National Registry Test Organization Process Overview

- **Agenda**
  - Application / Registration
  - Security Requirements & Site Visit
  - Approval / Disapproval
  - Interface with National Registry system
  - Test Forms
  - Delivering the Test

National Registry Test Organization Application

- **Testing Organizations must first apply to be part of the registry online**
    - Apply at http://nationalregistry.fmcsa.dot.gov under Testing & Training
- **Application will collect the essential information about your organization**
    - Name, address, POC information
    - Be prepared to upload electronic forms of critical documents (policies, procedures, security information)

- **FMCSA will review online applications and determine the Test Orgs with whom they will move forward**
  - POC may receive requests for additional information about TO business processes
- **A security site visit will be scheduled for TOs whose applications meet FMCSAs requirements**

- **Document Site Visit/security criteria**
  - The site visit will include an assessment of the NIST 800-53 security controls that are relevant to the location (Physical and Environmental)
    - Access control
    - Personnel Security
    - Configuration Management
    - and Auditing
  - As a part of the site review the assessor would need to not only describe and document the controls but also verify and validate that the controls are actually in place
  - The mitigation of *security control weaknesses* would depend upon the type, severity and impact of the weakness. *Security control weaknesses* can be documented and tracked through acceptance and/or remediation using the Plan of Action and Milestone (POA&M) document for *the* National Registry *system with the approval of the FMCSA Security officer*

- **Once all the steps have been completed, FMCSA will make a decision to approve/decline to approve**
  - An e-mail notification will be sent out once the application has been dispositioned in the National Registry system
- **Approved Testing Organizations will need to do the following:**
  - Load the National Registry test forms into their internal test delivery system
  - Provide a list of test centers to the National Registry team to be loaded into the National Registry database
  - Develop an interface to upload test results to the National Registry system

- **Test Centers will be loaded into the National Registry Database via a flat-file**
  - Standard CSV file format
  - Includes essential test center information such as name, address, and contact information
  - File is sent to the FMCSA help desk and will be loaded in by their personnel
  - A National Registry account will be created for each test center
- **Test Center locations are searchable on the National Registry website**
  - Provides Medical Examiners a convenient way to find the closest testing location across testing organizations

- **National Registry test forms are provided to Testing Organizations**
    - Tests are multiple choice tests, with 120 questions
    - 20 out of the 120 questions are non-graded "prototype" questions
    - Forms are represented as XML documents that specify question, answer options, answer key, scoring criteria
    - Some questions have associated images
    - Four different test forms that will be offered to medical examiner based on their past history taking the exam

- **Medical Examiner identity must be verified at center prior to delivering the test**
  - Medical examiner will arrive with identification (photo ID, medical license, and training certificate)
  - Test center will log into the National Registry and look up ME by National Registry #
  - Test Center employee will confirm that the information in the Registry matches their physical documents
- **After verification the National Registry system will provide the test center employee the test form ID to be issued**

Interfacing with the National Registry for Test Result Upload

- **Test results are transmitted to the National Registry system via web service (SOAP) over HTTPs**
  - Username / password
  - Test organization & test center identification
  - Call may include results for 1 or more applicants
- **Test Results for each applicant include:**
  - Name and National Registry Number
  - Test Date
  - Test Version
  - Result (P/F)
  - Test Answers