1. General Purpose
   a. Continuing education consists of participation in ongoing educational opportunities that provide current knowledge and theories, develop skills, and enhance the expertise of the Certified Tumor Registrar.
      i. Ensure continued development of the Certified Tumor Registrar by a study of material pertinent to the cancer registry profession
      ii. Ensure professional growth of the registrar by continued interaction with registry and other allied health professionals and physicians at oncology meetings, conferences, and other related activities;
      iii. Ensure maintenance of the standards of excellence of the Certified Tumor Registrar thereby strengthening the value of certification.
   b. Develop and maintain a program that assists certified practitioners in self-assessment of knowledge and the documentation of personal continuing education activities.
   c. Develop and maintain a program through which practitioners can demonstrate their attainment of the standards for maintenance of certification as established in the Bylaws and Standing Rules of NCRA.

2. Responsibilities
   a. Administer a process for CTRs to submit their required CE hours.
   b. Review received CE Summary Forms and acknowledge appropriately.
   c. Conduct a random auditing of a set percentage of CE hour maintenance forms.
   d. Administer an acknowledgment process for those individuals who have successfully met the standards for maintenance of certification.
   e. Revoke certification for failure to meet the standards established by NCRA’s Council on Certification.
   f. Establish and administer an appeal and review procedure for individuals whose certification has been revoked.
   g. Report on activities at Council on Certification meetings and for quarterly NCRA Board Reports.
   h. Review the information sent to newly certified individuals for appropriateness.
   i. Any other duties that may be assigned by the NCRA’s Council on Certification.

2.1.1 Confidentiality

   2.1.1.1 All members and ex-officio members of the Continuing Education Committee will maintain confidentiality of all CE Summary Forms plus related materials; and may be required to sign a confidentiality statement.
   2.1.1.2 All members and ex-officio members of the Continuing Education Committee will not engage in action which may constitute an actual, apparent, or potential conflict of interests with the mission and activities of NCRA’s Council on Certification, and will disclose
to NCRA’s Council on Certification any such conflicts of interest and any business, financial, or organizational interests and affiliations which are or could be construed to be a conflict of interest.

2.1.2 Composition and Tenure

2.1.2.1 The Chair will appoint all committee members.
2.1.2.2 A Co-Chair will be appointed to serve one year prior to becoming the Chair.
2.1.2.3 The Committee will consist of no less than five members.
2.1.2.4 Members will serve a term of one year. Members may be appointed for more than one term. Members will be appointed to terms that will provide both experienced and new membership.
2.1.2.5 Committee members must be CTRs in good standing.
2.1.2.6 Committee members must be members of NCRA.
2.1.2.7 Staff support shall be provided by the NCRA Executive Office.

2.1.3 Meetings

2.1.3.1 Meetings will be held monthly via phone conferencing, or as needed. A face-to-face meeting may be held at the Annual Conference, if necessary.
2.1.3.2 A calendar of meeting dates and relevant documents will be distributed by the NCRA Executive Office to committee members at the beginning of the association year.

2.1.4 Committee Tasks

2.1.4.1 Annually review Certified Tumor Registrar Continuing Education Handbook: A guide for maintaining the CTR credential
2.1.4.1.1 Disseminate updates to Handbook as appropriate.
2.1.4.1.2 NCRA staff will publish Handbook for all CTRs.
2.1.4.2 CE Maintenance | The committee will:
2.1.4.2.1 Make recommendations to the Council on CTR maintenance requirements within CE Cycle.
2.1.4.2.1.1 CE Cycles are 2 calendar years.
2.1.4.2.1.2 Upon successful completion of the required certification examination or through re-validation (retaking the CTR exam), the individual begins a new two-year cycle with respect to CE hours. The new cycle begins on January 1 following the date of the examination or re-validation. CE hours acquired between the date of the examination or re-validation and the following January 1 may be credited to the first two-year cycle.
2.1.4.2.1.3 Upon successful completion and validation of the required CE hours for the current cycle, the individual begins a new two-year cycle.
2.1.4.2.2 Ensure CE fees are invoiced. (CE fees are used for the administration, maintenance and storage of the individual CTR information.)

