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SECTION I. INTRODUCTION

In 1983 the National Tumor Registrars Association, Incorporated (NTRA) established the first certification examination for tumor registry professionals. Successful candidates earned the credential of Certified Tumor Registrar (CTR) and were required to earn twenty (20) clock hours of continuing education credit in a two-year period in order to maintain that status. The name was changed to the National Cancer Registrars Association, Incorporated (NCRA) in 1993. By agreement in 1996, the National Board for Certification of Registrars (NBCR) was 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. In 2002 the Bylaws of the National Cancer Registrars Association were amended to create the Council on Certification (Council).
SECTION II: MISSION, PURPOSE, RESPONSIBILITIES, AND AUTHORITY

1.0 Objectives of Certification

1.1 The objectives of certification are to promote excellence in the cancer registry field by:

1.1.1 Recognizing formally those colleagues who meet all the requirements for certification by NCRA’s Council on Certification through the usage of "CTR", indicating a Certified Tumor Registrar.

1.1.2 Establishing the level of theory required for certification in cancer registry administration.

1.1.3 Measuring the requisite knowledge of cancer registrars for certification.

1.1.4 Encouraging professional growth and individual study by the cancer registrar.

1.1.5 Providing a standard of knowledge required for Certification, thereby assisting the employer, public, and members of the allied health professions in the assessment of cancer registrars.

2.0 Mission of the Council on Certification

2.1 The mission of the NCRA Council on Certification shall be to create and maintain credentialing processes whereby the public can be assured that individuals certified by NCRA have demonstrated the knowledge needed for competent provision of accurate information for cancer surveillance and research activities.

3.0 Purpose of the Council on Certification

3.1 The purpose of the Council shall be to evaluate the qualifications of those individuals requesting certification as Certified Tumor Registrars (CTRs), and any other certifications/credentials as approved by the Council, and to establish, oversee and administer the mechanisms to accomplish this purpose.

4.0 Responsibilities of the Council on Certification

In support of the Mission, the Council:

4.1 Provides strategic direction to NCRA’s certification program;

4.2 Provides fiduciary review of NCRA’s certification program;

4.3 Monitors and ensures the validity, reliability, and quality of certification examinations;

4.4 Ensures that NCRA has high quality multiple choice questions in the examination item banks;

4.5 Oversees NCRA’s recertification programs and ensures that they support NCRA’s strategic and professional development plans;

4.6 Provides an appeals process for initial certification candidates and certificants

4.7 Ensures that the certification process is fair and equitable;

4.8 Reports to the NCRA Board on an on-going basis to ensure that the Board is informed about current practices and future plans
4.9 Signs conflict of interest and nondisclosure statements annually; and

4.10 Ensures that the Board is informed of the financial implications of the Council’s plans.

5.0 Authority

5.1 **NCRA Bylaws: Article VIII, Section 1.** The policies, procedures and standing rules of the Council shall be determined solely by the Council and shall not be subject to approval by any other group or organization except as otherwise provided in the NCRA Bylaws.
SECTION III. GOVERNANCE, FISCAL MANAGEMENT AND ADMINISTRATION

1.0 GOVERNANCE

1.1 Powers and Duties of The Council on Certification

1.1.1 NCRA Bylaws Article VII: Councils

1.1.1.1 Section 2: Powers and Duties

1.1.1.1.1 The duties of any council shall be set forth in the policies, procedures or standing rules of the corporation and subject to the approval of the Board of Directors.

1.1.1.1.2 The policies, procedures and standing rules of any council shall be determined solely by that council and shall not be subject to approval by any other group or organization except as otherwise provided in the bylaws.

1.1.1.1.3 No Council shall preempt the authority of the Board of Directors in any matter.

1.1.1.1.3.1 All policy and procedures will be forwarded to the NCRA Executive Director to be submitted to the NCRA Parliamentarian who will review them to assure that they do not preempt the authority of the Board of Directors in any manner.

1.1.1.1.3.2 Policies and procedures will be forwarded to the NCRA Executive Director to be submitted to the NCRA Parliamentarian who will review them to assure that they do not preempt the authority of the Board of Directors in any manner if any changes are made in the preceding year.

1.1.1.1.3.3 A two-thirds (2/3) vote of the Council Representatives present shall be required to adopt any change to the policies and procedures (additions, corrections, deletions).

1.1.1.2 Section 3: A: Powers and Duties

1.1.1.2.1 All policies and procedures with respect to composition and size of the Council shall be set forth in the bylaws.

1.1.1.2.2 As is keeping with national and international standards regarding certifying bodies, the Council on Certification shall be independent in decision-making for all matters pertaining to certification. The Council shall have control over all matters related to the certification and recertification programs, without being subject to approval by any other body, including but not limited to:

1.1.1.2.2.1 Operational policies and procedures;

1.1.1.2.2.2 Eligibility requirements and application processing;

1.1.1.2.2.3 Standards for certification and recertification;
1.1.1.2.2.4 Examination content, development and administration;

1.1.1.2.2.5 Examination passing score(s);

1.1.1.2.2.6 Grievance and disciplinary processes;

1.1.1.2.2.7 Governing body and committee(s) meeting rules including agenda, frequency, and related procedures;

1.1.1.2.2.8 Establish committees and make appointments and work assignments;

1.1.1.2.2.9 Publications about certification and recertification;

1.1.1.2.2.10 Setting fees for application, certification, recertification, and all other services provided as part of certification and recertification activities; and

1.1.1.2.2.11 Development and monitoring of budgets and the segregation of financial matters related to the operation of credentialing program(s).

