

## General Information

My previous certification was through: MROCC AAMRO

Last Name: First Name: Middle:

Full Name and Degree as it should appear in the MROCC Directory: Degree (s): Date of Birth (MM/DD/YY):

Last 4 digits of SSN Medical School Grad Year: Medical School:

## Address for correspondence from MROCC

Company Name (if applicable): Street or PO Box:

Suite/Floor/Department: City:

State: Zip Code: Country:

Phone: Fax: Email Address:

## Special Accommodations

Please include a separate letter with appropriate documentation for any special accommodations required.

## Current Medical Licensure

All applicants for certification must hold a valid and unexpired medical license (MD or DO) to practice within the U.S., its territories, a province of Canada, or a country in which the physician resides and practices. If any license is limited, suspended, or revoked, the applicant must notify MROCC in writing upon submission of their application. All adverse actions resulting in limitations, suspension, or revocation will be reviewed by MROCC on an individual basis. No approval of an application will be granted until the review has been completed. (<https://www.mrocc.org/licensure.pdf>)

Information on your current medical licensure should be included below:

State: Number:

State: Number:

State: Number:

## MRO Training Prerequisite

Please indicate how you are meeting the Training Prerequisite to take the MRO Recertification Examination. *Note: A training course that was used to fulfill requirements for your previous MRO Certification cannot be reused for recertification.*

I completed MROCC's 15 Hr Self-Study CME Activity **OR** MRO Course Sponsor: Date Completed:

Location (if onsite course):

## Payment Method

### RECERTIFICATION EXAM OPTIONS (CHOOSE ONE):

Registrations should be emailed (mrocc@mrocc.org) or securely faxed to 847-483-1282. If paying by check, make check payable to Medical Review Officer Certification Council and mail to MROCC, 3231 S Halsted St, Ste Front #167, Chicago, IL 60608.

**\$525 ONSITE EXAM:** offered following onsite MRO Training courses sponsored by ACOEM and AOCOPM  
ONSITE EXAM DATE/LOCATION:

**\$525 ONLINE EXAM:** available to those who have completed an approved online/onsite MRO training course or the MROCC self-study CME activity. The exam must be taken within 12 months of completion of the training course or CME activity.

Credit Card: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name on Credit Card: \$

Billing address:

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 American Express card):



## Designate Yourself as a Certified MRO Seeking Clients (Upon Passing the Examination)

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 this box:

## Retest Policy for MRO Recertification

### MRO Recertification Retest Policy:

The retest policy permits the examination to be taken two additional times for free within a 12 month period from the date of registration for recertification. If after two retests, you have not passed the recertification examination, a new registration and full examination fee will be required before attempting the examination again.

## Required Training

If you have not taken an approved MRO training course and need to meet the MROCC CME Prerequisite for taking the recertification examination, please use the application found at [https://www.mrocc.org/MROCC\\_CME\\_app.pdf](https://www.mrocc.org/MROCC_CME_app.pdf) that includes the 25 Hr Self-Study CME activity that fulfills the prerequisite training.

## PREPARATION PRIOR TO TAKING THE EXAMINATION

It is the applicant's responsibility to properly prepare for the certification examination by utilizing the resources recommended on the MROCC web site ( <https://www.mrocc.org/examprep.cfm>). While the primary study tool is the materials obtained from MRO training courses, several additional study aides are provided by MROCC, including the examination blueprint, MRO competencies document, and sample test items.

## CHEATING AND CERTIFICATION REVOCATION

This examination is copyrighted by MROCC. YOU MAY NOT ATTEMPT TO PRINT, WRITE DOWN, COPY OR SHARE THE CONTENTS OF THIS EXAMINATION. While you may refer to your reference materials during this open book examination, you must take it without the assistance of others. In order to be able to offer an online examination, MROCC RELIES UPON YOUR INTEGRITY. It is your responsibility to read and be familiar with MROCC's cheating and revocation policies. You can view the MROCC Policy on Cheating at [https://www.mrocc.org/mrocc\\_cheating\\_policy.pdf](https://www.mrocc.org/mrocc_cheating_policy.pdf). The MROCC Revocation Policy is available at Certification Revocation Policy [https://www.mrocc.org/mrocc\\_revocation\\_policy.pdf](https://www.mrocc.org/mrocc_revocation_policy.pdf)

## 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.

Signature

a digital signature is acceptable

Date

Signature

a digital signature is acceptable

Date

## FOR APPLICANTS TAKING THE ONLINE RECERTIFICATION EXAM

Physicians applying for the online recertification examination must agree to and sign the following statement:

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, download, 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.