2.1.4.2.2.2 Certified Tumor Registrars who are members of NCRA pay annual membership dues and an annual CE fee to be determined by the NCRA Board of Directors. Members who are Certified Tumor Registrars must pay this fee even if CE hours are not earned or credited during the cycle.

2.1.4.2.2.2 Certified Tumor Registrars who are not members of NCRA are assessed an annual CE fee as determined by the NCRA Board of Directors, to cover administrative costs of participating in the CE Program. Non-members who are Certified Tumor Registrars must pay this fee even if CE hours are not earned or credited during the cycle.

2.1.4.2.2.2 NCRA staff will bill the CE Fee on or before January 1 of each year. For NCRA members, the CE fee will be included in the annual membership renewal invoice. For nonmembers, a separate invoice will be sent by NCRA.

2.1.4.2.2.2 If payment is not received by the deadline established by NCRA Bylaws, certification shall be forfeited per guidelines.

2.1.4.2.2 CE fees are not required within the year a New CTR passed their exam.

2.1.4.2.3 Ensure the CE Eligible Activities reflect current skills and knowledge for CTRs. (See addendum)

2.1.4.2.4 Encourage CTRs to engage in appropriate additional CE programs for their continued growth as the CE requirements are a minimal requisite.

2.1.4.2.5 Place a reminder/announcement in the fall issue of The Connection that CE forms must be returned by January 31 of the year following the end of the current cycle.

2.1.4.2.5.1 Provide CTR’s with mailing address and information to obtain forms.

2.1.4.2.5.2 Specify year of CE Cycle that are expected
to submit their CE hours.

2.1.5 CE Hour Review | The committee will:

2.1.5.1 Provide and publish a mechanism for CTRs to submit a summary record of their CE hours.

2.1.5.1.1 Dates (Start/End); beginning and ending date(s) of: workshop, seminar, or other meeting; college,
university, or other course; publication date of journal article, etc.

2.1.5.1.2 Activity Title; title of seminar, workshop, or other meeting; college, university or other course; article or text title

2.1.5.1.3 Activity Sponsor; name of sponsoring organization offering seminar, workshop, or other meeting; college or university offering course; journal in which article was published or publisher of text, etc.

2.1.5.1.4 Location (City, State): place offering seminar, workshop, or other meeting; college or university offering course; not applicable for publications

2.1.5.1.5 CE Hours (CEs): the unit of measurement for the CE Program. CTRs are given credit for the number of hours attended; personal CEs are not to exceed the maximum number of hours awarded for the educational program.

2.1.5.1.5.1 CE hours are to be calculated in total sum per day’s event.

2.1.5.1.5.2 CE hours are awarded to the completed quarter-hour, after the first thirty minutes.

2.1.5.1.5.3 All CE hours submitted will be totaled before awarding CE hours to the completed quarter-hour.

2.1.5.1.6 Prior Approval by NCRA; an indication of activities that received prior approval NCRA’s Program Recognition Committee. Approval numbers can be found on the NCRA Web Site.

2.1.5.1.6.1 If a sponsor of the activity did not seek out NCRA pre-approval, then the CE Committee would determine activity’s eligibility during the review of CE Summary Form.

2.1.5.2 Annually review the mechanism for CTR to submit their CE hours (i.e. CE Summary Form).

2.1.5.3 Coordinate with NCRA staff to acknowledge all received CE Summary Forms.

2.1.5.4 Provide expert guidance on the methodology of reviewing CE hours. (See Addendum)

2.1.5.5 Acknowledge validated and approved maintenance with a CE Cycle validation certificate.

2.1.5.6 Coordinate with NCRA staff to send out approval packages.

2.1.5.7 Provide and publish a mechanism for CTRs to submit a summary record of their CE hours after the deadline of January 31st.

