National Cancer Registrars Association’s

Certified Tumor Registrar
 Continuing Education Handbook

A guide for maintaining the CTR credential

Updated 10/2015

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Name: 

CTR#: 
Notify NCRA if your contact information changes.
I. INTRODUCTION
A. Purpose of Continuing Education
The purpose of Continuing Education (CE) is to ensure that once certified in a profession, individuals will maintain high levels of performance in the practice of that profession. Each Certified Tumor Registrar (CTR®) is responsible for self-assessment of personal knowledge and understanding of the registry field, and further, a continued maintenance of those abilities through participation in appropriate educational programs. This is particularly important in the health care field where advances in knowledge and technology occur at a rapid pace.

B. History
In 1983 the National Cancer Registrars Association (NCRA), formerly the National Tumor Registrars Association, established the first certification examination for Cancer Registry professionals. Since then, nearly 5,000 successful candidates have earned the credential of Certified Tumor Registrar. NCRA Executive Office maintains the certification and continuing education information related to all CTRs. Continuation of CTR certification through documentation of CEs is charged to NCRA’s Continuing Education Committee. NCRA’s Council on Certification is the responsible body for administering the CTR Exam and its eligibility.

C. Purpose of Handbook
The Continuing Education Handbook of NCRA represents all CE requirements of the CTR credential. The contents of the Continuing Education Handbook are utilized by NCRA’s Continuing Education Committee in appropriately administering the CE program.

CTRs should use the Continuing Education Handbook to best understand their responsibilities and requirements as credentialed professionals. NCRA’s CE Committee highly recommends to all CTRs to familiarize themselves with the Continuing Education Handbook. A copy of this handbook should be maintained in each CTR’s personal CE file. Publication of revisions in the NCRA member newsletter The Connection and on NCRA’s website will constitute notice to NCRA members. A mailing to CTRs who are not members of NCRA will constitute notice of future revisions.

D. Contact Information
All correspondence for the Continuing Education Committee should be mailed to the attention of the Continuing Education Committee Chair at the NCRA Executive Office.

National Cancer Registrars Association
1340 Braddock Place Suite 203
Alexandria, VA 22314

Telephone: (703) 299-6640
Fax: (703) 299-6620
Email: ce@ncra-usa.org
Web: http://www.ncra-usa.org
E. Acknowledgments
After review of several processes for the administration of a Continuing Education Program and maintenance of credential status, NCRA’s Continuing Education Committee recognizes that the program of the American Health Information Management Association (AHIMA) contains many of the requirements and language most appropriate for a similar program for the certification of Tumor Registrars. The Committee wants to acknowledge AHIMA and the use of parts of its procedures and documentation in the development of this handbook.

II. ADMINISTRATION
A. Set up
The personal NCRA CE program is charged to NCRA’s Continuing Education Committee. NCRA’s Council on Certification is charged with the initiation of CTR certification, including determination of eligibility to sit for the examination, evaluating the examination, and issuing the Certified Tumor Registrar Certificate. Continuation of CTR certification through documentation of CEUs is charged to the Continuing Education Committee of NCRA. The Continuing Education Committee is composed of a chairperson, appointed by NCRA’s President and two (2) or more members—selected by the Chair of the Continuing Education Committee.

B. Functions
The functions and duties of the Continuing Education Committee, as related to the CE program are to:

- Develop and maintain a program which assists certified practitioners in self-assessment of knowledge and the documentation of personal continuing education activities.
- 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.
- Administer the mechanisms to renew or restore the certification of individuals who have met the standards for maintenance of certification established by NCRA.
- Revoke certification for failure to meet the standards established by NCRA.
- Establish and administer an appeal and review procedure for individuals whose certification has been revoked.
III. PROGRAM OBJECTIVES
A. Purpose
Maintaining CTR credentials through continuing education consists of participation in ongoing educational opportunities which provide current knowledge and theories, develop skills, and enhance the expertise of the Certified Tumor Registrar.

B. Goals
The Continuing Education program of NCRA is established to ensure:
- Continued development of the Certified Tumor Registrar by a study of material pertinent to the Cancer Registry profession.
- 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.
- Maintenance of the standards of excellence of the Certified Tumor Registrar thereby strengthening the value of certification.

