CTR Certification Examination

Candidate Handbook & Application

December 2017
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All questions and requests for information about

**certification** should be directed to:

NCRA Council on Certification
1330 Braddock Place, Suite 520
Alexandria, VA 22314
Phone: 703-299-6640
Fax: 703-299-6620
Website: [www.ctrexam.org](http://www.ctrexam.org)
Email: ctrexam@ncra-usa.org

All questions and requests for information about

**examination scheduling** should be directed to:

PSI Candidate Services
18000 W 105th St.
Olathe, KS 66061-7543
Phone: 888-519-9901
Fax: 913-895-4650
Website: [www.goAMP.com](http://www.goAMP.com)

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Rev. 12/5/2017
ABOUT THE NATIONAL CANCER REGISTRARS ASSOCIATION COUNCIL ON CERTIFICATION

National Cancer Registrars Association (NCRA) Council on Certification is an elected certification board created in 2002 to evaluate the professional competence of cancer registry professionals and Certified Tumor Registrars (CTR). NCRA's Council on Certification promotes standardization in the collection and use of cancer data through examination and certification of cancer registry professionals.

TESTING AGENCY

PSI Services is engaged in educational and occupational measurement and provides examination development and administration to a variety of client organizations. PSI assists NCRA in the development, administration, scoring, and analysis of the CTR examination. PSI is a leader in the testing industry, offering certification, licensing, talent assessment and academic solutions worldwide.

NONDISCRIMINATION POLICY

PSI does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability, marital status or any other protected characteristic. Candidates are not required to be a member of any organization to apply for CTR certification.

DISCLAIMER

NCRA's Council on Certification neither sponsors nor endorses review courses or preparatory materials for the CTR Certification Examination. Check www.ctrexam.org for information that may be of use in preparing for the examination.

ELIGIBILITY REQUIREMENTS

To be eligible to take the CTR examination, candidates must meet both education and experience requirements. ALL requirements must be COMPLETED by the application deadline date of the testing window for which you seek to test.

Route A. Experience:

• Successful completion of 160 hours of work practicum in a CTR-staffed Cancer Registry (may be part of an NCRA-approved program curriculum)

AND

• Education Path 1a: Successful completion of an NCRA-Accredited Associate Degree Program

OR

• Education Path 2a: Successful completion of an NCRA-Accredited Certificate Program

Route B. Experience:

• 1,950 hours (equal to one year full-time) experience in the Cancer Registry field

AND

• Education: Successful completion of a minimum of an Associate degree or equivalent (60 college-level credits) including or in addition to coursework: Two semesters of ‘Human Anatomy and Human Physiology’ or equivalent. (Grade of C or better is required.)

CANCER REGISTRY DEFINITION

For eligibility purposes, NCRA's Council on Certification-approved definition is as follows: the Cancer Registry field consists of individuals working in or supervising a Cancer Registry and those individuals who work for organizations or companies that actively support cancer registration.

Cancer registration involves the collection, management and analysis of cancer incidence data for any of the following purposes:

• research,

• quality management/improvement,

• cancer program development,

• cancer prevention and surveillance,

• survival and outcome data,

• compliance with reporting standards, and

• development of accreditation standards for cancer registration.

A well-prepared candidate’s experience within the last five years should include all basic aspects of a Cancer Registry, including but not limited to casefinding, abstracting, follow-up, reporting, cancer committee, cancer conference, and submissions to the state and/or National Cancer Database (NCDB).

EXAMINATION ADMINISTRATION

Examinations are delivered by computer at approximately 300 PSI Test Centers located throughout the United States. Many PSI Test Centers are established within H&R Block offices. The examination is administered by appointment only Monday through Friday. Saturday appointments may be scheduled based on availability. Available dates will be indicated when scheduling your examination. Appointment starting times may vary by location. Candidates are scheduled on a first-come, first-served basis.
EXAMINATION WINDOWS
Examinations will be offered during the following windows:

<table>
<thead>
<tr>
<th>Examination Window</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 12 – March 31, 2018</td>
<td>February 16, 2018</td>
</tr>
<tr>
<td>June 25 – July 14, 2018</td>
<td>June 1, 2018</td>
</tr>
<tr>
<td>October 15 – November 3, 2018</td>
<td>September 25, 2018</td>
</tr>
</tbody>
</table>

A candidate may only test once per examination window.