2.1.6 Audit | The committee will:

2.1.6.1 Establish a percentage of CE Summary Forms to be randomly selected for audit to verify activities listed on the CE Summary Form.
Form.
2.1.6.2 Provide expert guidance on the methodology of reviewing audited CE hours.
   2.1.6.2.1 Consecutive CE Cycle auditing may occur with random selection; but will not be conducted more than twice in 3 consecutive CE Cycles (6 years).
   2.1.6.2.2 An audited CTR is required to submit verifiable documentation for each activity listed; twenty CE hours minimum.
   2.1.6.2.3 Documentation must be submitted within sixty (60) days of initial audit notification.
   2.1.6.2.4 Non-compliance of audit may result in credential revocation.

2.1.6.3 CE Committee Chair will coordinate audit correspondence and management with NCRA staff.

2.1.7 Non-Compliance Options | The committee will:
   2.1.7.1 Establish guidelines for requests of extension - applying deficient CE hours from one CE cycle to be obtained within the next CE Cycle.
      2.1.7.1.1 Individual CTRs must make request in writing to NCRA.
      2.1.7.1.2 During extension period, CE fees must be paid.
      2.1.7.1.3 Consecutive extension requests will not be granted.
      2.1.7.1.4 Once approved, individuals are allowed continued use of the CTR with any job-related activities, both as an employee or as a consultant.
   2.1.7.2 Establish guidelines for requests of disability release – designated for individuals seeking a temporary or permanent release of the CTR requirements who are unemployed because of a disability to the individual – not a family member – which limits participation in their CE activities.
      2.1.7.2.1 Individual CTRs must make request in writing, including medical documentation, to NCRA.
      2.1.7.2.2 During release period, individuals are not allowed to use the designation of ‘CTR.’ The CTR credential may not be used with any job-related activities, either as an employee or as a consultant.
      2.1.7.2.3 If participant seeks to resume use of the CTR credential, within three years of last documented and approved CE Cycle, notification must be made to NCRA Executive Office.
      2.1.7.2.3. If an individual has been out of the field for more than an established timeframe, they are required to sit for the CTR Exam to regain their credential.
   2.1.7.3 Establish guidelines for requests of retirement – designated for individuals who are no longer working in the registry profession, either full or part time seeking a permanent release of the CTR requirements.
      2.1.7.3.1 Individual CTRs must make request in writing to NCRA.
2.1.7.3.2 Once approved, individuals are allowed to use the designation of ‘CTR (Retired)’ during release period.

2.1.7.3.3 CTR credential may not be used with any job-related activities, either as an employee or as a consultant.

2.1.7.3.4 If participant seeks to resume use of the CTR credential, within three years of last documented and approved CE Cycle, notification must be made to NCRA Executive Office.

2.1.7.3.4.2 If an individual has been out of the field for more than an established timeframe, they are required to sit for the CTR Exam to regain their credential.

2.1.7.4 Establish timeframe for evaluation of non-compliance option.

2.1.7.4.1 Defined as three (3) calendar years following the end of the last approved recertification CE Cycle.

2.1.7.5 CE Committee Chair will coordinate request correspondence and management with NCRA staff.

2.1.8 Restoration Process | The committee will:

2.1.8.1 Establish guidelines for requests of restoration – designated for individuals who were granted approval for a release of the CTR requirements via retirement or disability release.

2.1.8.1.1 If participant seeks to resume use of the CTR credential, within three years of last documented and approved CE Cycle, notification must be made to NCRA Executive Office.

