



Medical Review Officer  
Certification Council

# RECERTIFICATION APPLICATION

MROCC MRO Team Member Certification

The completed application, documentation and full payment must be submitted by email to [mrocc@mrocc.org](mailto:mrocc@mrocc.org), fax 847.483.1282, or mail 3231 S. Halsted, Ste Front #167, Chicago, Illinois 60608. A confirmation email with logon information will be sent once your application has been processed. If you paid by credit card, an email receipt 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](http://www.oempress.com)), and submitting the MROA self-assessment tool available from the MROCC website at [www.mrocc.org/mrotm\\_selfassessment.pdf](http://www.mrocc.org/mrotm_selfassessment.pdf)
3. Taking and Passing the current Online MRO Team Member/Assistant Certification Examination
4. Recertifying MRO Team Member/Assistants may substitute requirement #2 by completing any of the approved training courses described below. **Proof of course registration or completion must accompany this application.**

MRO Team Member/Assistant training course information may be obtained from ACOEM 847-818-1800, ALCOPRO 800-227-9890, DATAC 866-324-7093, DATIA 800-355-1257 or SAPAA 800-672-7229. All organizations have detailed information on their specific course offerings posted at their websites.

## FEES and PAYMENT METHOD:

The MRO Team Member Recertification examination \$100.00 fee **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* and mail with application and documentation.

To pay using a 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  
or 4 digit number on front of card if using AmEx)

\_\_\_\_\_

Card Type (indicate) VISA MasterCard Amex Discover

City

State

Zip

☐☐☐☐

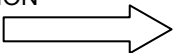
Credit Card payments may be securely faxed to (847) 483-1282 or emailed to [mrocc@mrocc.org](mailto:mrocc@mrocc.org). All documentation must be submitted with the application.

**It is the applicant's responsibility to review the MROCC policies and information, including the MRO Team Member Competencies document, from the MROCC web site – [https://www.mrocc.org/mrotm\\_competencies.pdf](https://www.mrocc.org/mrotm_competencies.pdf) prior to taking the online examination.**

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

## MROCC MRO TEAM MEMBER RECERTIFICATION

### GENERAL INFORMATION:

LAST NAME -										FIRST NAME -										DATE OF BIRTH (MM/DD/YY) -									
PRINT NAME AS IT SHOULD APPEAR ON VERIFICATION LETTER AND (optional) CERTIFICATE -																													
COMPANY NAME (optional) -																													
ADDRESS -																													
ADDRESS CONT -																													
CITY										STATE										POSTAL CODE									
CONTACT PHONE NUMBER -															CONTACT FAX NUMBER -														
EMAIL ADDRESS (WILL BE USED TO SEND CONFIMATION AND LOG-ON DETAILS) -																													
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I HAVE FULFILLED THE RECERTIFICATION PREREQUISITES BY (CHOOSE ONE): 															Submitting recommendation letter and self-assessment  Submitting recommendation letter and course completion (select provider below): <div> <div>ACOEM</div> <div>ALCOPRO</div> <div>DATAC</div> <div>DATIA</div> <div>SAPAA</div> </div> Course Date: _____														
<b>MROCC RECOMMENDS YOU MAKE A COPY OF THIS APPLICATION FOR YOUR FILES</b>																													

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

I have read and I understand all MROCC's policies concerning this application, the application process, examination failure, cheating on the examination, and certification revocation – all viewable from the MROCC web site. Additionally, I agree that I have (or will) read the MRO Team Member/Assistant Competencies document prior to logging on to the examination.

I understand that the exam is online, is open-book, and I have 30 days to complete it, once I have logged on the first time. I may log on and off until I am ready to submit the exam (see website the details and computer system requirements).

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: \_\_\_\_\_

MRO Team Member Recertification Program: Revised 05/22/2020

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



# 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.