



American Association of Medical Review Officers  
 AAMRO Certification Is Valid for Five Years

## Application for the Online Recertification Examination

Note: In order to be eligible for the AAMRO online recertification exam, you must be previously certified by either AAMRO or MROCC and have a current medical license and completed a Comprehensive Medical Review Officer Training program with the last five years.

### I. GENERAL INFORMATION

Last Name:	First:	Middle:
Check all that apply: <input type="checkbox"/> M.D. <input type="checkbox"/> D.O. <input type="checkbox"/> M.P.H. <input type="checkbox"/> other (specify) _____		
Name as it should appear on the AAMRO certificate:		
I have been previously certified by: <input type="checkbox"/> AAMRO <input type="checkbox"/> MROCC		
Company Name:		
Address to use for all AAMRO correspondence. This is my <input type="checkbox"/> business <input type="checkbox"/> home address.		
Address:		
Suite:	City/State/Zip:	
Telephone:	Fax:	
<b>Email Address –REQUIRED. Please print legibly:</b>		

### EXAM PROCESS:

1. Once your application has been processed, you will receive an e-mail confirmation which includes a link to your exam and login information. You will have 30 days from the date of the e-mail to complete the exam.
2. The exam is open book. You may save your work and return to it as often as needed in order to complete the exam in the allotted time. Complete instructions will be provided online with the exam.
3. After completing the examination, you will be able to score your exam immediately and review any questions you answered incorrectly.
4. **PLEASE NOTE:** At times, an extension may be granted to complete the exam. You must contact the Recertification Administrator at AAMRO to obtain an extension. However, if the exam is not successfully completed within 3 months from the date of the exam activation, the exam will be automatically cancelled and a new fee of \$450 will be required to restart the exam.

### RETEST POLICY:

If you fail the exam, you will be permitted two additional test opportunities within a 3-month period at no additional charge. If you do not pass the exam after the third attempt, you will need to attend an MRO training course and then submit a new application and full payment for another opportunity to take the exam.

**II. DOCUMENTS TO INCLUDE WITH APPLICATION:**

1. Copy of Current Medical License
2. Photocopy of MROCC certificate if you have not been previously certified with AAMRO
3. Application/Examination fee payment of \$450
4. Copy of certificate of attendance at MRO Training program

**III. PAYMENT – CHECK OR CREDIT CARD:**

The AAMRO recertification exam is based on the *Medical Review Officer Handbook, 9<sup>th</sup> edition*, by Theodore F. Shults. Please check below if you would like to order a copy of this book.

Check One: <input type="checkbox"/> \$450.00 Exam Only <input type="checkbox"/> \$580.00 Exam plus the <i>Medical Review Officer Handbook, 9<sup>th</sup> edition</i>		
<input type="checkbox"/> CHECK ENCLOSED, Payable to <b>AAMRO</b>		
Pay by Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> AMEX		
Card Number:	Exp. Month/Year:	Security Code
Name as it appears on card:		

Mail the completed application form, payment, and required documents to:

AAMRO  
P.O. Box 12873  
Research Triangle Park, NC 27709

If paying by credit card, you may fax the application and all required documents to 919-490-1010.

**IV. CONFIDENTIALITY NON-DISCLOSURE AGREEMENT:**

<p>In consideration of my application for recertification I hereby agree to the following:</p> <ol style="list-style-type: none"> <li>1. I will not copy, disclose, or disseminate any information, questions or answers on the examination, of whatever kind, without the written authorization of the Executive Director of AAMRO.</li> <li>2. I attest that I will personally take the examination.</li> <li>3. AAMRO’s certification examination contains privileged proprietary information, and I will take reasonable steps to maintain the security of this information.</li> </ol> <p>_____</p> <p>Signature <span style="float: right;">_____</span> Date</p>
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**CME CREDITS:**

The AAMRO online recertification exam has been reviewed and is accepted for 16 CME credits by the American Academy of Family Physicians. AAMRO will mail your CME credit to you after you have completed the exam.

**If you have questions regarding this application, contact AAMRO’s recertification coordinator at 800-489-1839.**