APPLICATION COMPLETION
Complete ALL information requested on the application (pages 11-12). Mark ONE response only unless otherwise indicated.

CANDIDATE INFORMATION: Starting at the top of the application, print your name, address, daytime phone number, and email address on the appropriate lines. NOTE: The name you enter on your Application must match exactly the name listed on your current government-issued photo I.D. such as driver’s license or passport.

TESTING PERIOD: Darken the box corresponding to the testing period for which you are applying.

BACKGROUND INFORMATION: All questions must be answered. Answer only one response unless otherwise indicated.

1. PERCENT OF TIME CURRENTLY SPENT IN CANCER REGISTRY WORK
2. CANCER REGISTRY WORK EXPERIENCE
3. PRIMARY PLACE OF EMPLOYMENT
4. NUMBER OF CASES ACCESSIONED ANNUALLY AT YOUR INSTITUTION
5. IS YOUR CANCER PROGRAM COC-ACCREDITED?
6. HIGHEST ACADEMIC LEVEL
7. PROFESSIONAL BACKGROUND PRIOR TO ENTRY INTO CANCER REGISTRY
8. HAVE YOU TAKEN THIS EXAMINATION BEFORE? If yes, indicate month and year.
9. ARE YOU A MEMBER OF NCRA? (Membership in NCRA is not required)
10. [OPTIONAL] RACE

EXAMINATION ELIGIBILITY ROUTE: Select the ONE eligibility route that qualifies you to sit for this examination and complete all the requested information. This section MUST be completed. Enclose any required documentation with, but do not staple to, the completed application.

For ROUTE A, a copy of appropriate transcripts must accompany the application. If the 160 hours of clinical experience are not clearly documented on your transcript, you must complete the registry experience information and obtain the signature of your supervisor, manager, or human resources director.

NCRA-ACCREDITED PROGRAMS
American Health Information Management Association
Cuyahoga Community College
Davidson County Community College
Ferris State University
Greenville Technical College
Rochester Community and Technical College
Rowan College at Burlington County
San Jacinto College North
Santa Barbara City College
Scott Community College
Southwest Wisconsin Technical College

For ROUTE B, a copy of appropriate transcripts must accompany the application. You must also complete the registry experience information and obtain the signature of your supervisor, manager, or human resources director.

REGISTRY EXPERIENCE: Provide the name, city and state, and dates (month/year start and end) for all institutions where qualifying registry experience was obtained. Indicate the general types of duties performed, such as abstracting, follow up, quality review management. If applying through Route A, you must complete this section if the required 160 hours of experience is not clearly indicated on the transcript. Required experience must be completed by the published application deadline date.

EXPERIENCE VERIFICATION: This section MAY be completed by the applicant’s supervisor, manager, or human resources director who has knowledge of the applicant’s registry experience. Letters from human resource departments documenting experience may be submitted in lieu of completing this portion of the application. Letters must be submitted with the application. This documentation is required for all Route B applicants. Applicants through Route A must obtain verification if the required 160 hours of work experience are not clearly indicated on the transcript. NCRA’s Council on Certification reserves the right to verify information supplied by, or on behalf of, a candidate.

EDUCATION VERIFICATION: It is the candidate’s responsibility to prove education eligibility and to submit a copy of appropriate transcripts during the application process. NCRA’s Council on Certification reserves the right to verify information supplied by, or on behalf of, a candidate.

[OPTIONAL] EXAM PREPARATION: Indicate the products you use, or have utilized, in preparing to sit for the CTR Exam. The information requested relating to examination preparation is optional. Such information will in no way affect your test results.
CANDIDATE SIGNATURE: When you have completed all required information on the application, sign and date the application.

Mail the application with the required documentation and the appropriate fee (see FEES below) in time to be postmarked by the application deadline to:

NCRA / CTR Exam
1330 Braddock Place, #520
Alexandria, VA 22314 USA

Applications must be postmarked by the application deadline. Applications received with postmarks after the application deadline will be returned unprocessed to the candidate.

