



RECERTIFICATION APPLICATION

MROA Certification: An Online Examination from MROCC

Or Register Online at www.mrocc.org

The completed application, documentation and full payment must be submitted to MROCC: 836 Arlington Heights Road, Suite 327, Elk Grove Village, Illinois 60007. A confirmation email from MROCC (regonline@mrocc.org) will be sent once the application has been processed. The email will contain detailed log on information. If you paid by credit card, an email receipt from PayPal (MROCC's credit card processor) will be sent once your card is charged.

RECERTIFICATION PREREQUISITES and REQUIREMENTS

MRO Assistants who currently hold (or previously held) Certification through MROCC may recertify every three years upon completing these steps:

1. Submitting a letter of recommendation from the supervising MRO attesting to the Assistant's competency
2. Reading the **MRO TEAM MANUAL: MROCC GUIDE FOR MROs AND MRO ASSISTANTS** available from OEM Press (www.oempress.com), and submitting the MROA self-assessment tool available from the MROCC website at www.mrocc.org/MROA_SelfAssessment.pdf
3. Taking and Passing the current Online MRO Assistant Certification Examination
4. Recertifying MRO Assistants may substitute requirement #2 by attending any of the available MRO Assistant training courses described below. **Proof of course registration or completion must accompany this application.**

MRO Assistant training course information may be obtained from DATIA (800) 355-1257, SAPAA (800) 672-7229, ACOEM (847) 818-1800. All three organizations have detailed information on their specific course offerings posted at their websites.

FEES and PAYMENT METHOD:

The MROA Recertification Examination fee of \$100.00 **includes** a non-refundable \$50.00 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. MROCC's tax ID number is 36-3829342.

- 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
or 4 digit number on front of card if using AmEx)

Card Type (indicate) VISA MasterCard Amex Discover

City

State

Zip

Credit Card payments may be securely faxed to (847) 483-1282. All documentation must be submitted with the application.

- NOTE -

It is the applicant's responsibility to review the MROCC policies and information, including the MRO Assistant Competencies document, from the MROCC web site – www.mrocc.org/mroassistantprogram.htm -- prior to taking the MROA online examination.