1.1.1.2.3 In addition the Council will:

1.1.1.2.3.1 Participate in the development of RFP’s, contracts and grants for certification and recertification activities;

1.1.1.2.3.2 Demonstrate that the staffing and management resources are adequate to conduct the program(s); and

1.1.1.2.3.3 Seek mutual involvement with NCRA Standing Committees to support overlapping ideas and efforts.

1.2 NCRA Board of Directors Powers and Duties related to the Council on Certification

1.2.1 The NCRA Board of Directors will facilitate or enable the work of the Council on Certification by:

1.2.1.1 Reviewing annual budgets for the Council on Certification;

1.2.1.2 Including the Council Administrator at all Board meetings, as needed and supported by Parliamentary Rule and appropriate segregation of duties, with the exception of Executive Sessions; and

1.2.1.3 Provide a representative to the Council.

2.0 FISCAL MANAGEMENT

2.1 Fiscal Guidelines

2.1.1 All Council members must follow NCRA fiscal guidelines.
2.1.2 Inform the Council Administrator if unable to attend appropriate meetings.

2.1.3 Have all travel pre-approved by the Council Administrator. The NCRA Finance Committee must approve all exceptions to the Fiscal Guidelines for Council travel.

2.1.4 Submit Expense Reports/Reimbursements to the Administrator for approval and signature before payment by NCRA.

2.1.5 Schedule flights and room reservations for all meetings according to the NCRA Fiscal Guidelines.

2.1.6 Flights to and from meetings funded by the Council must be arranged and charged to NCRA with the NCRA official travel agency authorized to schedule flights with lowest airfares only.

   2.1.6.1 Every effort must be made to arrive immediately before and depart immediately following meetings, if possible, to ensure cost-effectiveness for the Council and NCRA.

   2.1.6.2 Rooms will only be approved for the night before or following meetings funded by NCRA if flights cannot be arranged due to flight times.

   2.1.6.3 All exceptions to the above Policies and Procedures for Council travel must be approved by the Finance Committee.

2.2 Budget preparation

   2.2.1 The Council will follow the NCRA’s process for establishing an annual budget for the Council.

   2.2.2 The Council Administrator will provide input to the Finance Committee on the development of a three-year rolling budget.

       2.2.2.1 The budget will be reviewed annually and updated as necessary.

       2.2.2.2 The Finance Committee will include the Council Administrator in all meetings discussing financial matters regarding the Council.

   2.2.3 The Council will follow the Corporations process for modifications to approved budgets.

   2.2.4 The Finance Committee will maintain segmented information of the financial matters related to the operation of credentialing program(s) from the general NCRA budget through accounting codes.

   2.2.5 The Council Administrator will receive quarterly budget statements, as requested.

2.3 Setting Certification Fees

   2.3.1 The Council will make recommendations to the Finance Committee regarding fees for testing application, certification, recertification, and all other services provided as part of certification and recertification activities.

       2.3.1.1 These recommendations will be made based on a thorough review of the cost of administering the program and the current income from the activities.

2.4 Requests for Proposals and Contracts
2.4.1 The Council will follow the Corporations process in the development of Requests For Proposals, contracts and grants in support of Council activities.

2.4.1.1 The Council will make recommendations to the Finance Committee regarding the preparation of Requests for Proposals in support of Council activities.

2.4.1.2 The Council will review all Proposals and make recommendations on the selection of candidates.

2.5 Staffing

2.5.1 The Council will provide guidance to the Executive Director and Board Representative on matters of staffing and management resources to support the Council’s Programs.

3.0 ADMINISTRATION

3.1 Composition

3.1.1 NCRA Bylaws Article VII, Section 1: The Council shall consist of up to nine (9) but no less than seven (7) elected voting members and of appointed non-voting members. The voting members shall meet the eligibility criteria defined in Article IV, Section 3 of the NCRA bylaws and shall consist of one (1) Administrator and up to eight (8) but no less than six (6) Representatives, all to be elected by the voting members of the corporation. Any additional non-voting members may be appointed at the Council’s discretion and need not be CTR’s or members of the corporation.

3.2 Election

3.2.1 NCRA Bylaws Article IV: Section 5: D: Members of the Council shall be elected by a plurality of votes cast by active Certified Tumor Registrars (CTRs).

3.2.2 Elections shall be by the method specified in the NCRA Bylaws.

3.2.3 Each year the NCRA Nominating Committee shall prepare a ballot of at least two nominees for each available Council position, using qualification criteria developed jointly for the Nominating Committee by the Council on Certification.

3.3 Eligibility

3.3.1 NCRA Bylaws: Article IV: Officers and Representatives

3.3.5.1 Section 3: D: To be eligible for the office of Council on Certification Administrator, the active CTR certificant shall have a minimum of five (5) years experience as a Certified Tumor Registrar (CTR), shall have served at least one term on the Council on Certification within the past five years prior to nomination and shall not hold employment in any educational services related field that provides instruction to future registrars.

3.3.5.1 Section 3: E: To be eligible for the office of Council on Certification Representative, the active CTR certificant shall have a minimum of three (3) years experience as a Certified Tumor Registrar (CTR) and shall not hold employment in any educational services related field that provides instruction to future registrars.
3.3.2 **NCRA Bylaws: Article VII: Section 1, A:** Non-NCRA member consultants with specified areas of expertise may serve as Council advisors as determined by the Council and within budgetary constraints. Any additional non-voting members may be appointed at the Council’s discretion and need not be CTRs or members of NCRA.

3.3.3 The following other individuals may serve as resource individuals to the Council: President-elect of NCRA, Executive Director of NCRA, NCRA staff representatives, NCRA specialty groups, NCRA active members, a Representative from the Board of Directors, and testing agency.

