



# **POLICIES & PROCEDURES MANUAL**

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Exercise Oncology Instructor™  
Certification

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# Policies & Procedures Manual

## Examination Administration Procedures

### EXAMINATION

Exercise Oncology Instructor™ (EOI)

### ELIGIBILITY

Candidates interested in taking the EOI examination should contact Maple Tree Cancer Alliance for qualifications.

### TAKING YOUR EXAM

EOI Candidates may take their exam at any time using the MonitorEDU live remote proctoring service. Details for taking the EOI examination are below:

#### 1. *Candidate Verification:*

- a. Registration:
  - i. Candidates must register and pay for the exam through [www.mapletreecanceralliance.org/get-certified](http://www.mapletreecanceralliance.org/get-certified)
  - ii. Upon successful registration, candidates will receive a confirmation email containing important details, including the access instructions for the exam.
- b. Taking the Exam:
  - i. When the candidate is ready to begin the exam, they will click "Start Exam" in their MTCA EOI profile
  - ii. A Live Remote Proctor will greet the candidate and supply them with a link to connect to the cell phone webcam
- c. Identity Verification:
  - i. Candidates must provide a government-issued photo ID (e.g., driver's license, passport) that matches the name used for registration, as well as a valid CPR/AED certification.
  - ii. The proctor will verify the candidate's identity by comparing the ID with the registration information.
- d. Live Remote Proctoring:
  - i. A trained proctor will visually verify the candidate's identity through a cell phone webcam before the exam begins.
  - ii. The proctor will ask the candidate to show their ID and CPR/AED certification on camera to confirm their identity and check their surroundings to ensure no unauthorized materials are present.
  - iii. The proctor will provide the candidate with the link to begin the exam

#### 2. *Examination Delivery:*

- a. Candidates will take the exam from their own location using a computer with a stable internet connection.
- b. Remote proctors will monitor candidates through cell phone webcam technology.

#### 3. *Examination Content Security:*

- a. To maintain the security of exam content, questions are randomized to reduce the risk of cheating.
- b. All electronic exam materials are encrypted and stored securely.

#### 4. *Exam Time Limit:*

- a. Candidates will be informed of the two hour time limit for completing the exam.
- b. Strict adherence to the time limit will be enforced to maintain the fairness of the examination process.

**5. Candidate Conduct:**

- a. Candidates are expected to adhere to a code of conduct that includes prohibitions against cheating, plagiarism, and any form of academic dishonesty.
- b. Any suspicious behavior will be reported and investigated.

**6. Exam Completion and Submission:**

- a. Once candidates have completed the exam, they will submit their responses through the platform.

**7. Results and Certification:**

- a. Examination results will be processed according to established procedures, and successful candidates will receive their Exercise Oncology Instructor certification via download.

**Live Operator via Telephone:**

The times of operation for live operators are as follows:

Eastern Time: Mon-Fri 7:30 am – 10:00 pm, Sat-Sun 9:00 am – 5:30 pm

Central Time: Mon-Fri 6:30 am – 9:00 pm, Sat-Sun 8:00 am – 4:30 pm

Mountain Time: Mon-Fri 5:30 am – 8:00 pm, Sat-Sun, 7:00 am – 3:30 pm

Pacific Time: Mon-Fri 4:30 am – 7:00 pm, Sat-Sun, 6:00 am – 2:30 pm

**EXAM ENTRY REQUIREMENTS**

**REQUIRED IDENTIFICATION:**

*One form of ID is required.*

- Must be valid, non-expired government-issued ID
- Must include a photo
- First and last name on your ID must match the name on file with MTCA and the name provided at the time of the exam registration

*Allowable forms of identification include:*

- A state issued driver's license
- United States Department of State driver's license
- A state issued identification card
- A current United States military-issued identification (does not require signature)
- Any Government issued passport
- A permanent resident card
- Passport card (signature not required if card shows candidate name and photograph)

**ADDITIONAL REQUIRED DOCUMENTATION:**

*Candidates must present a valid, non-expired, CPR/AED Certification.*

- Photocopies and digital copies of current and valid CPR cards are acceptable. Photocopies must include a copy of the front and back of the certification document.
- Cards **MUST** be signed by the Instructor and candidate.