IV. REQUIREMENTS FOR PARTICIPATION
A. Hours
All certified registry professionals, who are NCRA members as well as nonmembers, are required to complete twenty (20) CE clock hours in a two (2) calendar year continuing education cycle.

Certified Tumor Registrars are responsible for self-assessment of their personal strengths and weaknesses and for developing an individualized CE program designed to assure their own professional growth. Therefore, each CTR must maintain a balance of acquired knowledge and skills though a CE program that is varied and broad based. To ensure this versatility, Certified Tumor Registrars are encouraged to accrue clock hours in excess of the number required in a cycle.

B. Cycle
Upon successful completion of the required certification examination or through re-validation (re-taking the CTR exam), the individual begins a new two-year cycle with respect to CE clock hours. The new cycle begins on January 1 following the date of the examination or re-validation. For new CTRs, there is a special first year CE Cycle where CE clock hours acquired between the date of the examination or re-validation and the following January 1 may be credited to the first two-year CE cycle. For example, if you passed the CTR Exam in March 2010, your first CE Cycle starts the date you passed the exam, and includes all of 2011 plus 2012, ending 12/31/2012.

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Cycle dates</th>
<th>Deadline Date</th>
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<tbody>
<tr>
<td>2nd Cycle</td>
<td>1/1/2011 – 12/31/2012</td>
<td>1/31/2013</td>
</tr>
<tr>
<td>3rd Cycle</td>
<td>1/1/2013 – 12/31/2014</td>
<td>1/31/2015</td>
</tr>
<tr>
<td>4th Cycle</td>
<td>1/1/2015 – 12/31/2016</td>
<td>1/31/2017</td>
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</tbody>
</table>
A restoration process is available to those individuals whose credential has been revoked due to non-compliance. In the case of restoration of certification, the individual must stay on their same original cycle, always beginning on January 1. For example, if a certified registrar was originally on an even-year cycle to submit CE credits, they must remain on an even-year cycle. In compliance with this, the cycle will be verified by the NCRA Executive Office and communicated to the individual in writing. CE clock hours acquired between the date of the restoration of certification and the approved beginning cycle date may be credited to the first two-year cycle. See Section XI. Restoration of Certification, for more information.

C. Fees
CTR Maintenance fees were initiated in 1985 and are due at the beginning of each year, on an annual basis. NCRA is the headquarters for all CTR data and is sole provider of CTR verification. CE fees are used for the administration, maintenance and storage of your individual CTR information.

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

Certified Tumor Registrars who are not members of NCRA are assessed an annual CTR Maintenance 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 clock hours are not earned or credited during the cycle.

D. Invoicing
The CTR Maintenance fee is to be billed on or before January 1 of each year and if payment is not received by the January 31st deadline, certification shall be subject to revocation. For NCRA Members, the CTR Maintenance fee will be included in your annual membership renewals invoice. For nonmembers, a separate invoice will be sent by NCRA.

V. RECORDING AND VALIDATION OF CE REQUIREMENTS
A. CE Summary Form
Certified Tumor Registrars must maintain a summary record along with supporting documentation of their CE clock hours. Near the end of the participant’s CE cycle, the CTR must submit the original version of their summary of activities and clock hours earned for that cycle on the official NCRA Continuing Education Summary Form. The CE Summary Form can be submitted on paper or through online submission. The CE Summary Form and instructions for submitting their CE clock hours are located on the NCRA website. Always keep a copy of your CE Summary Form for your records.
B. Deadline  
The CE Summary Form should be directed to the Continuing Education Committee Chair at the NCRA Executive Office no later than January 31st following the end of their cycle. For example, participants whose CE cycle is from January 1, 2010 to December 31, 2011, must submit the Continuing Education Summary Form summarizing their activities and clock hours by January 31, 2012. The participant will receive an acknowledgment of receiving the completed CE Summary Form from the Executive Office.

C. Review  
All CE Summary Forms are reviewed by the Continuing Education Committee for approval. If the standards for the CE Program of NCRA have been met, the CE Summary Form will be validated, and approved. A CE Validation Certificate and approval letter will be sent via two separate emails within four to six weeks after receipt of the CE Summary Form at the Executive Office. The Certificate should be printed and retained by each individual as evidence of meeting CE requirements. The validated CE Summary Form will be retained at the NCRA Executive Office.