3.4 Terms of Office

3.4.1 **NCRA bylaws: Article IV, Section E:** The elected administrator of the Council on Certification shall serve a three year term and shall not serve more than two (2) consecutive terms.

3.4.2 **NCRA Bylaws: Article IV, Section 6, F:** Elected members of the Council shall serve a term of two (2) years and may not serve more than two (2) consecutive terms.

3.4.3 **NCRA Bylaws: Article IV, Section 6, G:** Appointed members of the Council on Certification shall serve a term of not more than two (2) years and may not serve more than two (2) consecutive terms.

3.5 Vacancies

3.5.1 Vacancies in the elected Council member’s terms of office shall be filled for the unexpired portion of the term by appointment by the Council Administrator with recommendations from the remaining members of the Council on Certification.

3.5.2 Vacancies in the Council Administrator’s terms of office shall be filled for the unexpired portion of the term by appointment by the members of the Council on Certification.

3.5.3 Non-functioning Council members, including those who do not attend regularly called meetings, or Council members who fail to maintain their certification, are subject to removal by recommendation of the Administrator with the approval of the Board of Directors.

3.6 Meetings

3.6.1 **NCRA Bylaws: Article VII: Section 3, B:** The Council on Certification shall meet at least annually, with additional meetings and meeting media determined at their discretion.

3.7 Quorum

3.7.1 **NCRA Bylaws: Article VII: Section 3, C:** A majority of the elected members of the Council on Certification shall constitute a quorum for the transaction of business. The vote of the majority of the Council members present at a meeting at which a quorum is present shall be the act of the Council on Certification. In all matters coming before the Council on Certification, each elected member shall be entitled to cast one (1) vote.

3.8 Meeting Media

3.8.1 **NCRA Bylaws: Article VII: Section 3, D:** Meetings may be conducted using the technology of preference, after determining that all Council members have the media available and consent to the use of such media.
3.9 NCRA Board of Director Representative to the Council on Certification Responsibilities

3.9.1 Act as an advocate for the Council to the NCRA Board of Directors.

3.9.2 Attend all Council meetings and teleconferences that do not involve a discussion of exam questions.
   3.9.2.1 Board Representative expenses are paid from the Council’s funds.

3.9.3 Inform the Council of requests from the Board of Directors.

3.10 Council’s Responsibilities

3.10.1 All Council members must follow NCRA fiscal guidelines for travel that is paid out of the Council’s budget.
   3.10.2.1 Inform the Council Administrator if unable to attend appropriate meetings.
   3.10.2.2 Have all travel pre-approved by the Council Administrator. The NCRA Finance Committee must approve all exceptions to the Fiscal Guidelines for Council travel.
   3.10.2.3 Schedule flights and room reservations for all meetings according to the NCRA Fiscal Guidelines.
       3.10.2.3.1 Flights to and from meetings funded by the Council must be arranged and charged to NCRA with the NCRA official travel agency authorized to schedule flights with lowest airfares only.
       3.10.2.3.2 Every effort must be made to arrive immediately before and depart immediately following meetings, if possible, to ensure cost-effectiveness for the Council and NCRA.
       3.10.2.3.3 Rooms will only be approved for the night before or following meetings funded by NCRA if flights cannot be arranged due to flight times.
   3.10.2.4 All exceptions to the above Policies and Procedures for Council travel must be approved by the Finance Committee.

3.10.2 Communicate issues needing feedback by NCRA to the Board Representative for appropriate actions.

3.10.3 Serve on Council or NCRA committees, if appropriate, as requested.

3.10.4 Communicate activities and updates of Council work to the NCRA membership through an article(s) published in The Connection.
   3.10.4.1 A minimum of one article must be published in The Connection during the NCRA administrative year.

3.10.5 Understand all specific charges and responsibilities of all members, sub-committees, liaisons, and special appointments.
3.10.6 Submit Expense Reports/Reimbursements to NCRA for approval and signature before payment by NCRA.

3.10.7 Assist with special assignments, as directed by the Administrator.

3.10.8 Review and recommend any appropriate changes for the NCRA Bylaws specific to the elected Council positions.

3.10.9 Review the Council’s Policies and Procedures and make recommendations for revision or approval to the Administrator.

3.10.10 All materials must be transferred to the Administrator within two weeks of the official change in the Council. (If unable to meet at the Annual Educational Conference shipping arrangements must be made.)

3.10.10.1 All materials are the property of the NCRA. Unauthorized personal use of these materials is prohibited.

3.10.11 Regularly scheduled Review of Policies and Procedures must be performed according to the sections below.

3.10.5.1 Review the Policies and Procedures for any variation from actual practice in performing the duties of the Council must be noted.

3.10.5.1 Review the Policies and Procedures for clarifications or potential improvements.

3.10.5.1 Changes must be submitted to the Administrator for approval by the entire Council and follow the approved process of Section 1.1.1.3 before taking effect.

3.10.5.1 Changes must be submitted at the latest by NCRA’s Annual Educational Conference.

3.11 Council Administrator Responsibilities

3.11.1 Maintain routine contact with the Board Representative.

3.11.5.1 Notify the Board Representative of all Council meetings and teleconferences (that do not include the discussion of exam questions) in a timely manner so that he/she can make arrangements within the above Fiscal Guidelines.

3.11.2 Submit a written board report of official activities according to specifications requested by NCRA (except those areas relating to test questions)

3.11.3 Write an Annual Report to the NCRA membership for inclusion in the NCRA Annual Report according to the specifications requested by NCRA.