FEES AND PAYMENT

<table>
<thead>
<tr>
<th>Registration for the CTR Certification Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>$399.00; $299 discounted rate for NCRA members</td>
</tr>
</tbody>
</table>

• Applications deemed ineligible will receive a full refund.
• Checks returned for insufficient funds will be charged an administrative fee of $15.00.
• Non-domestic payments are preferred by credit card. For non-domestic payments by check not drawn from a U.S. bank, add a $50.00 USD processing fee which is imposed by our bank for international checks.
• Dues for NCRA Membership may be submitted with your examination application.
• Online payment is not an option.
• DO NOT SEND CASH. MAKE CHECK/MONEY ORDER PAYABLE TO: NCRA
• Accepted credit cards: American Express, MasterCard, Visa

TRANSFERS

Registration fees, once processed, are nonrefundable. Candidates unable to take the examination within the testing window they registered for may request a transfer to the next testing period. The transfer request must be submitted to NCRA before the end of the testing window.

Transfer Fee: $215.00 ($190 NCRA member-rate)

Submit payment with a new, completed application.

NOTE: The transfer fee is based on cost, and is not punitive in nature. This fee must be paid prior to the subsequent testing window’s application deadline.

Submit request to:
NCRA / CTR Exam
1330 Braddock Place, #520
Alexandria, VA 22314 USA
TEL# 703-299-6640 x 312
ctrexam@ncra-usa.org

TEST CENTER LOCATIONS

PSI Test Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at the www.goAMP.com website. Specific address information will be provided when you schedule an examination appointment.

Testing outside the U.S. (Puerto Rico, Canada and other non-domestic countries) in 2018 is available only during the June/July and October/November testing windows. **A special test center fee of $150 is required for all candidates testing outside of the U.S. network.**

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

PSI complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

Candidates requesting special accommodations must call PSI at 888-519-9901 to schedule their examination.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to NCRA at least 45 calendar days prior to your desired examination date by completing the Request for Special Examination Accommodations forms. NCRA will review the submitted forms and will contact you regarding the decision for accommodations.
SCHEDULING AN EXAMINATION

Once you have been approved to take the examination, there are two ways to schedule your examination with PSI.

**Online Scheduling:** Go to [www.goAMP.com](http://www.goAMP.com) and select “Candidates.” Follow the simple, step-by-step instructions to choose your examination and register for the examination.

**OR**

**Telephone Scheduling:** Call PSI at 888-519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday.

When you schedule your examination appointment, be prepared to confirm a location and a preferred date and time for testing. You will be asked to provide your unique identification number that was provided on your confirmation notice. When you schedule your examination appointment, you will be notified of the time to report to the Test Center and if an email address is provided you will be sent an email confirmation notice.

If special accommodations are needed, complete the Request for Special Examination Accommodations forms included in this handbook and submit them to NCRA at least 45 days prior to the desired examination date.

RESCHEDULING AN EXAMINATION

You may reschedule your appointment WITHIN THE SAME TESTING WINDOW ONCE at no charge by calling PSI at 888-519-9901 at least two business days prior to your scheduled appointment. The following schedule applies.

<table>
<thead>
<tr>
<th>If the Examination is scheduled on...</th>
<th>PSI must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
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<tr>
<td>Tuesday</td>
<td>Thursday</td>
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<td>Wednesday</td>
<td>Friday</td>
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<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday/Saturday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

MISSUED APPOINTMENTS

You will forfeit your examination registration and all fees paid to take the examination under the following circumstances.

- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

A new, complete application and examination fee are required to reapply for the examination in the next available testing window.

INCLEMENT WEATHER, POWER FAILURES OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit [www.goAMP.com](http://www.goAMP.com) prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the canceled examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

TAKING THE EXAMINATION

Your examination will be given via computer at a PSI Test Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.

IDENTIFICATION

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current, and include your name, signature, and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Valid primary forms of identification must be current. **Examples of primary forms of identification are:** driver’s license with photograph; state identification card with photograph; passport; military identification card with photograph.
• The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
• If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

SECURITY
PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:
• Examinations are proprietary. No cameras, notes, tape recorders, pagers, laptop computers, tablets or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
• Only a silent, non-programmable calculator without alpha keys or printing capabilities is allowed in the testing room.
• No guests, visitors, or family members are allowed in the testing room or reception areas.

CTR candidates are permitted to use reference materials from a list approved by NCRA while taking the open-book section of the examination. However, candidates may not write notes within those materials during an administration. A scrap piece of paper will be made available for note taking.

PERSONAL BELONGINGS
No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed.

