at the time of the examination (currently 6 years) so long as the physician continues to be eligible to conduct the MRO functions under DOT regulations and continues to possess a valid medical license.

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.

**~MROCC BOARD OF DIRECTORS**

The members of the MROCC Board of Directors represent a variety of medical specialty societies as well as the American Medical Association

- Elizabeth E. Gresch, M.D. – Chairman
- Kent W. Peterson, M.D. – Vice Chair
- Benjamin Gerson, M.D. – Secretary
- Michael G. Holland, M.D. – Treasurer
- James Ferguson, D.O.
- Charles P. Prezgia, M.D., M.P.H.

**Associated Societies & Organizations**

- American Academy of Clinical Toxicology and American College of Medical Toxicology
- American College of Occupational and Environmental Medicine
- American Society of Addiction Medicine
- American Medical Association
- College of American Pathologists

**~EXAMINATION DEVELOPMENT COMMITTEE**

The MROCC examination development committee is appointed by the MROCC Board of Directors and is made up of recognized leaders in workplace drug and alcohol testing selected from the fields of substance abuse, occupational medicine, toxicology and the legal profession.

- Mark Upfal, M.D. –Chairman, Wayne State University
- John J. Bernick, M.D., Ph.D.
- Barbara L. Johnson, J.D.
- Alan B. Jones, Ph.D.
- Robert Swotinsky, M.D.
- Donna R. Smith, Ph.D.

Candidates who have taken the onsite MROCC examination will be notified of their results within 60 days of the examination date and awarded an individually numbered **verification of certification** notice. A directory of certified MROs is supplied to State DOT agencies and medical licensing boards, as well as to SAMHSA-Certified Labs, State Chambers of Commerce and other interested parties, and is searchable from the MROCC web site..

**MROCC**  
**Medical Review Officer Certification Council**  
*Promoting and Preserving the Highest Quality of Standards Among MROs*



**1821 Walden Office Square  
Suite 400  
Schaumburg, Illinois 60173  
Phone: (847) 303-7210  
Fax: (847) 303-7211  
[mrocc@mrocc.org](mailto:mrocc@mrocc.org)  
[www.mrocc.org](http://www.mrocc.org)**

### **~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 exam date to avoid the late processing fee of \$25.00