- Electronic/stamped signatures of instructors are allowed.
- American Red Cross issues a CPR/AED certificate that does NOT have a signature. This certificate of completion is acceptable.
- American Heart Association AED certificates and cards are allowed without the trainer's signature.
- Candidate can show a letter from the agency stating the successful completion of their CPR, CPR/AED, AED, EMT and/or BLS course. The letter must be presented on letterhead paper of the organization that authorized the instructor to teach the course. The letter must show the candidate's name, skills learned, date completed, expiration date, instructor's name, Instructor number, verification of hands-on evaluation.
- Other Certifications that meet this requirement:
  - EMT (Emergency Medical Technician) card
  - BLS (Basic Life Support) card
  - CPR for the Professional Rescuer

## Security Procedures

All MTCA Certifications are delivered by MonitorEDU, which utilizes live remote proctoring (LRP). MonitorEDU assumes responsibility for all LRP exam administration arrangements and provisions for special accommodations, as needed. Exam security is established through MonitorEDU's secure internet-based testing system, browser lockdown, and live remote proctoring, including video surveillance of the testing room and entire test administration. Candidates must have a quiet, comfortable, and secure room free from distractions, adequate high-speed internet and computer compatibility to help establish an ideal testing environment.

## Testing Rules of Conduct (Live Remote Proctoring)

All exams must be completed within a single, continuous session. Candidates may not stop their exam administration and return to review their answers or continue the exam(s) at a later date or time. There will be no breaks permitted. If you leave the testing space during your 2-hour exam, you will forfeit your exam attempt.

- You are required to be in a private testing space. There cannot be any other people in the testing space at any time, including children.
- Your testing space must be clear and free of any items, including but not limited to: electronic tablets, electronic readers, cameras, MP3 players, pagers, radios, watches, electronic translators, calculators, and all other electronic devices. The only devices allowed are the computer, which you will be using for the examination, and the cell phone, which will be used for proctoring via webcam. All browsers and applications, other than the testing browser, must be closed.
- No reference books are allowed during any MTCA examination administration. Such material or any other papers may not be brought into the testing space.
- You will be required to be on-camera with a live remote proctor for the full duration of your exam.
- No smoking, eating, or drinking will be allowed during the examination.
- The proctor will not answer any questions pertaining to the examination content.

- Copying or communicating examination content is a violation of security policy. Either one may result in the disqualification of examination results and may lead to legal action.
- During the examination, you are considered to be a professional and shall be treated as such. In turn, you must conduct yourself in a professional manner at all times. You shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.

## Testing Fees

For current MTCA exam pricing, please click here: [mapletrcanceralliance.org/get-certified](https://mapletrcanceralliance.org/get-certified).

Checks or money orders should be in U.S. funds, drawn on a U.S. bank, and payable to MTCA. MTCA does not accept cash, purchase orders, or invoices and will return all incomplete registration applications and/or registration applications with cash, purchase orders, invoices, declined credit cards, or returned checks. Active military, veterans, and eligible spouses and dependents can receive reimbursement for their MTCA Certification Exam fees from the government by submitting appropriate paperwork as directed at [benefits.va.gov/gibill/](https://benefits.va.gov/gibill/) this includes both first time and retakes fees. For the most up-to-date exam pricing, please refer to the Exam Registration webpage: [mapletrcanceralliance.org/get-certified](https://mapletrcanceralliance.org/get-certified).

- Materials + EOI Exam: \$999
- EOI Exam ONLY: \$499

## Objectives of EOI Examination

The MTCA Certified Exercise Oncology Instructor exam is designed to test potential candidate's knowledge and comprehension in the areas of exercise oncology. It is intended to measure competency areas that are specific to the field of cancer exercise such as exercise physiology, fitness assessment, prescription and programming, and clinical and medical considerations. The corresponding level of practice being measured is a specialty certification in exercise as it relates to cancer patients.

## Examination Specifics

The EOI exam is administered to candidates who wish to become certified in the specialty of exercise oncology. The exam length is approximately 2 hours with 100 questions, all multiple choice. Every 3 years, the MTCA Certification Board will meet to administer new questions and assure that current questions are up to par with the newest knowledge in the respective field.

## Test Standardization

The standardization of this test ensures validity and reliability among tests and test takers. Formatting in this way creates consistency across candidates to avoid diminishing validity and reliability.

The EOI certification examination is designed to evaluate the tasks and knowledge associated with the performance of domains required for practice as an exercise trainer for someone who has cancer. Once the exams are created, the subject matter experts review each question and rate its difficulty. Using best practices dictated by the lead psychometrician, a "cut score" or passing score is developed. The current passing score is 80%. Standard setting takes place after every Job Task Analysis and as needed based on the psychometric reports and best practices. Standard settings are evaluated every three years to reflect the current practice of exercise oncology.

