Instructions: Updating Your ASCO Training Program Roster & Registering for ITE

Exam Dates: Tuesday, February 23 and Wednesday, February 24, 2021

Exam Cost: $280 per trainee for ASCO members
$400 per trainee for non-members
$50 for Program Directors or faculty members

*Discounted pricing is available for programs in low, lower-middle, and upper-middle income countries, as designated by the World Bank.

Invoices will be emailed to the Program Director and Coordinator by late-February 2021. Please DO NOT send payment prior to receiving your official invoice.

Registration Deadline: Friday, January 15, 2021 at 11:59 PM ET (Eastern Time).

Please see below for instructions on how to update your program roster:

1. Login to the Oncology Training Programs Center (OTPC) with your asco.org username and password.
   a. If you do not know your asco.org credentials, click on “Obtain my Password” on the login page.

2. Go to the Trainee Roster page and ensure your roster is accurate. Your program’s roster is required.

3. To add trainees to your roster:
   • Step 1: Search for your trainee in our database.
   • Step 2: Select and add him/her to your program.
   • Step 3: If your trainee does not appear in the search results, then they do not have an ASCO account. Please have your trainee visit https://join.asco.org/ and apply for their free ASCO membership, selecting their membership type to be “member-in-training”. Once your trainee has an account, please repeat steps 1 and 2.

4. Ensure the Training Start Date, Training End Date, and Training Year fields are accurate for all current trainees.

5. Ensure all trainees have “Yes” under the ASCO Member column.
   a. If it says “No”, your trainee has a guest account and not an ASCO member account. The trainee must apply for membership at https://join.asco.org/, using the same username associated with their guest account and selecting their membership type to be “member-in-training”.

6. At the top of the page, ensure that the numbers listed for your Program Size and Roster Count are the same. If they are not the same, please edit either of the two so that they match.

7. Once finished with updating your roster, check the box at the bottom of the page, and click the “Submit” button.

For program roster and OTPC website assistance, please contact professionaldevelopment@asco.org.
For trainee membership assistance, please contact customerservice@asco.org.
Please see below for instructions on how to register your trainees for the Medical Oncology In-Training Exam (ITE):

1. Login to the Oncology Training Programs Center (OTPC) with your asco.org username and password.
   a. It is required to update your program’s roster before registering for ITE.

2. **IMPORTANT NOTE:** Once you've updated your roster, it takes 30-60 minutes for the “Exam Registration” page to reflect those changes. Please do not submit your ITE registration until 60 minutes after you've updated your roster.

3. Go to the Exam Registration page, complete the Exam Proctor information (located above the registration chart/form).

4. On the Exam Registration page, register your trainees by clicking “Select” next to each trainee that you want to register, and filling out the necessary information for each trainee: Date of Birth, Exam Date, and any ADA test accommodations. Click “Register”
   a. If it says “Yes” under the ASCO Member column, your trainee is an ASCO member.
   b. If it says “No”, your trainee has a guest account and not an ASCO member account. The trainee must apply for membership at https://join.asco.org/, using the same username associated with their guest account and selecting their membership type to be “member-in-training”.

5. After you have individually registered all of your trainees who will take the exam, make sure to click the “Submit/Update Registration” button at the bottom of the Exam Registration page.

6. You will receive a confirmation email from professionaldevelopment@asco.org detailing your program's exam registration.

7. **IMPORTANT NOTE:** This is NOT your invoice. Invoices will be emailed to the Program Director and Coordinator by late-February. Please DO NOT send payment prior to receiving your official invoice.

For ITE and OTPC website assistance, please contact professionaldevelopment@asco.org.
For membership and invoice assistance, please contact customerservice@asco.org.