3.11.4 Review the Council’s budget at least quarterly for accuracy or discrepancies and coordinate any differences with the Treasurer, Board Representative, and Executive Director.

3.11.5 Plan and conduct a Council Orientation meeting at the NCRA Annual Conference.

3.11.5.1 The agenda for the Orientation meeting should include but not be limited to:
3.11.5.1 Introduction of any new Council members

3.11.5.2 Assignment of Committee Chairs

3.11.5.3 Review of accomplishments of previous year based on Strategic Management Plan

3.11.5.4 Plans for up-coming year’s activities based on Strategic Management Plan

3.11.5.2 The meeting should be scheduled at a time that will allow attendance by the NCRA Council Representative.

3.11.6 Submit copies of all official correspondence or other activities (except those relating to specific test questions) to the President, Board Representative, and NCRA Executive Director for their information.

3.11.6.2 The Council Administrator will indicate which documents should be made part of the permanent file.

3.11.6.3 All other correspondence will be subject to document retention policies.

3.11.7 At the end of the elected term, the Administrator will transfer all materials for the Council to the newly elected Administrator. Any incomplete special projects will be forwarded to the Administrator within fifteen (15) days of the NCRA Annual Conference.
SECTION IV: FUNCTIONS OF THE COUNCIL ON CERTIFICATION

1.0 Goals, operational policies, procedures, and long-range plans

1.1 The Council will develop a Strategic Management Plan to cover a three to five year interval.

1.1.1 The Council will review the Strategic Management Plan at a minimum of once a year.

2.0 Certification

2.1 In accordance with standards for certification established by the Council on Certification, develop, approve and administer valid, reliable, and defensible certification examinations at the appropriate level of experience for NCRA approved certifications.

2.2 Develop and approve eligibility criteria

2.3 Develop and approve examinations for each NCRA approved certification using a method that meets or exceeds national and international certification standards. Steps will include:

2.3.1 Conduct validation studies for certification examinations, which delineate the tasks performed by professionals currently holding the credential;

2.3.2 Validation of certification examinations should be performed at least every three to five years or more often if the profession is rapidly changing;

2.3.3 The Council shall appoint an ad hoc Committee, to perform the validation study for each NCRA approved certification; and.

2.3.4 The Council shall approve the use of consultants or other outside organization to administer the validation studies if such assistance is required.

2.4 Develop examination content outlines based on the results of the validations studies;

2.5 Develop test items written to and distributed across the content outlines for each examination;

2.5.1 Plan, evaluate, and approve methods used to develop and validate new items for the item bank;

2.5.2 Establish mechanisms for periodic review of the item bank to ensure relevance of the items to level of practice, changes in regulations, and current examination content outlines;

2.5.3 Maintain a sufficient number of items in the examination item banks to ensure the construction of valid and reliable examinations;

2.5.4 Appoint committees, as necessary, to assist in developing examination items for the item banks;

2.5.5 Sponsor item writing workshops/tutorials, as necessary, to promote NCRA member involvement in item development;

2.5.6 Develop and approve policies related to item format and content principles to ensure consistency among item banks and examinations; and.
2.5.7 Develop and maintain a current item writing guide which details the item development and review process, examination content outcomes, and policies related to item format and content principles.

2.2 Determine the number of items to be included in each NCRA-sponsored certification examination and the testing time allocated for each examination;

2.3 Establish a cut-score (pass/fail score) for each examination using generally accepted testing practices that are considered fair and defensible;

2.4 Develop policies and procedures for administration of the examinations, which include the following elements:
   2.4.1 Criteria for test candidate eligibility and mechanisms to ensure only candidates who are eligible take the examinations;
   2.4.2 Maintenance of security for test items, including those in the item bank and those used in the examination; and
   2.4.3 Review and/or piloting of certification examinations prior to administration.

2.5 Establish and administer appeal procedures for examination applicants and for those who completed the examination;

2.6 The Council or designated committee shall investigate inquiries regarding the correctness or appropriateness of examination test items and results reported to the inquirer; and
   2.6.1 Serve as resource to NCRA on issues related to certification.

3.0 Recertification

3.1 Upon approval of the Board, the Council will take responsibility for developing, overseeing, and maintaining the process for recertification.

4.0 Consultants

4.1 The Council will participate with NCRA in the selection and approval of consultants or other outside organizations that will assist the Council in certification-related activities and approve the role and responsibilities to be assumed by those organizations.

5.0 Official document review

5.1 The Council will review and approve all official NCRA documents related to certification process.
SECTION V: GENERAL INFORMATION

1.0 Council Member Responsibilities

1.1 General

1.1.2 All Council members will:

1.1.2.1 Attend Council meetings or provide notice when unavailable to attend a meeting;

1.1.2.2 Fulfill responsibilities assigned by the Council, including responsibilities related to a committee or task force appointment; and

1.1.2.3 Comply with the confidentiality and conflict of interest policies of the Council.

1.1.3 Council members may not participate in CTR preparation courses during their tenure or for one year following their participation with the committee.

1.2 Administrator Responsibilities

1.2.1 The Chair of the Exam Construction Committee will perform all the duties of the Administrator in his/her absence or inability to act.