A criterion-referenced cut score was set to establish the minimum level of competency for the EOI examination. A modified version of the standard setting method presented by Angoff (1971) was used to establish the cut score for this assessment. The cut score panel of 10 subject matter experts evaluated whether a minimally competent candidate would correctly respond to each item on the examination and rated those items accordingly. This panel recommended setting the cut score at a raw score

of 60 after two rounds of ratings and discussions. On July 15th, 2021, the Board met to evaluate and approve a raw score cut point of 73 based on the Board’s judgment, knowledge of CPT, expertise and understanding of the market. According to Standards for Educational and Psychological Testing (2014), “the final decision about the cut scores is a policy decision typically made by a policy body.” For reporting purposes, the logit of that raw score point was transformed to a scaled score of 80 on the reporting scale that ranges from 0 to 100. The projected pass rate based upon an initial sample of candidates at this cut score was about 81%.

Content Area	Number of Questions	Percent of Exam
Cancer exercise programming, fitness assessment, and evaluation	28	28%
Cancer treatment terminology and epidemiology	40	40%
Functional biomechanics, physiology & anatomy	31	41%

## Grandfathering Policy

Maple Tree Cancer Alliance does not allow or engage in “grandfathering” or use this concept when making decisions to revise the EOI certification or recertification policies. We believe that each requirement for earning certification is vital to the safety of our trainers and patients.

To further clarify what the term grandfathering means for the purpose of this policy:

- The process by which individuals are granted certification without being required to meet formal examination requirements.
- A provision in which an old rule continues to apply to some existing situations while a new rule will apply to all future cases. Those exempt from the new rule are said to have “grandfather” rights or acquired rights, or to have been “grandfathered in”.
- Often, such a provision is used as a compromise or out of practicality, to allow new rules to be enacted without upsetting a well-established logistical or political situation.

## Reciprocity Policy

Maple Tree Cancer Alliance does not allow reciprocal certification to individuals who hold a similar certification. To become an Exercise Oncology Instructor, individuals must complete MTCA’s EOI certification and hold an up to date CPR/AED certification.

## Protection of Use and Misuse of Certification Marks and Logos Policy

### TRADEMARK POLICY

This policy establishes the rules and requirements for use of all MTCA and EOI trademarks, including certification marks and services marks.

#### 1. Mark Ownership

The following organization trademarks are owned and controlled by MTCA:

- Maple Tree Cancer Alliance
- Exercise Oncology Instructor

MTCA retains the sole and exclusive rights to use the MTCA trademarks. MTCA may create and use additional marks, as it deems appropriate.

## **2. Prohibited Use of MTCA Trademarks**

Individuals, businesses, and other organizations, including MTCA certificants, are not permitted to use the MTCA trademarks. In certain circumstances, MTCA may permit another organization to use a specific MTCA trademark, subject to an MTCA-approved license agreement. Permission by MTCA to use a MTCA Certification Mark or MTCA Recognized Mark does not include authorization to use the MTCA trademark.

## **3. Policy Violations and Related Matters**

MTCA reserves, and may use, any and all remedies available under applicable laws and organizational policies to protect the MTCA trademarks. Infringement or other misuse of any MTCA trademarks will be challenged. Following the receipt of information that an unauthorized use of an MTCA trademark may have occurred, MTCA will determine if responsible action(s) will be taken in accordance with this policy and applicable Federal and State laws.

## **Certification Mark Policy**

MTCA certification marks and credentials (MTCA Certification Marks) certify that authorized individuals performing exercise oncology services have satisfied applicable requirements established by MTCA. MTCA Certification Marks represent a standard of excellence in the exercise oncology field. This policy establishes the rules and requirement for use of the MTCA Certification Marks, including proper use of the marks of certificants on occupational and business materials. All MTCA authorized individuals should review this policy carefully to ensure that all uses of the Certification Marks conform to the policy requirements.

### **1. Mark Ownership**

The following MTCA Certification Marks are owned and controlled by MTCA:

- MTCA Certified Exercise Oncology Instructor
- EOI

MTCA retains all trademark and other ownership rights concerning the MTCA Certification Marks. MTCA may create and use additional certification marks, as it deems appropriate.

### **2. Authorized Use of MTCA Certification Marks**

MTCA grants limited permission to use the MTCA Certification Marks to qualified individuals who satisfy all applicable MTCA certification requirements. Consistent with application law and organization policies, MTCA will ensure that the Certification Marks are displayed and otherwise used properly, as such use represents MTCA certification to the public.

### **3. Prohibited Use of MTCA Trademarks and MTCA Recognized Mark**

Permission by MTCA to use an MTCA Certification Mark does not include authorization to use any MTCA Trademarks or MTCA Recognized Mark.

