



Medical Review Officer  
Certification Council

## ONLINE EXAMINATION APPLICATION

### MRO Team Member/Assistant Certification 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 by email ([mrocc@mrocc.org](mailto:mrocc@mrocc.org)) or fax (847-483-1282). A confirmation email from MROCC 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 will be sent once your card is charged.

#### REQUIREMENTS FOR APPLICATION:

Team member/assistants applying for MROCC Certification must show evidence of completion of an MRO Team Member/Assistant training course\* sponsored by ALCOPRO, DATIA, SAPAA, or ACOEM, or an MRO training course sponsored by ACOEM.

\*Individuals who have a minimum of three year's experience as an MRO Team Member/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.) who has worked with the Team Member/Assistant for a minimum of one year, and has knowledge of his or her competency as an MRO Team Member/Assistant.

#### MRO ASSISTANT TRAINING COURSES:

MRO Team Member/Assistant and MRO training course information may be obtained from DATIA (800) 355-1257, SAPAA (800) 672-7229, or ACOEM (847) 818-1800 or ALCOPRO (800) 227-9890. Each organization has 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 Team Member/Assistant or MRO training course.
- Examination Fee of \$125.00. The examination fee includes a \$50.00 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 by email to [mrocc@mrocc.org](mailto:mrocc@mrocc.org) or fax securely to 847-483-1282. If paying by check, please mail to MROCC, 3231 S Halsted St, Ste Front #167, Chicago, IL 60608.

#### PAYMENT METHOD:

- Checks should be made payable to Medical Review Officer Certification Council and submitted with the application and documentation by mail.
- To pay by credit card, please complete the 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 (circle) 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 Team Member/Assistant Competencies available at [https://www.mrocc.org/mrotm\\_competencies.pdf](https://www.mrocc.org/mrotm_competencies.pdf)

This application and documentation may be securely faxed to (847) 483-1282 or emailed to [mrocc@mrocc.org](mailto:mrocc@mrocc.org).

**GENERAL INFORMATION:**

LAST NAME -					FIRST NAME -				
NAME AS IT SHOULD APPEAR ON YOUR VERIFICATION LETTER AND (optional) CERTIFICATE -									
ADDRESS FOR ALL CORRESPONDENCE FROM MROCC									
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"/>
DATE OF BIRTH -					TRAINING COURSE SPONSOR -				
					DATIA      SAPAA      ACOEM      ALCOPRO      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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12-18 MRO Team Member/Assistant Certification Program: Revised Application

## ~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 Team Member/Assistant. The MRO Team Member/Assistant examination is recognized within medical and business communities and regulatory agencies as the ultimate measure of achievement for MRO Team Members/Assistants.

Within both Regulated and Non-Regulated testing programs, the MRO Team Member/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 Team Member/Assistant Certification Examination ensures that 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 Team Members/Assistants; and to promote the interests of certified MRO Team Members/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 Team Member/Assistant Certification Exam has been designed to measure that scope of knowledge and those practical skills that apply in fulfilling professional responsibilities of workplace drug tests.

The online examination is based on (1) the MRO Team Member/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 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's MRO Team Member examination is separate and distinct from the training courses. MRO Team Member/Assistant Courses sponsored by the American College of Occupational & Environmental Medicine (ACOEM), ALCOPRO, Drug & Alcohol Testing Association of Canada (DATAC), Drug and Alcohol Testing Industry Association (DATIA), and the Substance Abuse Program Administrators Association (SAPAA) 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 Team Member/Assistant training course sponsored by ACOEM, ALCOPRO, DATAC, DATIA, or SAPAA, or MRO training courses sponsored by ACOEM or AOCOPM. Other training may be eligible on a case-by-case basis. Experienced MRO Team Member/Assistants may waive the training course (see waiver information within this application).

## ~RECERTIFICATION PREREQUISITE~

On-going developments in this rapidly changing arena require a certification time limit. This Certification is valid for three years, following issuance. Nine months prior to the certificate's expiration, a notification email will be sent providing information on the recertification process.

## ~COURSE SPONSORS and WAIVER INFORMATION~

- **ACOEM - (847) 818-1800** <https://acoem.org/>
- **ALCOPRO - (800) 227-9890** <https://alcopro.com>
- **DATAC - 866-324-7093** <https://datac.ca/>
- **DATIA - (800) 355-1257** <https://datia.org/>
- **SAPPA - (800) 672-7229** <https://sapaa.com/>

- **EXPERIENCED MRO Team Members/Assistants may waive the training requirement:**

Individuals who have a minimum of three year's experience as an MRO Team Member/ 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) who has worked with them for a minimum of one year, and has knowledge of his or her competency as a MRO Team Member/Assistant. The letter must be included as part of the application process.

## NOTE:

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 or email if paying by credit card) the completed application, letter and payment at the same time.