The approval letter will contain information regarding new CE Cycle due date and link to a blank CE Summary Form to be used for the next cycle. Additional CE Summary Forms may be obtained from the NCRA Executive Office or via the NCRA website http://www.ncra-usa.org/ce.

D. Audit  
A random 10% sample of the completed CE Summary Forms will be selected for audit. Participants should retain all documentation to verify activities in their personal CE files. Participants selected for audit do not meet CE requirements until they have complied with the audit guidelines and received a copy of the Continuing Education Validation Certificate as evidence of meeting CE requirements. All validated CE Summary Forms are retained at the NCRA Executive Office.

Required supporting documentation should be sent to NCRA only upon request by the Continuing Education Committee. See Section VII. A. Procedure, for information on the audit process.

E. Requirements  
The Continuing Education Committee will record CE clock hours for each participant even if the hours exceed the number required. Participants are reminded that the CE requirement of 20 CE hours is minimal, and are encouraged to engage in appropriate additional CE programs for their continued professional growth.

Continuing Education Summary Forms will NOT be processed for evaluation unless the individual has paid the current CE fees. See Section IV. C. Fees, for information on CE assessment fees.
F. Late Filing of CE Summary Form
An individual filing a CE Summary Form after the January 31st deadline must pay the current fee for late filing before their Summary Form will be processed. Certified Tumor Registrars failing to file by the published deadline will be sent a Notice of Intention to Revoke the CTR Credential. An opportunity will be provided to file a late CE Summary Form. The practitioner must submit the late fee with the Summary Form as instructed in the Notice of Intention to Revoke letter. Failure to file after receipt of this notice will result in revocation of certification. See Section IX. Revocation of Certification, for additional information on the revocation process.

<table>
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<tr>
<th>CE Cycle</th>
<th>CE Expiration</th>
<th>Deadline to Submit</th>
<th>Late Fee Due</th>
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VI. CONTINUING EDUCATION SUMMARY FORM INSTRUCTIONS
A. General Instructions
Reporting your CE Activities can be accomplished in two ways — either electronically at NCRA’s website [http://www.ncra-usa.org/ce](http://www.ncra-usa.org/ce) or traditionally utilizing NCRA’s paper form. Customized CE Summary Forms will not be accepted. See below for the CE Summary paper Form instructions.

1. All entries must be typed or printed with black ink.
2. Complete the identification information at the top of the CE Summary Form.
3. Make an entry for each activity for which credit is claimed.
4. List only activities completed within the CE cycle.
5. Avoid use of acronyms whenever possible.

B. Completion of Specific Items on CE Summary Form

- **Activity Dates Start/End:**
  Enter beginning and ending date(s) of Workshop, seminar, or other meeting; college, university, or other course; publication date of journal article, etc.

- **Activity Title:**
  Enter full title of seminar, workshop or other meeting; college, university, or other course; article or text title.

- **Activity Location:**
  Enter city and state offering seminar, workshop or other meeting; college or university offering course. Not applicable for publications.

- **CE Hours:**
  Calculate CE hours as instructed on Section VI. C and E. for meetings, university and other courses; send copies of publications to NCRA Continuing Education Committee for approval.

- **Did Activity have Prior NCRA Approval - yes/no:**
  Enter “yes” plus the NCRA Approval # provided by NCRA’s Program Recognition Committee or “no” for activities which did not receive prior approval. Check online for approval numbers at: [http://www.ncra-usa.org/approved](http://www.ncra-usa.org/approved).
C. Eligible Activities
To be eligible for CE clock hours, an educational program must present materials beyond the level required for certification of a Cancer Registrar. To qualify for CE clock 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:

<table>
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<tr>
<th>Eligible Activity</th>
<th>Description</th>
<th>CE Hour Restriction</th>
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<tbody>
<tr>
<td>1. Tumor boards or cancer conferences</td>
<td>A regularly scheduled educational activity hosted by a facility to increase knowledge and or skills related to the Cancer Registry field. Copy of sign-in/attendance record required.</td>
<td>Limited to 5 CE hours per two-year cycle</td>
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| 2. 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. | CE hours as listed in the program  
*Archived educational programs older than the current CE cycle are not eligible to be submitted for CE credit |
<p>| 3. NCRA’s Journal of Registry Management CE Quiz                                   | A quiz is offered in each issue of the Journal of Registry Management. Must have a passing score of 70% to earn CE credit.                                                                                      | Limited to 8 CE hours per two-year cycle                                           |
| 4. Updates on guidelines and rules by standard-setting agencies                   | 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. Updates must be presented in a formalized educational setting. Formalized recognition of attendance required. | CE hours as listed in the program                                                   |
| 5. Non-fundamental computer vendor updates directly related to Cancer Registry software product | Updates must be presented in a formalized educational setting with a certificate of completion from the vendor.                                                                                               | Limited to 4 CE hours per two-year cycle                                           |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Eligible Activity</th>
<th>Description</th>
<th>CE Hour Restriction</th>
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<tbody>
<tr>
<td>6.</td>
<td>ICD-10-CM (diagnosis) and ICD-10-PCS (procedures) updates directly related to the cancer registry field.</td>
<td>To be eligible for clock hours, ICD-10-CM and/or ICD-10-PCS educational programs must include information directly related to the cancer registry field. General updates to ICD-10-CM and/or ICD-10-PCS not related directly to Cancer Registry should not be submitted for CE hours.</td>
<td>Limited to 2 CE hours per two-year cycle.</td>
</tr>
<tr>
<td>7.</td>
<td>College Level Course Audit</td>
<td>Audit (attending, but not for grade) of academic courses and independent study programs relevant to the registry field</td>
<td>-One semester three (3) credit class=2 CE hours</td>
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<td>-One quarter three (3) credit class=1 CE hour</td>
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<td>-Limited to 6 CE hours per 2 year cycle.</td>
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<tr>
<td>8.</td>
<td>College Level Courses</td>
<td>College, University, and correspondence credit courses and independent study programs relevant to the Cancer Registry profession. College transcript required.</td>
<td>-One semester three (3) credit class=4 CE hours</td>
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<td></td>
<td></td>
<td>-One quarter three (3) credit class=2 CE hours</td>
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<td></td>
<td></td>
<td></td>
<td>-Limited to 12 CE hours per 2 year cycle.</td>
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<tr>
<td>9.</td>
<td>Participation within the Item Review Committee or the Examination Construction Committee</td>
<td>To be eligible for clock hours, one must have active participation within the Item Review Committee or the Examination Construction Committee. Category requires the signature of the Council Administrator verifying that such participation has been active.</td>
<td>Two (2) CE hours awarded for each year of service</td>
</tr>
<tr>
<td>10.</td>
<td>Active participation in professional organizations</td>
<td>To be eligible for clock hours one must serve as an elected officer, committee chair, or committee member. Category requires the signature of the President of the professional organization; verifying that such participation has been active.</td>
<td>Limited to 1 CE hour per year</td>
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<tr>
<td>11.</td>
<td>Submission of five questions with answers and references for the certification examination</td>
<td>Should be submitted to NCRA’s Council on Certification for review with approval and notification received</td>
<td>Limited to 1 CE hour per two-year cycle.</td>
</tr>
<tr>
<td>Eligible Activity</td>
<td>Description</td>
<td>CE Hour Restriction</td>
<td></td>
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</table>
| 12. Formal presentation of a non-fundamental topic relating to the Cancer Registry field to an audience | To be eligible for clock hours, the presentation must be an original, Cancer Registry related topic developed by the speaker and presented to an audience. | 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 |
| 13. Instructor of a College level credit course related to the Cancer Registry field | Teaching a College/University level course, correspondence credit courses and independent study programs relevant to the Cancer Registry profession. | One semester three (3) credit class = 6 CE hours.  
The same course can only be used once during a CE cycle.  
Limited to 12 CE Hours per two-year cycle. |
| 14. Publication of material relevant to the Cancer Registry field | Publication is the development of an original work, relevant to the Cancer Registry field, reproduced for distribution to the public. | 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 |
| 15. Participating as registered mentor | To be eligible for CE clock hours, one must register as a mentor through NCRA’s Mentoring Program. They must meet the requirements of a registered mentor as set by the NCRA Mentoring Committee and submit all required documentation to claim CE credit. | - 5 hours = 1 CE credit  
- Limited to 5 CE hours per 2-year cycle |

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.

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 above.