1.2.2 The Administrator will:

1.2.2.1 Preside at all meetings of the Council;

1.2.2.2 Have and exercise general charge and supervision over the affairs of the Council;

1.2.2.3 Act as the official spokesperson of the Council on Certification;

1.2.2.4 Prepare required reports to the NCRA Board of Directors which includes accomplishments, recommendations for activities/special projects that should be carried over to or begun the next year, and recommended changes/additions to the Council and/or committee, subcommittee, or task force's policies and procedures;

1.2.2.5 Prepare meeting agendas and related materials;

1.2.2.6 Serve as an ex-officio member on all Council committees, subcommittees, and task forces;

1.2.2.7 Develop and propose Council budget in conjunction with NCRA staff;

1.2.2.8 Monitor Council budget in conjunction with NCRA staff;

1.2.2.9 Establish a mechanism for and provide for orientation of new members;

1.2.2.10 A. Appoint, with approval of the Council members, the committee, subcommittee and task force chairs and members for the term of office he/she has been elected;
B. Appoint with approval of the Council members, a Council member to sit on NCRA’s Ethics Committee cases involving Code of Ethics violations and possible certification revocation.

1.2.2.11 With the approval of the Council, define the goals and responsibilities for committees, subcommittees, and task forces; and

1.2.2.12 In conjunction with NCRA, develop annual meeting calendar for the term he/she has been elected.

2.0 Agenda

2.1 Agenda should contain as a minimum the following elements:

2.1.1 Roll call;

2.1.2 Approval of previous meeting's minutes;

2.1.3 Review of committee, subcommittee, and task force activities;

2.1.4 Summary of Board actions regarding Council's recommendations prepared by the NCRA Representative to the Council following Board meetings; and

2.1.5 Next meeting.

2.2 List Responsible individuals for each agenda item.

2.3 The agenda at the first meeting of the year should include discussion of charges to provide direction to committees, subcommittees, and task forces.

2.4 All agendas should include Chairs of committees, subcommittees, and task forces presentation of the time frames for completion of their group's responsibilities.

2.5 The agenda at the Council Orientation meeting should include:

2.5.1.1 Appointment/ratification of committee, subcommittee, and task force chairs and members for the upcoming year;

2.5.1.2 Approval of goals and budget for Council, committees, subcommittees, and task forces for the upcoming year; and

2.5.1.3 Instructions for destruction of files for outgoing members.

2.5.1.4 A review of Council's accomplishments relating to established duties, objectives and action plan.

3.0 Minutes

3.1 Minutes of meeting will be maintained by NCRA Executive Office staff.

3.1.1 Minutes of the meeting will be sent to the Administrator for review by the person taking minutes within 2 weeks following a meeting.
3.1.2 Designated changes/actions may begin upon approval of minutes by the Administrator.

4.0 Council Business

4.1 Between meetings of the Council, mail, electronic mail, or fax ballot may secure action on necessary business of the Council. Business conducted in this manner should be ratified at the next meeting and the minutes shall record the votes by mail, electronic mail, or fax ballot as to support, non-support, and abstentions.

4.2 The Council may establish, merge or dissolve committees, subcommittees, and task forces to accomplish their stated objectives.

4.3 The Council has authority to conduct an executive session in which minutes will be confidentially maintained by the Administrator or appointed designee.

4.3.1 The Council will make the final decision of who shall participate in the executive session.

5.0 Document retention

5.1 General

5.1.1 The Council on Certification will follow NCRA guidelines for document retention of general materials.

5.2 Certification Examination documentation

5.2.1 All documentation associated with the examination process will be maintained by the NCRA Office for three years following the application date.

5.2.2 NCRA will scan all documents and preserve them indefinitely.
SECTION VI: COMMITTEES, SUBCOMMITTEES, AND TASK FORCES

1.0 General

1.1 The Council may establish committees, subcommittees, and task forces as may be necessary to conduct the business of the Council or conduct special projects for the Council. At a minimum, committees should be appointed for Item Writing and Exam Construction. Item review can be accomplished by either committee, and does not require a separate committee.

1.2 The Council shall specify the composition, scope, responsibility, size and tenure of members.

1.2.1 The Council will make every effort to ensure that the special interest groups within NCRA are represented on the committees, subcommittees, and task forces that are responsible for or involved in tasks relevant to special interest groups.

1.3 A committee, subcommittee, or task force may have policies and procedures specific to its project and/or task. Such policies and procedures must be approved by the Council and maintained as part of the Council's policies and procedures.

1.4 Appointment

1.4.1 The Administrator, with approval of the Council members, shall appoint the committee, subcommittee, and task forces chairs for the year in which they serve as Council Administrator.

1.4.2 When appointing chairs, the Administrator shall take into consideration the need to include special interest representation and the recommended committee, subcommittee, task force membership requirements found in their policies/procedures, if any have been developed.

1.4.3 Committee members will be appointed by the Chair.

1.5 Term of Office: The term of office for the Chair and all members shall be for one year.

1.6 The Council will review and act on the recommendations of the committees, subcommittees, and task forces.

1.7 Ex-officio members of all committees, subcommittees, and task forces are the Administrator of the Council on Certification, staff representative or NCRA’s Executive Director.

1.8 Responsibilities of Chair of a Committee, Subcommittee or Task Force will be:

1.8.1 Present a time frame for completion of the committee, subcommittee, or task force's responsibilities at the second Council meeting of the year;

1.8.2 Preside at all meetings of the committee, subcommittee or task force;

1.8.3 Have and exercise general charge and supervision over the affairs of the committee, subcommittee or task force;

1.8.4 Distribute current copies of the committee, subcommittee or task force's responsibilities and related policies/procedures to group members;

1.8.5 Ensure compliance with current Council policies/procedures related to the group's responsibilities;
1.8.6 Prepare meeting agendas and related materials;

1.8.7 Arrange for someone to take summary notes of meeting discussions, actions/recommendations at each meeting and provide the summary notes to the Council;

1.8.8 Administer committee, subcommittee, or task force budget;

1.8.9 Prepare a summary of activity to be submitted to the Administrator of the Council for inclusion in each required Board report. This summary of activity shall include a list of all committee members, subcommittees and their membership, major accomplishments for the reporting period, and recommendations for up-coming activities/goals; and

1.8.10 Annually review and make recommended changes/additions to the Council and/or committee, subcommittee, or task force's policies and procedures.