Signature

a digital signature is acceptable

Date

Upon submitting this application MROCC will email the instructions for logging on to the online examination. **Make sure the email address** you entered on this application is valid. No other confirmation will be mailed to you. Once you have registered for the online examination no refunds are awarded.

# MEDICAL LICENSURE POLICY



Medical Review Officer  
Certification Council

The MROCC Medical Licensure Policy applies to any physician applying for certification or recertification, as well as any physician who is certified as an MRO by MROCC.

All applicants for certification or recertification as a Medical Review Officer (MRO) by MROCC must hold a valid and unexpired license to practice medicine in at least one state, commonwealth, territory, or possession of the United States or province of Canada or a country in which the physician resides and practices. If more than one medical license is held and any license is limited, suspended, or revoked, the applicant must notify MROCC in writing upon submission of their application. All adverse actions resulting in limitations, suspension, or revocation will be reviewed by MROCC on an individual basis. No approval of an application will be granted until the review has been completed.

All physicians currently certified by MROCC are required to continuously hold a valid and unexpired license to practice medicine in at least one state, commonwealth, territory, or possession of the United States or province of Canada or a country in which the physician resides and practices. During their certification cycle, MROs are required to report any adverse actions against or limitations placed on their medical license(s) within 30 days of the final action. All adverse actions resulting in suspension or revocation will be reviewed by MROCC on an individual basis. Additionally, if at any time an MRO is ineligible to perform any regulated MRO duties for any reason, the MRO is required to notify MROCC in writing within 30 days.

Upon completion of any licensure review, or in the event the physician does not report the required information in writing, MROCC may impose sanctions it determines appropriate, including but not limited to, barring the physician from taking MROCC examinations, invalidating examinations the physician took, and revoking the physician's certification.

# MRO CODE OF ETHICS



Medical Review Officer  
Certification Council

Every physician certified as a Medical Review Officer (MRO) by MROCC is expected to comply with the Code of Ethics. Any professional conduct not in compliance with this Code of Ethics may be grounds for sanctions that MROCC determines appropriate, including but not limited to, barring the physician from taking MROCC examinations, invalidating examinations the physician took, and revoking the physician's certification.

All MROCC Certified Medical Review Officers shall:

- Behave in a professional manner as befits all activities of a physician, regardless of whether a true physician-patient relationship exists.
- Maintain the highest standards of practice and perform all professional functions with honesty and integrity.
- Handle and transmit laboratory results in an accurate, direct, precise and confidential manner and strive for objectivity in dealing with all aspects of the drug testing system.
- Maintain scientific standards and appropriate application of science in the review process and refrain from any misrepresentation of the laboratory evidence or the scientific or technical basis of drug testing.
- Demonstrate a commitment to the development and maintenance of professional competence and personal scientific knowledge.
- Respect all program participants and their rights. Protect any private information on participants and ensure it is handled in accordance with existing laws, regulations and program requirements.
- Refrain from misuse/abuse of illegal or prescription drugs and alcohol.
- Comply with any applicable MRO regulations when serving as an MRO for covered workplace drug and alcohol program.

MROCC has the sole power and authority to determine whether evidence or information before it is sufficient to constitute grounds for revocation of any certificate issued by MROCC.

# REVOCATION POLICY



Medical Review Officer  
Certification Council

All candidates for certification/recertification must fulfill all MROCC and applicable state and federal MRO requirements in force at the time of examination. Certification shall be valid for the period specified by MROCC as long as the physician continues to be eligible to conduct the MRO Functions under applicable state and federal regulations and continues to fulfill the MROCC requirements and policies.