D. Ineligible Activities
Some examples of programs which are ineligible for CE clock hours include the following. The list is NOT intended to be all inclusive. Questions regarding program eligibility should be directed, in writing, to the NCRA Executive Office, attention to the Continuing Education Committee, National Cancer Registrars Association (NCRA); 1340 Braddock Place Suite 203 Alexandria, VA 22314; Telephone 703-299-6640, Fax 703-299-6620. Email - ce@ncra-usa.org.

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, FUNDAMENTAL or REFRESHER 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.

8. Archived educational programs that are 2+ years old prior to the CE cycle recertification deadline are not eligible to be submitted for CE credit. With constant updates coming out each year, educational programs 2+ years old would be considered out of date.

E. Assignment of Continuing Education Clock Hours
- The CE clock hour is the unit of measurement for the CE Program. Members 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. CE credits earned in one cycle may
NOT be applied to a future cycle.

- 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.]

- 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.

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

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

- 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 clock hour  
Correspondence courses must be accredited by a recognized educational organization or council.

VII. AUDITING  
A. Procedure  
A random 10% sample of individuals will be audited. If audited, participants will be asked to submit copies of attendance documentation of CE activities. Participants selected for audit do not meet CE requirements until they have complied with the guidelines of the audit and receive a validated Continuing Education Certificate. Consecutive cycle audits may occur due to the
random selection process; however no participant will be audited more than twice in 3 consecutive cycles (6 years). The NCRA Executive Office will monitor this. Attendance documentation will not be returned.

B. Compliance
Upon receipt of a notice of audit from the Continuing Education Committee of NCRA, the individual must submit copies of transcripts, articles or texts, publication sources, letters of endorsement of professional association office or committee participation, and other attendance documentation in support of the individual's compliance with CE Program requirements. Copies of program agendas may be required when submitting attendance certificates. These documents should be submitted within sixty (60) days of the receipt of the notice of audit.

C. Review
The Continuing Education Committee will review the documents along with the individual's CE Summary Form. The Committee will verify the activities and their eligibility for CE clock hours. See VI. C. Eligible Activities. If approved, the individual will be notified of audit ruling along with a validated certificate, usually within sixty (60) days of the receipt of the documentation. If there is insufficient documentation or ineligible CE activities found on audit, which result in a failure to meet CE clock hour requirements for the cycle, the participant will be notified within sixty (60) days of receipt of the documentation. Additional documentary evidence of CE requirements completion must be submitted to the Continuing Education Committee of NCRA within forty-five (45) days of the notice of failure to comply.

D. Notice of Intention to Revoke Certification
If the supplementary information is not provided or does not meet qualifying standards, the Continuing Education Committee will send a Notice of Intention to Revoke Certification. This notice will be sent by certified mail, return receipt requested. Individuals receiving a Notice of Intention to Revoke Certification are entitled to request a review of records and/or an appeal and have thirty (30) days from date of notice to enter such a request and/or appeal.

VIII. NON-COMPLIANCE OPTIONS
A. Waivers
In January 1998, the NCRA Board of Directors voted to discontinue the issuance of waivers for CTRs. The purpose of continuing education is to ensure that, once certified in a profession; individuals will maintain high level of performance in the practice of that profession. The Board therefore decided that granting waivers to CTRs does not promote the maintenance of the high level of skill implied in the designation of CTR.

B. Extensions
An extension of the CE requirements can still be obtained. To be considered for an extension, individuals must apply, in writing, to NCRA’s Continuing Education Committee. The written request must include rationale for extension request. Depending upon the circumstances, extensions may be granted. An extension will allow deficient hours from one cycle to be obtained in the next two-year cycle period. If 16 hours of the required 20 hours were approved
and an extension is granted for the cycle 2009-2010, 20 hours plus 4 hours (the number of
deficient hours from previous cycle) will need to be submitted for the cycle 2011-2012. During
the extension period, CTR Maintenance fees must be paid and kept current on an annual basis.
Consecutive extensions will not be given. The Continuing Education Committee feels that the
20-hour per 2-year cycle requirement is a minimal requirement and extensions should be
granted for unusual circumstances. If the situation is such that individuals are unable to
comply with these minimal requirements within a 4-year time span (your original CE cycle-
January 1, 2009 to December 31, 2010, plus the next CE cycle-January 1, 2011 to December 31,
2012), then the individual should seek other avenues for resolution of their CE requirements.