2.1.8.1.1.1 Individual Requests

2.1.8.1.1.1.2 Submit requests using the Restoration Request Form.

2.1.8.1.1.1.2 A non-refundable restoration fee is required.

2.1.8.1.1.1.2 If approved, individual is responsible for participating in CE maintenance requirements.

2.1.8.1.1.1.2 If not approved, individual may request a review appeal (Section 2.1.10)

2.1.8.1.1.2 Retake the CTR Exam.

2.1.8.1.1.2.2 Submit exam application. 2.1.8.1.1.2.2 Payment of all exam registration fees is required.

2.1.8.1.1.2.3 After passing, individual is given their original CTR# and is responsible for participating in CE program.

2.1.8.2 CE Committee Chair will coordinate request correspondence and management with NCRA staff.
2.1.9 Revocation | The committee will:
2.1.9.1 Revoke the credentials of any individual who demonstrates gross or repeated negligence, malpractice or misconduct as evidenced by a clear violation of the ethical guidelines of the profession (as referenced in NCRA Code of Ethics).
2.1.9.2 Revoke the credentials of any individual CTR who fails to comply with established guidelines of CTR maintenance requirements (fees, CE’s; or both).
2.1.9.2.1 On or shortly after May 1, send a Notice of Intention to Revoke with a stated date for revocation.
2.1.9.2.1.1 Notice will be sent by a method which provides documentation the notice was sent to CTR’s last known address, as per NCRA.
2.1.9.2.1.2 Compliance documentation must be submitted within sixty (60) days of initial notification.
2.1.9.2.1.3 Non-compliance of audit may result in credential revocation.
2.1.9.2.2 Affected individuals have thirty (30) days of the notice’s sent date to appeal the Notice of Intention to Revoke.
2.1.9.2.2.1 Individual CTRs must make request in writing to NCRA.
2.1.9.3 CE Committee Chair will coordinate correspondence and management with NCRA staff.

2.1.10 Review and Appeal Process | The committee will:
2.1.10.1 Establish and administer procedures for handling grievances relating to revocation.
2.1.10.1.1 Individuals initiate a review and appeal. 2.1.10.1.1.1 Individuals must make request in writing to NCRA.
2.1.10.1.1.1.1 Request should include all pertinent and supplementary documentation in support of request.
2.1.10.1.2 Within forty-five (45) days of receipt, NCRA’s Council on Certification Administrator shall select three (3) members of the CE Committee, including the Chairperson, to form an Appeals Review Task Force.
2.1.10.1.2.1 Task Force to make a determination by a two-thirds vote.
2.1.10.1.2.2 Task Force to make a recommendation to the Administrator.
2.1.10.1.2.3 Requestor will be notified within fifteen (15) of the decision.
2.1.10.1.3 If the revocation stands, the individual has the right to request a hearing before NCRA’s Council on Certification.
2.1.10.1.3.1 Individuals must make
request in writing to NCRA’s Council on Certification Administrator.

2.1.10.1.3.2 Request should be made within thirty (30) days after receipt of the Task Force’s decision.

2.1.10.1.3.2 Individual requestor will be notified of the date and location of the next scheduled meeting.

2.1.10.1.3.2 Individual requestor shall be entitled to:

2.1.10.1.3.1.3.1 Appear in person
2.1.10.1.3.1.3.2 Have a representative appear with them on their behalf.

2.1.10.1.4 NCRA’s Council on Certification shall make a determination by three-fourths (3/4) vote.

2.1.10.1.4.1 The decision – either affirm or suspension of revocation – of the Council is final and binding upon notification of individual.

2.1.10.1.4.2 Requestor will be notified within fifteen (15) days of the decision.

2.1.10.1.4.2 Any incurred expenses by the individual shall be the responsibility of the individual.

2.1.11 Reinstatement Process | The committee will:

2.1.11.1 Establish and administer procedures for handling requests relating to reinstatement – designated for individuals whose credential were revoked.

2.1.11.1.1 If participant seeks to regain use of the CTR credential due to a revocation notification must be made to NCRA Executive Office.