### **4. Persons Authorized to Use MTCA Certification Marks/Certificant Responsibilities**

Use of the Certification Marks is limited strictly to those individuals who are MTCA certificants in good standing. Each MTCA certificant accepts and assumes sole responsibility for understanding and satisfying all MTCA organizational and legal requirements related to the use and display of the Certification Marks. MTCA will not be liable or otherwise responsible for any claims, complaints, suits, or damages whatsoever, relating to a certificant's use or display of a Certification Mark.

Among other requirements, each certificant is responsible for ensuring that the use of any Certification Mark on occupational and business-related materials (e.g., business cards, stationary and/or letterhead, email signatures, advertisements, brochures, or Internet websites) is consistent with this policy, and is not in conflict with applicable laws. MTCA assumes no responsibility concerning the interpretation or application of such legal requirements.



MTCA certificants are prohibited from making any public statement or representation related to the MTCA Certification Program that brings MTCA into disrepute, that is materially false, or that is otherwise contrary to the interests of MTCA.

### ***5. Non-Assignability and Non-Transferability of MTCA Certification Marks***

Permission to use the MTCA Certification Marks is limited to the MTCA certificant, and may not be transferred to, assigned to, or otherwise used by, any other individual, organization, business, or entity.

### ***6. Proper Use and Appearance of MTCA Certification Marks***

Each MTCA certificant may use the MTCA Certification Marks on occupational and business-related materials, consistent with the following rules:

- a. **Proper Use.** Each individual MTCA certificant must use the Certification Marks only in conjunction with their name, and in connection with the services related to the certification, i.e., exercise oncology services. The Certification Marks may not be positioned, displayed, or used in a manner which may lead the public to believe that a company or organization is certified or otherwise endorsed by MTCA.
- b. **Proper Appearance.** Certification Marks must be associated only with the certified individual, who is authorized to use the Marks. Additionally, Certification Marks should always be in their entirety, and must always appear with the appropriate subscript/superscript trademark ownership, “®” or “™”.

With respect to other affiliation marks and/or logos, the MTCA Certification Marks may be located near such other marks or logos, but must remain separate and distinct so as to avoid confusion concerning the source of the certification, and to avoid the appearance that other marks, certifications, credentials, designations, or organizations are associated with, or endorsed by, MTCA.

- c. **Examples of Proper Uses and Appearance.** Proper uses and appearance of the MTCA Certification Marks include, but are not limited to, the following examples.
  - a. MTCA Certified Exercise Oncology Instructor
  - b. MTCA EOI
  - c. EOI

Any questions concerning the proper use of MTCA Certification Marks should be submitted in writing to MTCA by mail at the following address, 425 N. Findlay Street, Suite 16, Dayton, OH 45404.

### ***7. Non-Interference with Use of Certification Marks by Other Certificants***

An MTCA certificant may not prohibit, restrict, or otherwise limit the authorized and appropriate use of an MTCA Certification Mark by another certificant.

### ***8. Violation Reporting Responsibilities***

Each MTCA certificant has the responsibility to report the unauthorized use, misuse, or other violation of this policy to MTCA in a timely manner. This reporting responsibility includes any circumstances where the use of an MTCA Certification Mark is related to an individual or organization that is not an MTCA certificant, or where a Certification Mark is used improperly by an MTCA certificant.

### ***9. Policy Violations and Related Matters***

MTCA reserves, and may use, any and all remedies available under applicable laws and organizational policies to protect any MTCA Certification Mark. Infringement or other misuse of any MTCA Certification Mark will be challenged. MTCA certificants are required to cooperate fully in the review and resolution of such matters.

Following receipt of information that an inappropriate or unauthorized use of a Certification Mark may have occurred, MTCA will determine if responsible action(s) will be taken in accordance with this policy and applicable laws.

#### ***10. Disciplinary Actions Related to Mark Misuse by a Certificant or Candidate***

All mark misuse complaints and other matters concerning potential violations of this policy by an MTCA certificant or certification candidate will be reviewed and resolved by the MTCA National Director of Certification, or their designee. If, after notice and a fair opportunity to respond, the National Director of Certification determines that the certificant or candidate has violated the terms of this policy, MTCA reserves the right to issue disciplinary sanctions and/or other appropriate corrective actions, including but not limited to: certification suspension or revocation; or, the rejection of the candidate's MTCA certification application. In addition, MTCA may refer cases of certification mark misuse, infringement, or other similar matters to appropriate agencies and other organizations, or may initiate appropriate legal action.

#### ***11. Policy Violation Actions Concerning Third Parties***

Following receipt of information that an inappropriate or unauthorized use of the MTCA Certification Mark(s) by a third party individual, organization, or company may have occurred, MYCA will determine if responsive action(s) will be taken consistent with MTCA policies and applicable laws.



[MapleTreeCancerAlliance.org](https://MapleTreeCancerAlliance.org)