Please note the following items will not be allowed in the testing room except securely locked in the soft locker.
• watches
• hats
• wallets
• keys

Once you have placed your belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store or be responsible for any personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phone, alarm) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

EXAMINATION RESTRICTIONS
• Candidates are solely responsible for their open-book resources. Candidates MUST bring the following references as printed hard copies to use in the open-book section of the examination:
  1) AJCC Cancer Staging Manual or Handbook, 7th Edition + errata
  2) International Classification of Diseases for Oncology, 3rd Edition (ICD-O-3)
  3) Multiple Primary & Histology Coding Rules (2007; with Data Items released 8/24/2012)
  4) Appendix B: Site-Specific Surgery Codes of FORDS: Revised for 2016
  5) SEER Summary Staging Manual - 2000: Codes and Coding Instructions

All references should be easily identifiable with a cover or cover page. Any printed reference is expected to be placed in a 3-ring binder with a cover page properly identifying the reference. Bound volumes should be without other added or loose materials, except for errata sheets provided by the authors, editors, or publishers. Organizational tabs/dividers and handwriting are allowed for all open-book references.
• Pencils will be provided during check-in.
• You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your completion report.
• No documents or notes of any kind may be removed from the Test Center.
• No questions concerning the content of the examination may be asked during the examination.
• Eating, drinking, or smoking is not permitted in the Test Center.
• You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.
MISCONDUCT
If you engage in any conduct listed below during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:
• create a disturbance, are abusive, or otherwise uncooperative;
• display and/or use electronic communications equipment such as pagers or cellular/smart phones;
• talk or participate in conversation with other examination candidates;
• give or receive help or are suspected of doing so;
• leave the Test Center during the administration;
• attempt to record examination questions or make notes;
• attempt to take the examination for someone else;
• are observed with personal belongings, or
• are observed with unauthorized notes, books or other aids not listed on the roster.

COPYRIGHTED EXAMINATION QUESTIONS
All examination questions are the copyrighted property of NCRA. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

COMPUTER LOGIN
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. Your photo, taken before beginning the examination, will remain on-screen throughout your examination session. This photograph, used for security purposes, will also print on your score report.

CANDIDATE TIPS
• All workstation carrels at testing centers are 39” wide and the desks are 35.5” wide and 27” deep. To maximize desk space the computer monitors are mounted on the rear carrel wall.
• If necessary, ear plugs are available from the test center proctor.
• During the open-book portion of your examination, place the keyboard at the back of the desk to allow more desk space and use the mouse to make your response selections. If you have questions, ask the proctor for assistance.

PRACTICE EXAMINATION
Prior to attempting the examination, you will be given the opportunity to practice taking sample questions on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score.

When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

For sample CTR Exam items, go to http://www.ctrexam.org/.

TIMED EXAMINATION
Following the practice examination, you will begin the timed examination. Your responses to 180 items will contribute to your score.

<table>
<thead>
<tr>
<th>Section</th>
<th>Number of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed-book</td>
<td>120</td>
</tr>
<tr>
<td>Open-book</td>
<td>60</td>
</tr>
</tbody>
</table>

You will have two (2) hours to complete the closed-book examination and two (2) hours to complete the open-book examination. Any remaining time from the first portion (the closed-book section) will NOT carry over to the second portion (the open-book section). A break of exactly 10 minutes will be provided in between the closed-book and open-book sections.

Before beginning, instructions for taking the examination are provided on-screen.

The computer monitors the time you spend on each section of the examination. The examination will terminate if you exceed
the time allowed. You may click on the “Time” box in the lower menu bar on the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right of the screen. Choices of answers to the examination question are identified as A, B, C or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (<<). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

CANDIDATE COMMENTS
During the examination, comments may be provided for any item by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. All comments are reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION
After completing the examination, you will be asked to answer a short evaluation of your examination experience. Then, you will be instructed to report to the examination proctor to receive an examination completion report. **Candidates will only receive an examination completion report, but not any test results, from the testing facility at the end of the examination.**

**ACCESS TO FINAL SCORE REPORTS**
You will obtain your final test results online from PSI. You can expect your results to be available **SIX WEEKS** after the last day of each testing window. Instructions for accessing your final test results will be provided on your examination completion report.

Your score report will indicate a “pass” or “fail.” Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions you answered correctly. Your pass/fail status is determined by your raw score.

**SCORES CANCELED BY NCRA OR PSI**
PSI is responsible for the validity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NCRA and PSI reserve the right to void or withhold examination results if, upon investigation, violation of the testing regulations is discovered.