2.1.11.1.2 Individual Requests

2.1.11.1.2.1 Submit requests using the Reinstatement Request Form.

2.1.11.1.2.2 A non-refundable reinstatement fee may be required.

2.1.11.1.2.2 If approved, individual is responsible for participating in CE maintenance requirements.

2.1.11.1.2.2 If not approved, individual may request a review appeal (Section 2.1.10)

2.1.11.1.2.2 Retake the CTR Exam.

2.1.11.1.2.2.1 Submit exam application.

2.1.11.1.2.2.2 Payment of all exam registration fees is required.

2.1.11.1.2.2.3 After passing, individual is given their original CTR# and is
2.1.11.2 CE Committee Chair will coordinate request correspondence and management with NCRA staff.

2.1.11.2 CE Committee Chair will coordinate request correspondence and management with NCRA staff.

2.1.12 Verification| The committee will:

2.1.12.1 Provide and publish a mechanism for employer/third party verification of an individual’s CTR status.

2.1.12.1.1 The verification process will be initiated by receipt of the CTR Credential Verification Form with all known information to be completed.

2.1.12.1.2 The CTR Credential Verification Form is to be received at NCRA. Requestors’ signature acknowledges compliance with the permissible use of this verification and disclosure policy.

2.1.12.1.3 NCRA staff will return the completed form within ten (10) business days to the requestor via fax, stating the verified individual’s current credential status.

2.1.12.1.4 A copy of the Credential Verification will be sent to the individual being verified accompanied by an explanation of the confidentiality of this process.

2.1.12.2 Individual CTRs are considered “in good standing” if:

2.1.12.2.1 Annual CE fee payment is current.

2.1.12.2.2 Biennial CE hour submission is current.

2.1.12.2.3 Revocation has not occurred.

2.1.13 CE Credit Issuance| The committee will:

2.1.13.1 Provide Continuing Education (CE) credit to CTRs who view NCRA’s Encore Sessions via an alternative delivery method.

2.1.13.1.1 All session delivery methods will include a specific viewing form.

2.1.13.1.2 The completed session viewing form must be sent to NCRA with payment to obtain CE credit.

2.1.13.1.3 CE credit can be claimed if the viewing is completed within the CTR’s CE cycle dates.

2.1.13.1.4 To be considered valid, each viewing certificate must be accompanied by processing fees for NCRA members and non-members. An additional fee is required for handling mail to/from outside of the United States.

2.1.13.2 NCRA staff to process payment and send the CTR an NCRA Encore Session Continuing Education Certificate within 15 business days of submission.

2.1.13.3 NCRA staff to maintain an electronic file of all CTRs who purchase this type of alternative Continuing Education credit.
ADDENDUM

Eligible Activities
To be eligible for CE hours, an educational program must present materials beyond the level required for certification of a Cancer Registrar. To qualify for CE hours, educational activities must improve or expand the existing base of knowledge or skills of the certified Cancer Registrar. Included in the definition of eligible activities are:

1. Educational programs which have been recognized by NCRA’s Program Recognition Committee. However, be aware that the total CE hours awarded to programs by NCRA’s Program Recognition Committee are subject to individual CE hour limitations as stated below.

2. Other registry or oncology related programs, workshops, seminars, conferences, and video-teleconference group seminars, or institutes which contribute to the continuing education of the Certified Tumor Registrar.

3. NCRA’s Journal CE Quiz. A quiz is offered in each issue of the Journal of Registry Management.

4. Updates set by standard setting agencies to expand/enhance the CTR’s base knowledge. Agencies include AJCC, CDC/NPCR, COC, IARC/IACR, SEER and NAACCR.

5. Active participation in professional organizations. To be eligible for hours in this category, one must serve as an elected officer, committee chair, or committee member. (Limited to 1 CE hour per year)

6. Attendance at tumor boards and cancer conferences necessary to maintain, upgrade, or expand knowledge and/or skills related to the tumor registry profession. (Limited to 2 CE hours per two-year cycle)

7. Structured hospital or central registry training programs, in areas such as supervision, management, computerization, data management, or other topics which can be directly related to acquiring new or improving skills related to &/or applicable to the registry profession.

