Instructions: Registering for the 2024 ASCO Medical Oncology In-Training Exam (ITE)

To ensure your trainees get the discounted member rate, please review and update your program's Trainee Roster **before** submitting your exam registration. Click here for detailed instructions for updating your program roster.

Exam Information: Medical Oncology In-Training Exam (ITE)
- **Exam Dates:** Tuesday, February 27 & Wednesday, February 28, 2024
  - Make-up date: Thursday, March 7, 2024
- **Registration Deadline:** Friday, January 19, 2024, at 11:59 PM ET (Eastern Time)

Invoices will be emailed to the Program Director and Coordinator by late-February 2024.

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

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

How To Register a Trainee:

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.
   b. Click here for detailed instructions for updating your program roster.
   <mark>IMPORTANT NOTE:</mark> If you've updated your roster, it takes <u>60 minutes</u> 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.

2. Go to the **Exam Registration** page, complete the Exam Proctor information (located above the registration table).

3. Register your trainees by clicking "Select" next to each trainee that you want to register and fill out the necessary information for each trainee: Date of Birth, Exam Date, and any ADA test accommodations. Click "Register"

   In the registration table, under the "ASCO Member" column:
   a. "Yes" = your trainee is an ASCO member and will receive the ITE discounted member rate of $280.
   b. "No" = your trainee has a guest account and **is not an ASCO member account**, and thus will be charged $400. To get the discounted member rate, your trainee must apply for free membership at https://join.asco.org/, using the same username associated with their guest account.

4. After you have individually registered the trainees who will take the exam, **click the "Submit/Update Registration" button** at the bottom of the Exam Registration page under the registration table.

5. You will receive an email from professionaldevelopment@asco.org confirming your program's exam registration. <mark>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.**</mark>

How To Edit or Cancel a Trainee's Registration:

1. <u>To Update</u>: 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.

2. <u>To Cancel</u>: 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.

Need Help?

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