C. Retirement of Requirements
An individual who seeks a permanent release of the CE requirements may be granted use of the
“CTR (Retired)” designation. Requests must be in writing to NCRA. Once granted, payment of
CE fees and submission of CE hours are not necessary during the retirement period. If the
individual wishes to remain a member of NCRA, membership dues must be paid.

If the participant seeks to resume use of the CTR credential within three years of the last date of
CE Cycle approval, they must notify NCRA in writing. Upon approval, the individual is then
responsible for resuming participation in the CE program. The NCRA Executive Office will
determine the correct cycle and subsequent time period. A restoration fee of $200, plus the
current year's CE maintenance fee will apply to individuals seeking to regain their credential.
Upon payment of these fees, the participant may resume use of the CTR designation without
restriction.

If a retired CTR seeks to reinstate their CTR credential, but it’s been three or more years since
the last date of their CE Cycle approval, they are required to meet all current exam eligibility
requirements, apply for, pay for exam registration and pass the CTR exam.

D. Disability Release
An individual who is unemployed because of a disability, which also limits participation in CE
activities, may apply to the Continuing Education Committee for a release of the CE
requirements for the term of their disability. This release applies only to situations with the
actual individual, not family members. Medical documentation of the impairment must be
provided. During a release period due to disability, the individual may not use the designation CTR.
Payment of CE fees is not necessary during the disability period. If the individual wishes to remain a
member of NCRA, membership dues must be paid.

If the participant is able to resume employment in the Cancer Registry field within three years,
and wishes to resume use of the CTR credential, they must notify the Continuing Education
Committee in writing. The individual is then responsible for resuming participation in the CE
program. The individual's CE cycle will commence on January 1 following the resumption of
employment, as long as the individual stays on their original even- or odd-numbered cycle. The
NCRA Executive Office will determine the correct cycle and subsequent time period. A restoration fee of $200, plus the current year's CE maintenance fee will apply to individuals returning to the field. Upon payment of these fees, the participant may resume use of the CTR designation without restriction. If an individual has received a disability release for more than three years and returns to employment in the Cancer Registry field, he/she must retake the CTR exam, pay the current fees to sit for the exam.

IX. REVOCATION OF CERTIFICATION

A. Procedure
Certification will be revoked for failure to comply with the requirements of the CE program. The revocation process will begin if CE fees are not paid and/or the NCRA Executive Office has not received the CE Summary Form by January 31. For either of these cases, on or shortly after May 1, the individual will be sent a Notice of Intention to Revoke. The Continuing Education Committee shall give sixty (60) days notice of the intention to revoke individuals who fail to comply with these provisions. Each individual has the right to appeal the Notice of Intention to Revoke within thirty (30) days of the notice's sent date, in writing, to the Continuing Education Committee. See Review and Appeals Process for further information.

B. Consequences
Revocation of certification requires removal of the name of the individual from the roster of registrars with active certified status. A historical file is maintained of all individuals who have successfully written the examination for certification of Cancer Registrars.

Individuals whose certified status has been revoked may not use the credential designation CTR in representing themselves. Formal inquiries and verifications as to an individual's credential status will be answered by indicating that the individual is not a CTR.

C. Reinstatement Option
Once the CTR credential is officially revoked, an individual must apply for reinstatement to restore their credential, including paying all applicable fees. Individuals who have not submitted CTR Maintenance fees and/or a CE Summary Form for three or more years must retake the CTR Exam, including paying the current fees to sit for the exam.

X. REVIEW and APPEALS REVIEW PROCESS

A. Procedure
Procedures have been established to provide for a speedy and complete review of the facts and circumstances surrounding a revocation of certification or a refusal to restore credentials. To initiate a review of CE records, an individual may submit a request in writing, or call the NCRA Executive Office to request a review of their record, within thirty (30) days of the receipt of the Notice of Intention to Revoke Certified Letter. Any supporting information should be accessible at the time of the request. The NCRA Executive Office will respond verbally or, if requested, in writing or via e-mail, within thirty (30) days of receipt of the request.
B. Appeal
If the status of the CTR credential is not resolved after the initial review, an individual may initiate an appeal. To do so, the individual must submit, in writing, a request to the NCRA Executive Office to the attention of the Continuing Education Committee Chair within thirty (30) days of the receipt of the Notice of Intention to Revoke Certified Letter. All pertinent, supplementary information in support of the participant's request for consideration of appeal should be included. The President of NCRA shall select three members of the Continuing Education Committee, including the Chairman, to review and make a decision by a two-thirds vote within forty-five (45) days of receipt of the appeal. The individual will be notified in writing of that decision within fifteen (15) days after the forty-five (45) day period. (Total possible elapsed time: Sixty (60) days).