**Questions concerning this application may be addressed to MROCC by email at [mrocc@mrocc.org](mailto:mrocc@mrocc.org). 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 Team Member/Assistant certification examination, an individual must meet any Federal, State or Local MRO Team Member/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 Team Member/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 Team Member/Assistant duties. Certification will be revoked following conviction for a criminal offense.

All MROCC certified MRO Team Member/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 Team Member/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:

James Ferguson, DO – Chairman  
Kent W. Peterson, MD – Vice Chair  
Benjamin Gerson, MD – Secretary/Treasurer  
Elizabeth E. Gresch, MD  
Kenneth M. Lankin, MD, MBA, MPH  
Charles P. Prezgia, MD, MPH, MMM  
Stephen M. Taylor, MD, MPH

### **~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, MD –Chairman  
David J. Kuntz, PhD  
David R. Nahin, MD  
Donna R. Smith, PhD  
Jim L. Swart, MS  
Robert Swotinsky, MD

### **~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 MROs and their Team Members**

FAX: (847) 483-1282 | EMAIL: [mrocc@mrocc.org](mailto:mrocc@mrocc.org)



# MROCC

## MRO TEAM MEMBERS - PERTINENT POLICIES

### **CANCELLATION/REFUND POLICY**

All refund/cancellation requests must be made in writing. Refund requests for online exams cannot be honored once the exam has been scheduled, regardless of whether or not the examination has been accessed. Please understand this in advance of registering. If an examination is cancelled prior to scheduling, a \$50.00 non-refundable application fee will be retained. Returned checks or charge backs will incur a \$50.00 fee. All payments are in U.S. funds.

### **RETEST POLICY**

While we hope that everyone who takes the examination will pass it; we know realistically that there are many factors which can interfere with performance. In recognition of these possible complicating factors, MROCC has adopted a policy on retests. Candidates who fail the MRO Team Member certification examination may retest for a \$50 processing fee per retest attempt. Retest attempts must be taken within 12 months of the failed examination. Prior to retaking the examination, review of materials and resources from the MRO Team Member training course, as well as the MRO Team Member Competencies, and the federal regulations within 49 CFR Part 40 is recommended. Retest registration information can be found at [https://www.mrocc.org/retest\\_form\\_mrotm.pdf](https://www.mrocc.org/retest_form_mrotm.pdf)

### **CERTIFICATE VALIDATION**

MROCC's certification is based upon Federal requirements developed by the Department of Health and Human Services (DHHS) and Department of Transportation (DOT) for federal drug testing programs (49 CFR Part 40). To sit for the MRO Team Member certification examination, an individual must meet any Federal, State or Local MRO Team Member requirements that may be current on the date of the examination, in addition to the MROCC requirements.

### **CERTIFICATE EXPIRATION**

Certification shall be valid for the period specified by MROCC at the time of the examination (currently 3 years) so long as the MRO Team Member continues to be eligible to conduct the MRO Team Member functions under Federal, State or Local regulations and any other individual employer's policies.

### **CERTIFICATE REVOCATION**

All MROCC certified MRO Team Members are responsible for notifying MROCC in writing within 30 days of becoming ineligible to perform MRO Team Member duties, or receiving notice of any adverse action that affects one's ability to function as an MRO Team Member in DOT regulated or non-regulated drug testing programs.

Certification shall be revoked if:

- The integrity of the examination is compromised by mishandling MROCC testing materials, including but not limited to reproduction or dissemination - in any form - of examination test items.
- The MRO Team Member assists another MRO Team Member candidate during a certification/recertification examination by any means that is determined by MROCC to be cheating or in violation of MROCC's Cheating Policy.
- The individual becomes ineligible to perform MRO Team Member duties.
- The individual is convicted of a criminal offense.



# MROCC Certification Cheating Policy

Each candidate for certification and recertification is expected to take the examination without the assistance of other individuals/colleagues.

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.*

A candidate who violates this agreement has breached the integrity of the examination process. 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 will be provided to the candidate.
2. The candidate will have fourteen (14) days to respond in writing. 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 eight (8) days of receiving request from MROCC. If a response is not received within eight days, the examination will be nullified, no score will be reported, and the candidate will not be certified.
  - Determine that a violation, as described in the above Statement of Integrity, 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 future certification.
  - If a violation is determined, the candidate may appeal MROCC's decision. In such cases, the candidate may appeal to MROCC's Ad Hoc Appeals Committee or its designee. Such committee or designee will interview the candidate and perform any additional investigation considered to be appropriate to resolve the matter. The candidate is expected to comply with this investigation. Any failure to comply will result in the determination of a violation. The outcome of the investigation will be one of the determinations a-c. In such cases, no further appeals will take place.

An individual certified by MROCC is expected to maintain the integrity of the examination. A certified individual violating MROCC's cheating policy or Statement of Integrity is subject to Certification Revocation as described in MROCC's certification revocation policy.