2.0 Standing Committees

2.1 EXAMINATION CONSTRUCTION COMMITTEE

2.1.1 General Responsibilities

2.1.1.1 The NCRA Council on Certification has the ultimate responsibility for NCRA-approved certifications, assessments, and maintenance of certification requirements. This is in accordance with the elected status of the Council and NCRA Bylaws.

2.1.1.2 The CTR Exam Construction Committee is charged with assisting the Council in responsibilities to develop an examination, ensure content validity, monitor the administration of an examination, and any other duties that may be assigned by the Council.

2.1.1.3 Committee Chair to attend the meetings of the Item Review and Development Committee, as requested.

2.1.2 Confidentiality

2.1.2.1 All members and ex-officio members of the CTR Exam Construction Committee will maintain confidentiality of all test items and examination drafts and be required to sign a confidentiality statement.

2.1.2.2 Members shall not hold employment in any educational services related field that provides instruction to future registrars.

2.1.2.2.1 Exemptions: Members providing basic training through state cancer registry organizations or central cancer registries; and members supervising postsecondary students during practicum training.

2.1.2.3 Members may not participate in a CTR prep course for one year following their participation with the committee.
2.1.2.4 Examination Construction committee members who are not CTRs or who lose their CTR certification must waive their right to take the CTR examination for two (2) years following their review of the examination.

2.1.2.5 The Committee will advise the Council and testing agency on ways to improve the CTR exam.

2.1.2.5.1 The Committee will recommend to the Council additions or revisions to the construction committee policies and procedures.

2.1.3 Composition and Tenure

2.1.3.1 The Chair will appoint all committee members.

2.1.3.2 The Committee will consist of no less than seven members.

2.1.3.3 In addition to the Chair, at least one additional Council member will be appointed to the committee. Invite the Item Review and Development Committee Chair to attend the committee meetings.

2.1.3.4 Members will serve a term of two years. Members may be appointed for more than one term. Members will be appointed to terms that will provide both experienced and new membership.

2.1.3.5 Committee members must be CTRs in good standing.

2.1.3.6 Committee members are not required to be members of NCRA.

2.1.3.7 Staff support shall be provided by the NCRA Executive Office and representatives from the testing agency.

2.1.4 Meetings

2.1.4.1 Meeting dates are established at the beginning of the association year by the Council, in consultation with the testing agency.

2.1.4.2 A fall meeting will scheduled be to construct examinations for the next year.

2.1.4.3 Meetings may be conducted at face-to face meetings or by the technology of preference, after determining that all Council members have the media available and consent to the use of such media.

2.1.4.4 A calendar of meeting dates and relevant examination construction process due dates will be distributed to construction committee members by the Chair at the beginning of the association year.

2.1.5 Committee Tasks

2.1.5.1 The NCRA Executive Office will provide a copy of the most current Item Writing Guide and the Examination Item Review Procedure to all committee members.

2.1.5.2 Exam Parameters and Content: The committee will:
2.1.5.2.1 Make recommendations to the Council on CTR certification exam content, development and administration;

2.1.5.2.2 Ensure the exam content reflects current practice based on professional experience and expert studies;

2.1.5.2.3 Provide expert guidance on setting the CTR exam cut (passing) score; and

2.1.5.2.4 Provide expert guidance on the methodology of scoring the CTR examination.

2.1.5.3 Exam Development Construction, and Validation will:

2.1.5.3.1 Review a draft of the certification examination compiled by the testing agency to ensure the items;

2.1.5.3.1.1 Correspond to competencies on the current examination content outlines;

2.1.5.3.1.2 Are in compliance with item format and content principals found in the Item Writing Guide;

2.1.5.3.1.3 Have performed well in differentiating candidates on past examinations (if past examination data is available);

2.1.5.3.1.4 Are not redundant with other items on the same examination; and

2.1.5.3.1.5 Represent current cancer registry concepts and principles;

2.1.5.3.2 Revise or replace items as necessary;

2.1.5.3.2.1 Items that test a subject matter that has recently undergone change shall be deleted from the examination if more than one year has elapsed from the effective date of the change.

2.1.5.3.2.2 Items added to the exam as replacements for a rejected item shall be coded to the same examination content area as the rejected item.

2.1.5.3.3 Anticipate new test subject matter;

2.1.5.3.4 Plan to include new test subject matter in examinations one year after the effective date of the implementation; and

2.1.5.3.5 If a draft of the CTR examination is pilot tested, evaluate the results and make adjustments to the final exam as necessary.

2.1.6 Other Examination Related Activities

2.1.6.1 Provide guidance on the sample CTR multiple choice items in the Handbook for CTR Exam Candidates;

2.1.6.2 Recommend names of potential CTR exam item writers to the Council;

2.1.6.3 Make recommendations to the Council on areas for item bank development based on analysis of items on the CTR exam;

2.1.6.4 Write multiple-choice questions for the CTR exam item bank, as directed by the Council; and
2.1.6.5 Review and/or revise questions in the current CTR exam item bank, as directed by the Council.

2.2 CTR ITEM DEVELOPMENT AND ITEM REVIEW COMMITTEE

2.2.1 Purpose

2.2.1.1 Develop test questions for the CTR examination and review questions submitted by this Committee or by others in the cancer registry profession; and

2.2.1.2 Provide guidelines and procedure for reviewing items (questions) for the NCRA Certification Examination.

2.2.2 General Responsibility

2.2.2.1 Provide guidelines and procedure for obtaining items (questions) to be reviewed for incorporation into the CTR examination item bank.