C. Hearing Request
If the decision is to maintain revocation, the individual has the right to request, in writing, a hearing before the Board of Directors of NCRA. The request should be directed to the President of NCRA within thirty (30) days after receipt of the decision of the 3-member Continuing Education Subcommittee that considered the appeal. The individual will be notified of the date and location of the next scheduled meeting of the Board of Directors. The individual shall be entitled to appear in person and to have a representative appear with them on their behalf.

D. Board of Directors Vote
The Board of Directors shall make a determination by a three-fourths (3/4) vote of its members and notify the individual in writing by certified mail within fifteen (15) business days of the hearing. Pending its decision, the Board may order suspension of any revocation order. If the Board of Directors reverses the decision of the Continuing Education Committee, the individual's credential status will remain intact. If the Board of Directors affirms the decision of the Continuing Education Committee, the latter will issue an order of revocation. **The decision of the Board of Directors is final.**

E. Expenses
Expenses incurred by an individual seeking a review of a determination shall be paid by the individual.

F. Reinstatement Option
Once the CTR credential is officially revoked, an individual must apply for reinstatement to restore their credential, including paying all applicable fees.

Other individuals to whom this appeal process applies include:

- Those who can demonstrate that they did not receive the Notice of Intention to Revoke prior to revocation of credentials and therefore did not request a review of records within thirty (30) days of receipt of the Notice of Intention to Revoke Certification.

- Those who can demonstrate that their request for review of records was not acted upon by NCRA.
Those individuals whose credentials are not restored following procedures they believe they have taken to restore their credentials.

XI. RESTORATION of CERTIFICATION

A. Procedure
An individual wishing to restore their credential status shall submit their request in writing to the attention of the Continuing Education Committee Chair at the NCRA Executive Office, together with a $200 restoration fee and the current year's CTR Maintenance fee. In addition, twenty (20) CE clock hours within the restoration period (the two (2) years preceding the request for restoration) must be submitted on a Continuing Education Summary Form. The individual must stay on the same cycle as their original cycle. In compliance with this, the new cycle will be determined by the NCRA Executive Office and communicated to the individual.

Upon receipt of the request, restoration fee, CTR Maintenance fee and Continuing Education Summary Form, the Continuing Education Committee shall review the form and validate the CE activities. If the standards of the CE Program have been met, the individual's credential status shall be restored and they shall be considered a Certified Tumor Registrar. Individuals who fail to meet the requirements for restoration shall not be considered candidates for restoration. However, they may pursue restoration of credentials again at any time by following the procedures outlined in this section.

B. CTR Restoration
A candidate whose credentialed status is restored will be notified by the NCRA Executive Office, as well as what the dates of their new two-year cycle will be, based on their original cycle. The candidate's original certification number will be restored. CE clock hours acquired between the date of the restoration of certification and the approved beginning cycle may be credited to the first two-year cycle.

C. CTR Exam Retake
Individuals who have had their credential revoked due to non-compliance and who have not submitted CE fees and/or a CE Summary Form for three or more years must retake the CTR Exam, including paying the current fees to sit for the exam.
APPENDIX A

Continuing Education (CE) Hour Recognition by NCRA’s Program Recognition Committee is an acknowledgement of the appropriateness of a course, program, or workshop to the education of a Cancer Registrar. Basic Workshops are NOT ELIGIBLE for continuing education hours.

If you are the Program Host and are seeking CE hours prior to the program, please use the NCRA Program Recognition application. The application must be received with all required materials by NCRA at least three to four weeks prior to the event. Otherwise, the program may be reviewed after the program has been held. If your Program Host chooses not to request approval, NCRA's CE Committee will review the activity for approval when you submit your CE Summary Form.

Obtain the Program Recognition (CE Hours Approval) form at:
http://www.ncra-usa.org/i4a/pages/index.cfm?pageid=3298