8. Audit (attending, but not for a grade) of academic courses and independent study programs relevant to the cancer registry profession. Hour allocations and hour restriction include:
   - One semester three (3) credit class = 2 CE hours
   - One quarter three (3) credit class = 1 CE hour
   - Limited to 6 CE hours per two-year cycle

9. ICD-10-CM (diagnosis) and ICD-10-PCS (procedures) updates directly related to the cancer registry field. (Limited to 2 CE hours per two-year cycle)

11. Computer vendor updates directly related to the registry software product. (Limited to 4 CE hours per two-year cycle)
10. College, university, and correspondence credit courses and independent study programs relevant to the registry profession. Hour allocations and hour restriction include:
   - One semester three (3) credit class = 4 CE hours
   - One quarter three (3) credit class = 2 CE hour
   - **Limited to 12 CE hours per two-year cycle**

12. Five questions with answers and references for the certification examination submitted to NCRA’s Council on Certification for review, with approval and notification received. **(Limited to 1 CE hour per two-year cycle)**

13. Multimedia (including video-audio-teleconference, online, CD participation) programs with documentation of completion, i.e. certificate of completion, personal signature, post session quiz or copy of attendance sheet. Virtual attendance to mixed media programs. Webinars, online educational programs, DVD/CD viewing and audio/video teleconference related to the Cancer Registry field. Formalized recognition of attendance required, i.e. certificate of completion, personal signature, post session quiz or copy of attendance sheet. **(Archived educational programs older than the current CE cycle are not eligible to be submitted for CE credit, unless the topic(s) are still current.)**

14. Formal presentation of a non-fundamental, original work relating to the cancer registry field to an audience. Hour allocations and hour restriction include:
   - Speaker at an educational program: One (1) CE for every 30 minutes of podium time. **(Limited to 5 CE hours per two-year cycle)**
   - Panel participant at an educational program: One (1) CE for every 60 minutes of podium time. **(Limited to 5 CE hours per two-year cycle)**

15. Instructor of a College level credit course related to the Cancer Registry field. The same course can only be used once during the CE cycle. Hour allocation and hour restriction include:
   - One semester three (3) credit class = 6 CE hours
   - **Limited to 12 CE hours per two-year cycle**

16. Active participation within the Item Review Committee or the Examination Construction Committee.

17. Other relevant activities may be submitted to the Continuing Education Committee for consideration of CE hours.

18. Publication of articles or texts related to the registry profession. If audited, the CTR must submit a copy of the document and the publication source. Hour allocations include:
   - Author of a textbook, workbook or manual = 10 CE hours
   - Author of a chapter in a textbook, workbook or manual = 5 CE hours
   - Author of an article in a journal = 3 CE hours
   - Editor of a textbook, workbook or manual = 6 CE hours
   - Editor of a professional or trade journal = 3 CE hours

**Ineligible Activities**
Some examples of programs which are ineligible for CE hours include the following.
The list is NOT intended to be all inclusive.

1. Related educational activities which do not exceed the level tested for certification of the registrar. These may include introductory programs in registry organization, ICD-O coding, abstracting, collaborative staging or medical terminology. Use of the wording
**BASIC, INTRODUCTORY, or FUNDAMENTAL** should alert the participant that the program may be ineligible for CE credit.

2. College, university, and correspondence credit courses for topics/subjects which are not relevant to the registry profession. Examples of these would be literature, history, physical education, arts, and crafts.

3. Preparation of papers, articles, or texts which are not published.

4. Administrative, departmental, medical staff, or related meetings which occur as part of one’s employment.

5. Preparation of procedures, policies, and administrative manuals related to work or professional responsibilities.

6. Conducting, viewing, or participating in tours or exhibits.

7. Individual self-study activities including professional articles, cassette/tape lectures, and media presentations without documentation of completion.