2.2.2.2 Each year new items are written for incorporation into the CTR examination item bank. The NCRA Council Item Development and Review Committee may write a large number of these items.

2.2.2.3 Committee Chair to attend the meetings of the Exam Construction Committee, as requested.

2.2.3 Confidentiality

2.2.3.1 All members and ex-officio members of the CTR Item Development and Item Review Committee and subcommittees will maintain confidentiality of all test items and be required to sign a confidentiality statement.

2.2.3.2 Members shall not hold employment in any educational services related field that provides instruction to future registrars.

2.2.3.2.1 Exemptions: Members providing basic training through state cancer registry organizations or central cancer registries; and members supervising postsecondary students during practicum training.

2.2.3.3 Members may not participate in a CTR prep course for one year following their participation with the committee or subcommittees.

2.3 ITEM DEVELOPMENT SUBCOMMITTEE

2.3.1 The Chair of the CTR Item Development and Item Review Committee will establish and Chair an Item Development Subcommittee if needed.

2.3.2 Each year items are written by the Item Development subcommittee and others in the cancer registry profession. Before these questions are incorporated into the CTR examination item bank, they are intensely reviewed by an Item Review subcommittee.

2.3.3 When cancer registry standards change, all questions in the item bank related to the standard must be reviewed to insure compliance with the revised standard. The Item Review Subcommittee may request assistance from Item Development if the question from the item bank requires major reworking.

2.3.4 The Chair will:

2.3.4.1 Determine content areas for which additional questions are needed. This information is discussed at the fall Examination Construction Committee meeting;

2.3.4.2 Select Subcommittee members based on content areas;

2.3.4.3 Contact members to serve on the Subcommittee;

2.3.4.4 Assure that the NCRA Executive Office distributes copies of Item Development Guide and Handbook to subcommittee members;

2.3.4.5 Send written confirmation of Subcommittee assignment, resources, and due date;

2.3.4.6 Follow up to make sure all questions are submitted;

2.3.4.7 Obtain Continuing Education Credit from NCRA for Item Development Subcommittee members;

2.3.4.8 Send letter of thanks and acknowledgement of CE credits to members;

2.3.4.9 Notify Council Administrator of completion of Subcommittee assignment;
2.3.4.10 Obtain dates of the Item development subcommittee meetings if needed;
2.3.4.11 Meeting dates will be scheduled so that questions reviewed and approved can be submitted to the testing agency at least four weeks prior to the Examination Construction Committee meeting; and
2.3.4.12 Prepare and submit acknowledgement of Subcommittee members for *The Connection*.

### 2.3.5 Item Development Subcommittee Assignments

2.3.5.1 The Chair will assign content areas based on member expertise.
2.3.5.2 Each member will write no more than 20 questions.
2.3.5.3 The questions written by each member will cover no more than two content areas as listed in the content outline of the Handbook for Candidates.
2.3.5.4 Six weeks will be allowed for members to write questions.
2.3.5.5 Members may send questions directly to the testing agency with a copy to the Subcommittee Chair.
2.3.5.6 The testing agency may provide advice on content areas for which questions should be written based on the number of questions in a particular content area in the item bank.
2.3.5.7 Questions written by the Item Development Committee must be submitted to the testing agency in advance of the Examination Construction Committee meeting.
2.3.5.8 The testing agency will determine this timeline.

### 2.3.6 Question Writing

2.3.6.1 Questions should be written at a level consistent with:
   2.3.6.1.1 The expected knowledge base of a person with one or two years of registry experience and based on the results of the most recent job task analysis; and
   2.3.6.1.2 The ability to find the answer to the question in a readily available cancer registry resource.
   2.3.6.1.2.1 Tables and charts used for the statistics questions must be original; they may not be reproduced from a published report.
   2.3.6.1.3 All questions will contain a full reference including publication name, edition, and page number.
   2.3.6.1.4 Only readily available references should be used.

### 2.3.7 Resources

2.3.7.1 The following resources will be provided to each Subcommittee member:
   2.3.7.1.1 Item Development Guide - provided by the testing vendor; and
   2.3.7.1.2 Handbook for CTR Exam Candidates - prepared and provided by Council.

### 2.4 ITEM REVIEW SUBCOMMITTEE

#### 2.4.1 Purpose

2.4.1.1 Review and work with the newly written test questions submitted to the Item Development and Review Committee and content area assignment for incorporation into the item bank for future CTR examinations.

2.4.1.2 When cancer registry standards change, all questions in the item bank related to the standard must be reviewed to insure compliance with the revised standard. The Item Review Subcommittee may request assistance from Item Development if the question from the item bank requires major reworking.

#### 2.4.1.2 Item Review Subcommittee Composition

2.4.1.2.1 Subcommittee is chaired by the Chair(s) of the Item Development and Item Review Committee.
2.4.1.2.2 Each year, the subcommittee will consider meeting in a different region of the country.
2.4.1.2.3 Membership is composed of the Chair, Council Administrator (if possible), representative from the testing agency, and four or more cancer registry experts in that region.

2.4.1.2.4 Invite the Exam Construction Committee Chair to attend the subcommittee meeting(s).

2.4.1.2.5 Experts are encouraged to be CTRs but must have varied expertise, i.e., hospital-based registry, central registry, statistics and epidemiology (if possible).

2.4.1.2.6 Members shall not hold employment in any educational services related field that provides instruction to future registrars.

