

Instructions: Updating Your ASCO Training Program Roster & Registering for ASCO's In-Training Exam (ITE)

To ensure your trainees get the discounted member rate, please review and update your Trainee Roster **before** submitting your exam registration.

Exam information: click [here](#)

Exam Dates: Tuesday, March 1 and Wednesday, March 2, 2022

- Make-up date: Thursday, March 10, 2022

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 2022. **Please DO NOT send payment prior to receiving your official invoice.**

Registration Deadline: Friday, January 21, 2022, 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.
3. Ensure the **Training Start Date, Training End Date, and Training Year fields** are accurate for all current trainees.
4. 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**".

5. 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.
6. Once finished with updating your roster, check the box at the bottom of the page, and click the "Submit" button.

IMPORTANT NOTE: Once you've updated your roster, it takes 60 minutes for our system to reflect those changes. Please **do not** submit ITE registrations until 60 minutes after you've updated your roster.

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 the ITE.
2. **IMPORTANT NOTE:** If you've updated your roster, it takes 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"

In the registration chart, under the "ASCO Member" column:

- a. If it says "Yes" under the ASCO Member column, your trainee is an ASCO member and will receive the ITE discounted member rate of \$280.
 - b. If it says "No", your trainee has a guest account and **not** an ASCO member account, and thus they will **not** receive the ITE discounted member rate and the will be charged \$400. To get the discounted member rate, your 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. Making edits to Registration:
 - a. To update a trainee's registration: Click "Select" next to the trainee's name, update the applicable fields, and click "Update Registration." Click the "Submit/Update Registration" button at the bottom of the Exam Registration page.

- b. To cancel a trainee's registration: Click "Select" next to the trainee's name, then click "Cancel Registration." Click the "Submit/Update Registration" button at the bottom of the Exam Registration page.
7. You will receive a confirmation email from professionaldevelopment@asco.org detailing your program's exam registration.
8. **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 *trainee membership* assistance, please contact customerservice@asco.org.