**IF YOU PASS THE EXAMINATION**
The candidate **must receive a passing score on the total examination** (closed-book plus open-book) in order to be certified. If you pass the examination, you will receive a CTR number and a certificate from NCRA’s Council on Certification within **EIGHT WEEKS** of the last day of the testing window. Candidates who receive an official written notice of passing the examination will be entitled to use “CTR” after their name. Candidates are not eligible to use the CTR credential until their official score is received.

Information on credential maintenance is sent to new CTRs shortly after notification of successful completion of the certification examination.

**IF YOU DO NOT PASS THE EXAMINATION**
Candidates who are unsuccessful may reapply to NCRA for retesting. Candidates are only allowed to test once per examination window. When reapplying, candidates do not need to resend supporting documentation, but a new application and registration fee are required.

**FAILING TO REPORT FOR AN EXAMINATION**
If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A completed application form and examination fee are required to reapply for examination.

**CONFIDENTIALITY**
Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.
**RECERTIFICATION**

The NCRA's Council on Certification oversees the maintenance of the CTR credential. To retain credentialed status, CTRs must submit 20 continuing education hours to NCRA every two years and submit a maintenance fee on an annual basis.

**CTR VERIFICATION**

NCRA offers a free-of-charge verification service allowing employers and future employers to verify whether or not a CTR is currently certified. All individual CTRs - regardless of credential status - are available to be checked.

**DUPLICATE SCORE REPORT**

You may purchase additional copies of your results at a cost of $25 per copy. Requests must be submitted to PSI in writing. Please mail requests to PSI, 18000 W. 105th St., Olathe, KS 66061. The request must include your name, identification number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to PSI Services Inc. in the form of a money order or cashier’s check. Duplicate score reports will be mailed within approximately five business days after receipt of the request and fee. Requests must be submitted within one year of your examination to be processed.

**SCORE VERIFICATION**

In computer-delivered testing, the computer accepts responses from a keyboard or mouse in digitized form. As a result, computer-administered testing eliminates problems that may have previously arisen with scanning paper-and-pencil answer sheets, since all responses are recorded by candidates during their examination. However, verification of examination scores from electronic responses can be requested in writing for a fee of $25. Requests must be submitted to PSI, in writing, no later than 12 months after the examination administration date, and must include your name, identification number, mailing address, and examination date. Please allow 10 business days for processing your request.

**EXAMINATION CONTENT**

1. Responses to 180 multiple-choice items are to be given within a total of 4 hours; 2.0 hours is allotted for the first portion (the closed-book section of 120 items), and 2.0 hours is allotted for the second portion (the open-book section of 60 items). A candidate can choose to take less than the allotted time for either section. **Time remaining from the first portion (the closed-book section) will NOT be carried over to the second portion (the open-book section).**


3. NCRA’s Council on Certification neither sponsors nor endorses review courses for the CTR Certification Examination.

4. The content covered in the examination is described in the detailed content outline.

5. The content outline that shapes the CTR Examination reflects the wide range of knowledge, skills, and abilities expected of entry-level professionals in the cancer registry field.

**CONTENT OUTLINE**

<table>
<thead>
<tr>
<th>Closed-book</th>
<th>Open-book</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Casefinding ..............................................</td>
<td>1. Casefinding ..............................................</td>
</tr>
<tr>
<td>2. Abstracting/Coding .................................</td>
<td>2. Abstracting/Coding .................................</td>
</tr>
<tr>
<td>3. Follow-up ..................................................</td>
<td>3. Follow-up ..................................................</td>
</tr>
<tr>
<td>5. Registry Organization and Operations ..............</td>
<td>5. Registry Organization and Operations ..............</td>
</tr>
<tr>
<td>7. Analysis and Data Usage ...............................</td>
<td>7. Analysis and Data Usage ...............................</td>
</tr>
</tbody>
</table>

**EXAM RESOURCES AND REFERENCES**

NCRA’s Council on Certification has prepared the CTR certification examination using standard references significant to the cancer registry field. Find the complete current list at: [http://www.ctrexam.org/resources/index.htm](http://www.ctrexam.org/resources/index.htm).
REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and provide the Documentation of Disability-Related Needs on the next page and submit it with your application at least 45 days prior to your requested examination date. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # __________________________ Requested Test Center: __________________________

Name (Last, First, Middle Initial, Former Name)

________________________________________________________________________________________

Mailing Address

________________________________________________________________________________________

City State Zip Code

________________________________________________________________________________________

Daytime Telephone Number Email

________________________________________________________________________________________

Special Accommodations

I request special accommodations for the NCRA's CTR examination.

