



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
NATIONAL REGISTRY OF CERTIFIED MEDICAL (NRCME)
EXAM POLICY**

FMCSA EXAM POLICY

The National Registry of Certified Medical Examiners (National Registry) is a Federal Motor Carrier Safety Administration (FMCSA) program. It requires all medical examiners (MEs) who wish to perform physical examinations for interstate commercial motor vehicle (CMV) drivers to be trained and certified in FMCSA physical qualification standards. Medical examiners that have completed the training and successfully passed the test are included in an online directory on the National Registry website.

To receive updates and information about FMCSA medical programs and the National Registry system, sign up for the National Registry listserv.

<http://nrcme.fmcsa.dot.gov/ContactNR.aspx>

The Regional Center for Border Health, Inc. / College of Health Careers is committed to providing testing accommodations to individuals who take the (ME) Medical Examiners Certification exam.

SCHEDULEING OF THE NRCME EXAM

- Individuals must go to <https://nationalregistry.fmcsa.dot.gov> to find links to a testing organization approved to administer the FMCSA Medical Examiner Certification exam.
- Schedule a date and time to take the exam.

The Regional Center for Border Health, Inc. /College of Health Careers does not offer online exam scheduling. Individuals must call (928) 315-7600 to schedule an exam appointment, Monday through Friday; 8:00 a.m. – 5:00 p.m.

Individuals must have their National Registry Number for scheduling an examination appointment. They will need to provide the information to the customer service representative when calling to schedule. The customer service representative will ask the individual to provide the preferred test date. The first available time slot on the date will be offered to the individual. If the preferred appointment date is not available; the customer service representative will provide the next available appointment.

RESCHEDULE

Individuals that need to re-schedule or confirm their test date must call (928) 315-7600; Monday through Friday; 8:00 a.m. – 5:00 p.m. A \$25.00 fee will apply.

CANCELLATION

Individual that need to cancel their exam date must call (928) 315-7600; Monday through Friday; 8:00 a.m. - 5:00 p.m. A \$40.00 fee will apply.

PAYMENT

A payment of \$80.00 must be made in full before the individual's exam appointment. RCBH/CHC accepts all major credit cards, cash, or money orders.

RCBH/CHC has flexible payment option for businesses. RCBH accepts vouchers/invoices.

EXAM PREPARATION

Individuals should review the study guides or other resource materials that were covered for the exam. The more the individual studies and reviews the materials; the more it will help them become more confident and comfortable on the exam day. Individuals should arrive at the test center 15 minutes early to get settled before the exam.

Any materials that the individual is permitted to have such as paper or a calculator will be provided to them at the test center.

The FMCSA Medical Examiner Certification Test is a (2) two hour multiple choice, timed exam. The exam contains 120 questions. Once the individual begins the (2) two hours timed exam; it will run continuously with no pauses.

WHAT TO BRING ON THE DAY OF THE EXAM

At the time of the exam, individuals will be required to present the following items:

1. Valid Medical License
2. Training Certificate
3. Valid Government-issued photo identification (ex: U.S. Driver license, State ID, U.S. passport, military ID card, Permanent resident card, etc.)

The name used to schedule the appointment must exactly match the name shown on the identification card.

NCRCME regulations prohibit RCBH/CHC from administering the exam without all three requirements. If the individual arrives at the test center without these requirements, they will not be permitted to test and the examination fee **will not** be refunded.

SECURITY

RCBH/CHC ensures that every individual who is eligible to test are allowed to test while assuring that no one has an unfair advantage. RCBH/CHC proctor is trained to recognized potential exam security breaches. RCBH/CHC enforces test security in every process and procedure to provide to test takers a fair exam experience. The following is implemented:

1. RCBH/CHC personnel will proctor and monitor all exams to ensure the highest level of security.
2. RCBH/CHC personnel operate in a diligent manner to promote honesty, integrity, and fairness in all exams
3. RCBH/CHC personnel operate under the guidelines of equal opportunity, affirmative action, and the American with Disabilities Act (ADA), and other local, state, and federal regulations.
4. RCBH/CHC personnel protect the integrity of the exam.
5. RCBH/CHC personnel protect the confidentiality and rights of privacy of the examinees and staff.

6. RCBH/CHC personnel adhere to the FMCSA requirements in the administration of the exam.
7. RCBH/CHC personnel treat examinees in a fair, courteous, professional, and nondiscriminatory manner.
8. RCBH/CHC personnel address examinees concerns with empathy while maintaining the integrity of the administration.
9. RCBH/CHC personnel make referral to other campus offices and testing resources, as needed to provide students with the most appropriate service of the institution and community.
10. RCBH/CHC personnel are train in the appropriate FMCSA guidelines.
11. RCBH/CHC personnel disseminate on-going surveys to the attendee's to evaluate the facility.
12. RCBH/CHC proctor will not answer any questions concerning the exam content or requests for interpretation during the exam. If the individual has a comment he/she can submit their comment directly to FMCSA.
13. RCBH/CHC Director of Clinical and Curriculum Development will ensure all exam materials are kept in a lock filing cabinet. The Director of Clinical and Curriculum Development and Testing Program Coordinator will be the only key personnel who have access to the exam.
14. To protect the privacy of all individuals taking the exam, RCBH/CHC can neither confirm nor deny if any particular individual is present or scheduled to take the exam.

