



## EXAMINATION APPLICATION

### MROA Certification: An Online Examination from MROCC

Or Register Online at [www.mrocc.org](http://www.mrocc.org)

The completed application, documentation and full payment must be submitted to MROCC: 1821 Walden Office Square, Suite 400, Schaumburg, Illinois 60173. A confirmation and receipt of payment from MROCC will be sent by U.S. mail once the application has been processed. This letter will contain detailed log on information. Identical log on information will also be sent via email from MROCC ([regonline@mrocc.org](mailto:regonline@mrocc.org)) once your application has been processed.

#### REQUIREMENTS FOR APPLICATION:

\*Assistants applying for MROCC MROA Certification must show evidence of completion of an MRO Assistant training course\* sponsored by DATIA or SAPAA, or an MRO training course sponsored by ACOEM or ASAM.

\*Through 2008, experienced MRO Assistants may waive the training requirement. Individuals who have a minimum of three year's experience as a MRO Assistant may waive the training course requirement with a letter of recommendation from a currently certified MRO (must be currently certified by MROCC or AAMRO.) The letter must be from a MRO who has worked with the Assistant for a minimum of one year, and has knowledge of his or her competency as a MRO Assistant. The letter must be included as part of the application process.

MRO Assistant and MRO training course information may be obtained from DATIA (800) 355-1257, SAPAA (301) 540-2783, ACOEM (847) 818-1800, or ASAM (301) 656-3920. All three organizations have detailed information on their specific course offerings posted at their websites.

#### DOCUMENTATION, FEES and CANCELLATION POLICY:

- Evidence of registration for **OR** completion of an MRO Assistant or MRO training course. If using the waiver, it must be included with this application.
- Examination Fee of \$125.00 (\$100 for recertification) – MROCC's tax ID number is 36-3829342. The examination fee includes a non-refundable application fee. Returned checks or charge backs will incur a \$50.00 fee. All payments are in U.S. funds. If paying by check or money order, make payable to **Medical Review Officer Certification Council**.
- Cancellations must be made in writing.
- Send the application, proof of training (or waiver letter) and payment to: MROCC, 1821 Walden Office Square, Suite 400, Schaumburg, Illinois 60173. If paying by credit card, you may fax securely to (847) 303-7211.

#### PAYMENT METHOD:

- Checks made payable to **Medical Review Officer Certification Council** must accompany this application for processing.
- Credit Cards (Visa, MasterCard, Discover and American Express) must include all information below:

Name on Card \_\_\_\_\_

Phone Number \_\_\_\_\_

Billing Address \_\_\_\_\_

Card Number \_\_\_\_\_

\_\_\_\_\_

Security Number \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_

(3 digit number following account number on back of card or 4 digit number on front of card if using American Express)

\_\_\_\_\_

Card Type (indicate) VISA MasterCard Amex Discover

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Prior to taking the examination it is the applicant's responsibility to download and be familiar with the MRO Assistant Competencies Document – downloadable from the MROCC web site [www.mrocc.org/mroassistantprogram.htm](http://www.mrocc.org/mroassistantprogram.htm)

**GENERAL INFORMATION:**

LAST NAME -		FIRST NAME -	
NAME AS IT SHOULD APPEAR ON YOUR VERIFICATION LETTER AND (optional) CERTIFICATE -			
ADDRESS FOR ALL CORRESPONDENCE FROM MROCC (IF DIFFERENT FROM BILLING INFORMATION) -			
COMPANY NAME -			
ADDRESS -			
ADDRESS CONT -			
CITY		STATE	POSTAL CODE
CONTACT PHONE NUMBER -		CONTACT FAX NUMBER -	
EMAIL ADDRESS (WILL BE USED TO SEND CONFIRMATION AND LOG ON DETAILS) -			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
DATE OF BIRTH -		TRAINING COURSE SPONSOR -	
		DATIA    SAPAA    ACOEM    ASAM    WAIVER	
ONSITE TRAINING COURSE DATE AND LOCATION -		<b>We recommend you make a copy of the completed application for your records</b>	

**RELEASE STATEMENT (MUST BE READ AND SIGNED):**

I have read and I understand MROCC's policies concerning this application and the application process. I agree that, while I may use my notes and other reference materials, I will take this examination without the assistance of others. Further, I agree to (i) 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, any 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 Council of any changes in material eligibility status subsequent to the submission of this application and during the period of time for which any certificate is valid.

My signature signifies that I have read and agree to the above statement, and warrant that each of the statements made in support of this application is true and correct.

Signature:	Date:
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## ~GENERAL INFORMATION and OVERVIEW~

MROCC, formed in 1992 to set a professional standard of excellence for physicians serving as medical review officers (MROs), also recognizes the competence of those qualified individuals who have developed specialized knowledge and are proficient in the performance of the duties of the MRO Assistant. The MRO Assistant examination is recognized within medical and business communities and regulatory agencies as the ultimate measure of achievement for MROAs.

Within both Regulated and Non-Regulated testing programs, the MRO Assistant must understand and be confident in his or her role and that of the physician MRO – maintaining a clear and thorough comprehension of what the assistant can and cannot do; defining the issues that arise during the medical review process and the best courses of action to tackle these issues; providing services to the physician MRO that meets standards of professionalism, accountability, and ethical behavior; and implementing practical application of industry standards and procedures.