Please provide (check all that apply):

_____ Reader

_____ Extended testing time (time and a half)

_____ Reduced distraction environment

_____ Please specify below if other special accommodations are needed.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Comments: ____________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with NCRA staff my records and history as they relate to the requested accommodation.

Signature: _______________________________________________________________ Date: _________________________________

Return this form with your examination application and fee to:

If you have questions, call the Candidate Support Center at 703-299-6640.

Rev. 11/17/2017
DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that NCRA is able to provide the required accommodations.

Professional Documentation

I have known __________________________________________________ since _____ / _____ / _____ in my capacity as a

Candidate Name

Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate’s disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability:___________________________________________________________________________________________

______________________________________________________________________________________________________________

Signed: ___________________________________________________________ Title: _______________________________________

Printed Name: __________________________________________________________________________________________________

Address: ______________________________________________________________________________________________________

______________________________________________________________________________________________________________

Telephone Number: _________________________________ Email Address: ______________________________________________

Date: _____________________________________________ License # (if applicable): __________________________________________________________________________

Return this form with your examination application and fee to:
If you have questions, call the Candidate Support Center at 703-299-6640.

Rev. 11/17/2017
Application for CTR Examination

2018 Testing Period: □ March 12 - March 31 □ June 25 - July 14 □ October 15 - November 3

CANDIDATE INFORMATION.

___________________________________________________________

Last Name, First Name, Middle Name/Initial Enter your name EXACTLY as it appears on your government-issued photo I.D.

_______________________________   _______________________

NCRA ID#   Suffix (Jr, Sr, etc.)   □ Female   □ Male

Gender

Home Street Address

City, State/Province, ZIP/Postal Code

Country (if outside of United States)

Email address (1 entry only)

___________________________ _________/_________/__________

Telephone #   Date of Birth (MM/DD/YYYY)

BACKGROUND INFORMATION. Darken only one choice for each question unless otherwise directed.

1. PERCENT OF TIME CURRENTLY SPENT IN CANCER REGISTRY WORK:
   ○ Less than 25%   ○ 25% to 50%   ○ 51% to 75%   ○ More than 75%

2. WORK EXPERIENCE IN CANCER REGISTRY:
   ○ Less than 1 year   ○ 1 to 2 years   ○ 3 to 5 years   ○ 6 to 10 years   ○ More than 10 years

3. PRIMARY PLACE OF EMPLOYMENT:
   ○ Hospital Registry   ○ Academic Institution   ○ Private Industry   ○ Professional Organization
   ○ Central/State Registry   ○ Federal Registry   ○ Student   ○ Other: ______________________.

4. NUMBER OF CASES ACCESSIONED ANNUALLY AT YOUR INSTITUTION:
   ○ Under 300   ○ 301 to 500   ○ 501 to 700   ○ 701 to 1000   ○ Over 1000   ○ Not Applicable (e.g. Vendor)

5. IS YOUR CANCER PROGRAM COC-ACCREDITED?
   ○ Yes   ○ No   ○ Not Applicable

6. HIGHEST ACADEMIC LEVEL:
   ○ 60 college-level credits   ○ Associate Degree   ○ Bachelor’s Degree   ○ Master’s Degree   ○ Doctorate

7. PROFESSIONAL BACKGROUND PRIOR TO ENTRY INTO CANCER REGISTRY:
   ○ Medical Records   ○ Nursing   ○ Radiation   ○ Public Health   ○ Other: ______________________.

8. HAVE YOU TAKEN THIS EXAMINATION BEFORE?
   ○ No   ○ Yes   If yes, what month/year? ______________________

9. ARE YOU A MEMBER OF NCRA? (Membership in NCRA is not required.)
   ○ No   ○ Yes

10. [OPTIONAL] RACE:
    ○ African American   ○ Asian   ○ Hispanic   ○ Native American   ○ White   ○ Other
ELIGIBILITY ROUTE. Choose & complete only one Route. A copy of appropriate transcripts must accompany the application.

