



PENNSYLVANIA ACADEMY OF  
FAMILY PHYSICIANS FOUNDATION

# DOT MEDICAL EXAMINER INFORMATIONAL BOOKLET

A PAFP PUBLICATION

## What is the National Registry?

The National Registry of Certified Medical Examiners (abbreviated NRCME or National Registry) is a new 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 who have **completed the training** and **successfully passed the test** are included in an online directory on the National Registry website.



## Okay: Here is the New FMCSA Rule!

**Effective May 21, 2014**, all **health care professionals** who perform physical examinations and issue **medical certificates for CMV drivers** will be **required** to complete accredited certification training and pass an examination.

Medical examiners who perform driver medical exams are expected to understand fully the medical standards of the Federal Motor Carrier Safety Regulations (FMCSRs) and related guidance. The National Registry requires medical examiners to participate in training, pass a certification test, and register on the National Registry system to become a certified medical examiner. Certified medical examiners agree to keep their National Registry accounts up to date (including licenses, training records, etc.) and to transmit at least monthly results of all CMV driver exams performed to FMCSA via the National Registry system.

# How Do I Become Certified?

**To become a certified medical examiner, you must:**

- Be licensed, certified, or registered in accordance with applicable state laws and regulations to perform physical examinations;
- Register on the National Registry System and receive a unique identifier;
- Complete required training;
- Pass the medical examiner certification test;
- Report results of driver exams every month via the National Registry system;
- Submit to periodic monitoring and audits;
- Maintain certification by completing periodic training every five years and recertify by passing the ME certification exam every 10 years.

# How Do I Train?

- **REGISTER** on the National Registry of Certified Medical Examiners website and receive your National Registry Medical Examiner identification number;
- Participate in a **TRAINING** program (offered by various organizations) and obtain a certificate of completion which qualifies you to sit for the National Registry exam.



# Important Information

It is **your responsibility** to keep your contact and licensing information up to date on the National Registry. If your license has expired or your name changes, you **MUST** put the correct information into the National Registry. Be sure to update the contact (e.g. name, address, etc.) and medical licensing information (e.g. license expiry, license number, license state, etc.) you entered when registering on the National Registry website when there are changes.

**IMPORTANT:** If the contact and medical licensing information you entered during registration on the National Registry website does not match the credentials you present to the test center, you will not be allowed to take the exam.

# I Am Trained, Now Where Do I Go to be Tested?

- Find a testing **location** near you to take your NRCME Exam.
- Be sure to bring the following required items:
  - A valid state-issued picture ID.
  - Valid license to practice in your health care profession
  - Certification of completion provided by the group that offered your training.
  - Your National Registry Medical Examiner ID number.
- Pass the test and receive a FMCSA Medical Examiner Certification credential valid for 10 years.

# Do I Have to Do All This Reporting Myself?

To support you in managing your registry account, certified medical examiners may authorize **administrative assistants** or other support staff to access the National Registry system and perform certain activities on their behalf.



To begin this process, the medical examiner's support staff must register on the National Registry system and create their own accounts as **administrative assistants**. Next, the certified medical examiner designates each assistant as authorized to, on the medical examiner's behalf, transmit CMV driver exam data and update contact information. The medical examiner will need to know the assistant's National Registry number to complete the designation process.



## How Do I Maintain Certification?

FMCSA will issue a certification document that will expire 10 years from the date of issuance. After the initial training and certification, an ME must complete periodic training every five years to refresh his or her knowledge of both the medical standards for CMV drivers and any changes to FMCSA examination standards or guidelines. MEs are required to complete recertification testing every 10 years. FMCSA may remove an ME from the National Registry if he or she does not complete the periodic training (after five years) or pass the recertification test (after 10 years).

# What Other Rules Apply Now that I am Certified?

Medical examiners also have to comply with the following administrative requirements as of May 21, 2014.

- Submit Form MCSA-5850 electronically via the National Registry every month for each driver examined. If no exams were performed during the month, that must also be reported;
- Retain original, completed examination reports for all drivers examined and a copy or electronic version of the driver's medical examiner's certificate for at least three years from the date of the examination;
- Submit to periodic audits;
- Provide FMCSA with medical examination report forms and other documents as requested;

- Continue to be licensed, registered, or certified in accordance with the applicable state laws and regulations of each state in which you perform examinations with a scope of practice that includes performing physical examinations;
- Submit any changes in the application information to FMCSA within 30 days of the change;
- Report to FMCSA any information related to any termination, suspension, or withdrawal of your license, registration, or certificate under state law;
- Maintain documentation of state licensing, registration, or certification and completion of all required training.

# Still Confused?

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