The MRO Assistant Certification Examination ensures that MROA duties are performed in a professional and consistent manner - maintaining confidentiality for the donor, and ensuring security and integrity throughout the evaluation process. MROCC's three-fold objective for this program is to develop and conduct an examination and certification tool that identifies those individuals who have had appropriate training and knowledge to assist MROs throughout the reviewing and reporting process for both mandated and non-mandated drug testing; to promote and preserve the highest professional standards among MRO Assistants; and to promote the interests of certified MRO Assistants.

### ~EXAM DESCRIPTION~

Under the direction of Wayne State University and the Detroit Medical Center, 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 MRO Assistant Certification Exam has been designed to measure that scope of knowledge and those practical skills that the MRO Assistant applies in fulfilling professional responsibilities of workplace drug tests.

The online examination is based on (1) the MRO Assistant Competencies Document (available at the MROCC web site), (2) DOT Regulation 49 CFR Part 40, and (3) materials from the MROA training courses. The exam consists of multiple choice type items, distributed by content area according to the examination blueprint, and intermingles recall (recognition), simple interpretation (analysis), and problem solving (evaluation) type questions.

**Examinees will have 30 days to log on and off prior to submitting the 40-item online open-book exam for scoring. An Immediate Pass-Fail determination will be available upon submission with an option to retest for an additional \$50.**

### ~CONFIDENTIALITY~

All review of prerequisites for certification is completely confidential and privacy is protected. Confidential information is never sold or given to outside entities.

### ~TRAINING COURSES~

MROCC and MROCC's MROA examination are separate and distinct from MRO Assistant training courses. MROA Courses sponsored by the Drug and Alcohol Testing Industry Association (DATIA) and the Substance Abuse Program Administrators Association (SAPAA), as well as the Courses of the American College of Occupational & Environmental Medicine (ACOEM) and the American Society of Addiction Medicine (ASAM) meet the eligibility prerequisite for applying to take the certification exam.

### ~INITIAL CERTIFICATION PREREQUISITE~

Evidence of completion, during the 24 months preceding the exam, of a MRO Assistant training course sponsored by DATIA or SAPAA, or MRO training courses sponsored by ACOEM or ASAM. Other training may be eligible on a case-by-case basis. Experienced MRO Assistants may waive the training course (see waiver information within this application).

### ~RE-CERTIFICATION PREREQUISITE~

On-going developments in this rapidly changing arena require a certification time limit. MROA Certification is valid for three years, following issuance. Nine months prior to the certificate's expiration MROCC will notify the certified MROA of the upcoming expiration and provide information on the recertification process.

### ~COURSE SPONSORS and WAIVER INFORMATION~

- **DATIA** - 1325 G Street NW, Suite 500 #5001, Washington, DC 20005. (800) 355-1257. [www.datia.org](http://www.datia.org)
- **SAPAA** – 1014 Whispering Oaks Drive, Bardstown, KY 40004. (800) 672-7229. [www.sapaa.com](http://www.sapaa.com)
- **ACOEM** – [www.ACOEM.org](http://www.ACOEM.org) (MRO and MROA Courses)
- **ASAM** – [www.ASAM.org](http://www.ASAM.org) (MRO Course)
- **EXPERIENCED MRO Assistants may waive the training requirement:**  
Individuals who have a minimum of three year's experience as a MRO Assistant may waive the training course requirement with a letter of recommendation from a currently certified MRO (must be **currently-certified** by MROCC or AAMRO.) The letter must be from a MRO who has worked with the Assistant for a minimum of one year, and has knowledge of his or her competency as a MRO Assistant. The letter must be included as part of the application process.

This training waiver is valid through December 31, 2008

If you are choosing the WAIVER option, you must check *WAIVER* in the Training Section on the application form and attach a Letter of Recommendation as described above. Mail (or Fax if paying by credit card) the completed application, letter and payment at the same time.

**Questions concerning this application or the MRO Assistant Certification Program may be addressed to MROCC. Questions concerning training courses should be directed to the course sponsor.**

**~CERTIFICATE VALIDATION, EXPIRATION & REVOCATION~**

MROCC's certification is based upon Federal requirements developed by the Department of Health and Human Services and Department of Transportation for federal drug testing programs (49 CFR Part 40). To sit for the MRO Assistant certification examination, an individual must meet any Federal, State or Local MRO Assistant requirements that may be current on the date of the examination. Certification shall be valid for the period specified by MROCC at the time of the examination (currently 3 years) so long as the MRO Assistant continues to be eligible to conduct the MRO Assistant functions under Federal, State or Local regulations and any other individual employer's policies.

Certification shall be revoked if the individual becomes ineligible to perform MRO Assistant duties. Certification will be revoked following conviction for a criminal offense.

All MROCC certified MRO Assistants are responsible for notifying MROCC within 30 days of becoming ineligible to perform MRO Assistant duties, or receiving notice of any adverse action that affects one's ability to function as an MRO Assistant in DOT regulated or Non-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. Prezzia, M.D., M.P.H.

**~MROCC 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. –Chair, Wayne State Univ.  
John J. Bernick, M.D., Ph.D., MI OM Health  
Barbara L. Johnson, J.D., Hastings & Jankosky  
Alan B. Jones, Ph.D., RAIR Technologies  
Robert Swotinsky, M.D., Fallon Clinic  
Donna R. Smith, Ph.D., FirstLab

**~ASSOCIATED SOCIETIES & ORGANIZATIONS~**

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

**MROCC: PROMOTING AND PRESERVING THE HIGHEST QUALITY OF STANDARDS AMONG MRO ASSISTANTS**