Certification issued by MROCC is subject to revocation according to current policies, procedures and requirements. MROCC may revoke a physician's certification under any of the following conditions:

- The issuance of certification or its receipt by the physician is contrary to or in violation of any provision of Articles of Incorporation or bylaws of MROCC.
- A physician is not qualified to receive such certification regardless of whether the facts constituting him or her as ineligible were known to or could have been ascertained by MROCC at the time the certification was issued.
- The physician makes any misstatement of fact in his or her application for certification or in any statement or representation to MROCC or its representatives or agents.
- The physician is found to have committed an act that MROCC, in its sole judgment, determines to be sufficiently egregious that it constitutes cause to revoke the physician's certification.
- The physician becomes ineligible to perform MRO duties in any regulated drug testing programs.
- The physician does not fulfill the MROCC policies, procedures, or requirements for maintaining a current certificate, including but not limited to the Code of Ethics, Licensure Policy, and Cheating Policy.

MROCC has the sole power and authority to determine whether the evidence or information before it is sufficient to constitute grounds for revocation of any certificate issued by MROCC.

## **The Revocation Process**

If MROCC obtains probable cause to believe that a certification should be revoked for one or more of these reasons, it may institute proceedings for revocation by mailing and emailing a written notice to the holder of such certificate at the address on file with the MROCC office. The physician will be allowed to appeal such decisions (see below).

## **Appealing a Revocation Decision**

Physicians may appeal a determination to revoke a certification. Only written appeals will be accepted. No oral hearings or presentations will be granted or allowed. Physicians must submit a "Notice of Appeal" together with all relevant supporting documentation within 30 days of receiving notice of revocation.

If MROCC does not receive the Appeal within 30 days, the physician will have forgone his/her right to an appeal and the determination shall be deemed final.

Determinations made following the appeals process will be final and no further appeals will take place.

## **Becoming Certified Again Following Revocation Certification**

Once a certificate issued by the MROCC has been revoked or surrendered, that certificate ceases to exist. If the physician desires to become certified again following a 3-year waiting period, the physician must complete all then-current requirements for recertification and any other requirements as deemed appropriate by the MROCC in order to achieve certification.

# CHEATING POLICY



Medical Review Officer  
Certification Council

Each candidate for certification and recertification is expected to take the examination without the assistance of other individuals. Candidates are required to agree to the following Statement of Integrity as part of the application process:

*I attest that I will personally take the examination without the assistance of other individuals. I agree to uphold the integrity of the examination and will take reasonable steps to maintain the security of the questions, answers or other information contained therein during or after the examination. I will not attempt to copy, print or make any record of the test questions (electronic or written), and I will not assist another candidate or communicate with others about, or otherwise disclose or disseminate any information or content from this examination, verbally, in written form, electronic form or any other form.*

If a candidate is suspected of a violation of this agreement, the following notifications and appeals procedures shall apply:

1. Written notice of the suspected violation and basis for it will be sent by first class mail and emailed to the candidate at the address on file with MROCC.
2. The candidate will have fourteen (14) days to respond in writing following receipt of such notice. If a response is not received within fourteen days, the examination will be nullified, no score will be reported, and the candidate will not be certified.
3. After considering the written response, MROCC will do one of the following:
  - Determine that no violation has occurred and notify the candidate of this fact in writing. In such cases the examination will be scored and processed as usual.
  - Request further clarification or explanation. In such cases, the candidate must respond in writing within fourteen (14) days of receiving request from MROCC. If a response is not received within fourteen days, the examination will be nullified, no score will be reported, and the candidate will not be certified.
  - Determine that a violation has occurred. In such cases, the candidate's submitted test responses will not be scored and the candidate will not be allowed to retake the certification examination or apply for a certification for a period of 3 years.

If a violation is determined, the candidate may appeal the decision. During the appeal process, the candidate will be interviewed and any additional investigation considered to be appropriate to resolve the matter will be conducted. The candidate is expected to comply with this investigation. Any failure to comply will result in the determination of a violation. Determinations made following the appeals process will be final and no further appeals will take place.

All physicians certified by MROCC are expected to maintain the integrity of the examination. A certified individual violating the Cheating Policy or Statement of Integrity may be subject to sanctions that MROCC determines appropriate, including but not limited to, barring the physician from taking MROCC examinations, invalidating examinations the physician took, and revoking the physician's certification (see Revocation Policy).