EXAM REGULATIONS

1. Individuals will be continuously monitored by a proctor and a physical walk-through will be conducted during the exam.
2. Individuals will be required to sign in and sign out on the test center roster each time they leave the exam room. Individuals must show their ID to the Test Center Proctor in order to be re-admitted to the test room.
3. Individuals are prohibited from communicating, publishing, reproducing or transmitting any part of their exam, in any form or by any means, verbal or written for any purpose.
4. Individuals must not speak to other participants or refer to their materials, written notes, or computer screens during the exam.
5. Individuals must not use written notes, published materials, or testing aids except for those that are allowed by the test sponsor.
6. Individuals are allowed to bring supplies such as pens and pencils. However, RCBH/CHC personnel will have them available during the exam.
7. Individuals must wear all clothing and jewelry items at all times. Individuals will not be allowed to remove personal items. However, individuals may remove all personal items before entering the exam room.

8. Individuals will be asked to empty their pockets and turn off their cell phones when entering the exam room. If the individual refuses then he/she cannot test.
9. Individuals will be asked to empty their pockets prior to every entry into the exam room to confirm that they have no prohibited items.
10. Individuals will be asked to raise their pants legs above their ankle and pull their sleeves up (only if long sleeves are worn) prior to entering into the exam room.
11. Individuals are **not** permitted to bring cameras, notes, documents, audio or video recorders, personal digital assistants (PDAs) pagers or calculators in the exam area.
12. Individuals are **not** permitted to bring guest, visitors or family members in the exam room.
13. Individuals are **not** permitted to bring personal items, including purses, business cases, backpacks, valuables, watches, photographic equipment or weapons. Only keys and wallets are permitted.
14. Individuals are **not** permitted to eat, drink, and smoke inside the exam room.
15. Individuals must return all materials issued by RCBH/CHC at the end of the exam.
16. Individual's exam does **not** have a scheduled break. The exam will run continuously with no pauses
17. If the individual leaves the room during the exam then the person must return to the original assigned seat.
18. Individuals who need access to an item stored in the exam center such as food or medication, the individual must inform RCBH/CHC personnel before they retrieve the item. Individuals are **not** permitted to access any items.
19. Individuals must conduct themselves in a civil manner at all times when on the premises of RCBH/CHC. Exhibiting abusive behavior towards RCBH/CHC or any other personnel of the facility may result in criminal prosecution.

EXAM PROCEDURE

The computer will be tracking the time it takes to complete the exam. However, the computer terminates the test when it reaches the time limit, regardless of whether the individual completed the exam. Individuals will take a multiple choice exam. The individual score is based on the total number of correct responses.

EXAM RESULTS

RCBH/CHC delivers the exam on behalf of FMCSA. RCBH/CHC will send the exam results to FMCSA. FMCSA will send an email to the candidate and notify them of their certification status. FMCSA will issue a National Registry certificate and mail it out to the candidate.

RETESTING

Individuals are permitted to take the exam as many times as the person wishes too, though there is a mandatory 30 day waiting period. However, the individual must pass the certification exam within 3 years after completing the initial training for initial certification or for reinstatement if FMCSA requires the medical examiner candidate to retake the initial training.

STAFFING

- RCBH/CHC Testing Program Coordinator will be the responsible staff to administer the FMCSA exam.
- RCBH/CHC Testing Program Coordinator will submit the exam results to FMCSA.
- RCBH/CHC Testing Program Coordinator is knowledgeable about the exam policies and procedures.
- RCBH/CHC Testing Program Coordinator will report to the Campus Administrator all incidents occurring during the exam, irregularities, facility problems, and examinee concerns.
- RCBH/CHC Testing Program Coordinator will maintain direct contact with FMCSA personnel.
- RCBH/CHC will maintain the adequate staff to cover for testing demands.
- RCBH/CHC Testing Program coordinator will participate in professional development activities to stay current with trends in testing.
- RCBH/CHC Campus Administrator will conduct training for testing personnel. The training will include test administration, including management of emergency situations such as fire or illness.
- RCBH/CHC personnel understand the importance of test security and the implications of testing irregularities.

EXAM LOCATION

The Regional Center for Border Health, Inc. /College of Health Careers is located at 950 E. Main St. Building A, Somerton, AZ 85350. The building is located next to the San Luis Walk-In Clinic with access to public transportation. Additional parking is available in the back and side of the building.

EQUAL OPPORTUNITY POLICY

The Regional Center for Border Health, Inc. / College of Health Careers does not discriminate in admitting or access to testing programs or activities on the basis of race, color, national origin, sex, religion, or disability in compliance with the United States and State of Arizona Laws.

The Regional Center for Border Health, Inc. / College of Health Careers will provide reasonable accommodations to handicapped individuals in order to facilitate access to the exam. Individuals requiring such accommodation should make the request to the Testing Program Coordinator at the time of the exam.

Any questions regarding the applicability of state and federal anti-discrimination laws to the Regional Center for Border Health, Inc. and its services, activities, and exam should be directed to the Campus Administrator at (928) 315-7600.