

NEW FEDERAL REQUIREMENT

Compliance Date: May 21, 2014

All interstate CMV drivers seeking a medical certificate must use a Medical Examiner (ME) on the National Registry. Medical certificates issued prior to this date are valid until the expiration date.

Step-By-Step Checklist Obtaining Your CDL Medical Examiner Certification

□ Step 1: Register on the National Registry Website

To become a certified ME, you must register through the National Registry web site <https://nationalregistry.fmcsa.dot.gov>. Once registered, you will receive a NRCME registration number. You will need this number for training and testing.

How can a healthcare professional obtain more information about the National Registry?

Go to the National Registry web site <https://nationalregistry.fmcsa.dot.gov> and read the information provided. For ongoing updates, register for the National Registry Listserv by selecting the link.

□ Step 2: Find a Training Organization and Sign Up for Training

There are many organizations providing CDL training. **The training partner your state medical association has chosen can be found at** <http://essentiaeducationwebinarnetwork.com/medical-professionals/click-on-your-state-2/>. Simply click on your state. This training meets the regulatory requirements for CDL training.

There are also many other options listed on the National Registry website. They can be found at <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/TrainingOrgList.seam>. The FMCSA does not approve or endorse training providers or courses listed on this site. The ME candidate is required to determine whether a training course meets the regulatory requirements.

□ Step 3: Complete Training

Upon completion of training, be sure to print out your certificate of completion or CME certificate.

□ Step 4: Find a Testing Organization and Schedule Test

The test will be offered by private-sector test delivery organizations throughout the U.S. Testing organizations can be found at <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam>. Click on the blue bar on the right-hand side of the screen that says **“Find a Testing Organization.”** You can put in your city and state or your zip code. Remember to increase the mile search radius as the website defaults to 10 miles.

Contact the testing organization to schedule your test. You will need your NRCME identification number obtained when you registered on the National Registry (see Step 1).

IMPORTANT:

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. If there are changes, be sure to update the contact (e.g. name, address, etc.) and medical licensing information (e.g. license expires, license number, license state, etc.) you entered when registering on the National Registry website.

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.

What to Bring to the Testing Location:

1. A Training Certificate
2. Valid Medical License
3. Government-Issued Identification

NRCME regulations prohibit the testing organization from administering your exam without the above documents.

What If I Do Not Pass the Exam?

If the candidate fails the test, he or she must wait at least 30 days before taking the test again.

Step 5: You've Passed Your Exam and Have Been Added to the National Registry as a Certified ME. What Are Your Other Responsibilities?

Reporting:

Once a month, electronically submit Form MCSA-5850 for each CMV driver that the ME has examined during the previous month. Information on this form should include:

1. Date of birth
2. Driver's license number and state
3. Examination date
4. An indication of the examination outcome (e.g. medically qualified)
5. Is driver an intrastate driver only?
6. Expiration date of driver's medical certification

If the ME does not conduct any exams during any given month, he/she must submit that information. Data will be submitted electronically via a secure FMCSA National Registry website.

Note: Administrative assistants will be able to do this reporting on behalf of an ME.

Administrative assistants must also be registered on the National Registry. They may register at <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/AdminAssistReg.seam>. (At the time this document was created, registration for administrative assistants had not yet opened. If you have checked the link above previously and are checking it again, please be sure to refresh your page.)

Recordkeeping and Compliance:

1. Retain original completed Medical Examination Reports for all drivers examined and a copy or electronic version of the driver's medical examiner's certificate for at least 3 years from the date of the examination;
2. Submit to periodic audits;
3. Provide FMCSA with medical examination report forms and other documents as requested;
4. Continue to be licensed, registered, or certified in accordance with the applicable state laws and regulations of each state in which your scope of practice includes performing physical examinations;
5. Submit any changes in the application information to FMCSA within 30 days of the change;
6. Report to FMCSA any information related to any termination, suspension, or withdrawal of your license, registration, or certificate under state law; and
7. Maintain documentation of state licensing, registration, or certification and completion of all required training.