**Assignment of Continuing Education Hours**

a. The CE hour is the unit of measurement for the CE Program. CTRs are given credit for the number of hours attended; personal continuing education hours (CEs) are not to exceed the maximum number of hours awarded for the educational program. CEs earned in one cycle may NOT be applied to a future cycle.

b. Time allotted for coffee breaks, lunch, travel to and from program locations, welcomes, social events, tours, viewing, or equipment demonstrations are excluded from calculation of CE hours. [If a luncheon speaker is formally listed on the program, the address may be given 30 minutes of CE credit.]

c. For each three hours of continuous programming, 15 minutes will be deducted unless the length of the break period is stipulated in the printed program.

d. Formal question and answer periods will be awarded 30 minutes credit unless more time is specified in the program.

e. Testing periods and the time allotted for business meetings are not eligible for CE hours.

f. In calculating CE’s, the credit will be awarded to the completed quarter-hour once the first half-hour has been met:

   **For example:** .5 CE’s awarded = .5 reportable CE’s,
   .75 CE’s awarded = .75 reportable CE’s,
   1.0 CE’s awarded = 1.0 reportable CE’s
   1.25 CE’s awarded = 1.25 reportable CE’s

College, university, or correspondence courses receive credit on the following basis:

**College course taken for credit:**

one (1) semester three (3) credit course ..........................................................4 CE hours
one (1) quarter three (3) credit course ..........................................................2 CE hours
College course being officially audited by individual (individual attends but does not receive official college credit or grade):
one (1) semester three (3) credit course .......................................................... 2 CE hours
one (1) quarter three (3) credit course ............................................................... 1 CE hours

Correspondence:
Each lesson or module .................................................................................... 1 CE hour
Correspondence courses must be accredited by a recognized educational organization or council.
Review Process Received CE Summary Forms

A. NCRA staff will provide (electronically) the following to assist the Committee in conducting reviews:
   1. A list of all CTRs who are schedule to submit this CE Cycle. This list presented in an Excel spreadsheet will serve as a reference to look up individual NCRA ID#, CTR# and to confirm that this is their correct CE cycle.
   2. The CE Review Template (CERT) to be used as a worksheet. This Excel file is to be used to track reviews during the entire CE Cycle.
   3. Also, a group of submitted online CE Summary Forms (CESF) will be sent.

B. Reviewing and Recording Process:
   1. Review the online CE Summary Form (CESF) for minimum of 20 CE hours eligible activities
   2. In Column B of CERT, enter date submitted in the yellow highlighted area.
   3. Continue to enter appropriate data in each row
   4. In Column E chose one of following
      a. Approved- (CTR has submitted the required 20 CE hours of eligible activities.
      b. Disapproved- (i.e., Less than 20 hours submitted, ineligible activities)
      c. Questionable- (Specific activities may be ineligible, etc.)
      d. Off cycle (i.e., not due to submit in this CE Cycle, activity is not within CE Cycle)
   5. If CESF is NOT APPROVED, add comments in Column G
      Forward all CESF NOT APPROVED forms to NCRA staff. Staff will follow up with a memo to the individual CTR stating why they were not approved.
   6. In Column B, (orange highlighted area) enter the estimated amount of time taken to review the CESFs.
   7. After completion of entire list, save document and save the CERT. Send the completed ‘saved’ CERT to NCRA staff by email.
   8. Save CERT and add the next batch of CESFs to be reviewed to your existing CERT.
      a. Additional CESFs will be sent after NCRA has reviewed your pending reviews.
      b. A 2-week turn around for review is requested.

SAMPLE:

<table>
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<th>DATE SUBMITTED</th>
<th>ESTIMATED REVIEW TIME</th>
<th>NCRA #</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>CTR #</th>
<th>REVIEW OUTCOME</th>
<th>COMMENTS</th>
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<td>Smith</td>
<td>Jenny</td>
<td>2001010</td>
<td>Disapprove</td>
<td>Activity #1 is not eligible, only 18 CE hours.</td>
</tr>
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