〇 ROUTE A. EDUCATION: Completion of an NCRA Accredited Associate's Degree Program OR completion of an NCRA Accredited Certificate Program + an Associate's degree or equivalent (60 college credits). AND EXPERIENCE: Successful completion of 160 hours of work practicum in a CTR-staffed Cancer Registry. If the 160 hours of clinical experience are not documented on your transcript, registry experience and experience verification must be completed.

NCRA-Accredited Program
〇 AHIMA
〇 Cuyahoga Community College
〇 Davidson County Community College
〇 Ferris State University
〇 Greenville Technical College
〇 Rochester Community and Technical College
〇 Rowan College at Burlington County
〇 San Jacinto College - North
〇 Santa Barbara City College
〇 Scott Community College
〇 Southwest Wisconsin Technical College

Completion Date: ______________________ (Month/Year)

CANCER REGISTRY EXPERIENCE. There is not a time limit in accumulating the necessary experience/hours.

Start/End Dates (MM/DD/YYYY) Institution (City, State, Province) General Duties
________________________________________________________________________________________________
________________________________________________________________________________________________

EXPERIENCE VERIFICATION. To be completed by supervisor or H.R. who has knowledge of applicant's registry experience.

By my signature below, I verify that to the best of my knowledge the applicant's experience is accurate, correct, and complete, plus meets the eligibility route selected above; Route A (minimum of 160 practicum hours under the supervision of a CTR), or Route B (minimum of 1950 hours in the cancer registry field).

Print name
Title
Telephone #

Signature
Date
Email

[OPTIONAL] EXAM PREPARATION. Indicate the products you plan to use/have used for your exam preparation.

☐ NCRA’s Study Guide for the CTR Exam: 2018 Edition
☐ NCRA’s CTR Exam Online Practice Test
☐ NCRA’s Online CTR Exam Preparation Workshop
☐ NCRA’s One-Day Intensive Training at 2014 Conference
☐ NCRA’s CTR Exam Archived Readiness Webinars
☐ State Association “Prep” Workshop
☐ Other: ________________________________

CANDIDATE SIGNATURE (REQUIRED). COMPLETE ENTIRE APPLICATION BEFORE SIGNING BELOW.

I have read the Handbook for Candidates and NCRA’s Code of Ethics and understand that I am responsible for knowing their contents. I certify that the information given in this Application is in accordance with Handbook instructions and complete and correct to the best of my knowledge. I understand NCRA may verify my provided experience and education.

Candidate Signature/Date
Date

SEND COMPLETED APPLICATION & PAYMENT TO:
NCRA, 1330 BRADDOCK PL #520, ALEXANDRIA, VA 22314 USA
CREDIT CARD PAYMENT FORM

To charge your application fee on your credit card, complete this form and return it with your application.

Applicant Name: _____________________________________________________________

Name (as it appears on your card): _____________________________________________

Billing Address: ____________________________________________________________

Testing Period:  ○ March 2018  ○ June/July 2018  ○ October/November 2018

Application Deadline:  February 16  |  June 1  |  September 25

Fee(s)
Registration fee:  □ $399.00 (Regular rate)  □ $299.00 (discounted rate for NCRA members)

International testing fee:  □ $150.00

Transfer fee:  □ $190.00 (NCRA member-rate)  □ $215.00 (Nonmember-rate)

Card type:  ○ Visa  ○ MasterCard  ○ American Express

Card Number: _________________________-____________-____________-____________-____________

Expiration Date: __________/___________  CVC: ___________

Signature: ___________________________________________________________________

Send application and fees to: NCRA / CTR Exam, 1330 Braddock Place #520, Alexandria, VA 22314 USA

FAX#703-299-6620

[See next page for a pre-printed label]

CHECK PAYMENT

Make checks payable to NCRA, in US dollars and drawn on a US bank.

Money Order/Check #: ______________________________________________________
Cut out this address label and adhere to an envelope:

NCRA / CTR Exam
1330 Braddock Place #520
Alexandria, VA 22314 USA

Reminders...

- Sign your application
- Include proper payment
- Include documentation (transcripts, degrees) to support chosen Eligibility Route
- Do not staple any enclosures
- Do not send duplicate materials
- Do not send pages of the handbook; only send the application and payment form
- Make a copy of your completed application for your records

Next Steps...

1. After your application is received and approved, your payment will be processed.
2. A payment receipt will be sent to your email address provided on your application.
3. Expect to receive details on test scheduling within 10 business days after payment is processed.