2.4.1.2.6.1 Exemptions: Members providing basic training through state cancer registry organizations or central cancer registries; and members supervising postsecondary students during practicum training.

2.4.1.2.7 Members may not participate in a CTR prep course for one year following their participation with the committee.

2.4.1.2.8 Members who are not CTRs or who lose their CTR certification must waive their right to take the CTR examination for two (2) years following their review of the examination.

2.4.1.3 Item Review Subcommittee Chair responsibilities:

2.4.1.3.1 Organize and make all the arrangements with the hosting region for the Subcommittee to meet;

2.4.1.3.1.1 The representative from the testing agency will conduct the actual Item Review.

2.4.1.3.2 Select region of the country to host Item Review Subcommittee with approval by the Council;

2.4.1.3.3 Establish contact person in the region willing to host the Subcommittee and to select the local registry experts to serve on the Subcommittee;

2.4.1.3.4 Explains Subcommittee function and procedure to Subcommittee members;

2.4.1.3.5 Send confirmation letters to Subcommittee members;

2.4.1.3.6 Work with host to arrange for conference area and reference materials for the Subcommittee;

2.4.1.3.7 Inform the testing agency representative and Council Administrator of location and accommodations;

2.4.1.3.8 Confirm final arrangements;

2.4.1.3.9 Review items with Subcommittee members;

2.4.1.3.10 Provide Subcommittee with expense forms and instructions for reimbursement;

2.4.1.3.11 Send thank you to Subcommittee members and host facility; and

2.4.1.3.12 Prepare and submit acknowledgement of Subcommittee members to The Connection.

2.4.1.4 Length of Meeting

2.4.1.4.1 The Item Review Subcommittee generally meets on a Friday and Saturday, from 8:30 am to 5:00 pm.

2.4.1.5 References

2.4.1.5.1 The testing agency will provide Subcommittee members with a copy of the Item Reviewers Guide.

2.4.1.5.2 NCRA Office will ship current references to support the meeting. Members will bring personal cancer registry reference books to supplement where necessary.

2.4.1.5.3 The hosting facility may be able to provide additional references.

2.5 EXPERIENCE VERIFICATION TASK FORCE
2.5.1 Purpose
2.5.1.1 This task force – overseen by the Eligibility Committee - is responsible for monitoring the verification of work and/or educational experience for applicants requesting to sit for the NCRA Certification examination.

2.5.2 Task Force Composition and Tenure
2.5.2.1 The Chair will appoint all committee members.
2.5.2.2 The Task Force will consist of no less than three members.
2.5.2.3 Members will serve a term of one year. Members may be appointed for more than one term.
2.5.2.4 Task Force members must be CTRs in good standing.
2.5.2.5 Task Force members are not required to be members of NCRA

2.5.3 General Responsibilities
2.5.3.1 The NCRA Executive Office will be responsible for conducting the verification procedures.
2.5.3.2 The Verification Task Force responsibilities:
   2.5.3.2.1 Develop and review verification procedures
   2.5.3.2.2 Monitor the results of verification procedures
   2.5.3.2.3 Provide consultation when needed
2.5.3.3 Review and make recommendations for action to the Council on Certification on any case when the reviewer feels that the information provided on the examination application is incomplete or invalid.

2.5.4 Sampling
2.5.4.1 A random 10% of all applicants for each certification examination will be selected for verification of work and educational experience.
   2.5.4.1.1 NCRA staff will select every tenth application for examination and verify of work and/or educational experience.

2.5.5 Time lines
2.5.5.1 Auditing procedures are to be completed in a time frame permitting NCRA to notify the applicants of their eligibility status prior to the testing dates.
2.5.5.2 All auditing must be completed one month prior to the examination and testing company will be notified of all audited applicants eligibility status.

2.5.6 Notification of the candidate of intent to audit.
2.5.6.1 Selected candidates will be notified by the NCRA Executive Office of their selection for the verification process.
2.5.6.2 The candidate will be requested to provide contact information to verify employment experience and/or provide additional documentation of educational achievement if needed.

2.5.7 Verification
2.5.7.1 The NCRA Executive Office staff will contact the appropriate person(s) to verify the candidate’s experience requirement as submitted on the examination application.
2.5.7.2 If additional educational documentation is required, upon receipt of the required documents, NCRA Executive Office staff will review all the submitted materials.
2.5.7.3 If employment and/or educational documentation verifies the validity of the information submitted on the examination application, NCRA will notify the candidate that they have been accepted for examination.
2.5.7.4 Should the documents submitted be incomplete or questionable the applicant will be contacted again in order to try to obtain the necessary information.

2.5.8 Additional educational documentation
2.5.8.1 NCRA will request and review written proof of scholastic achievement as indicated on the examination application. Evidence to support eligibility can include but is not limited to:

- Copies of diploma(s) or certificates documenting the indicated scholastic achievements that confirm eligibility.
- The candidate must provide written documentation of their efforts to obtain the diploma and the reasons that it is unavailable.
- Transcripts for completed approved college level courses with grades assigned.

2.5.9 Experience verification

2.5.9.1 Confirmation of experience within the Cancer Registry field for the time period documented on the application can be verified by an employer’s human resources officer, office manager, physician or administrator.

2.5.9.2 If the reviewer suspects that experience documentation may be invalid, the NCRA Executive Office staff will contact the confirming manager, administrator, etc. named on the submitted documentation to request a notarized statement affirming the eligibility.

2.5.10 Falsification of examination application information

2.5.10.1 Should the final documentation be incomplete or the reviewer feel that the information provided on the examination application is invalid, the Verification Task Force will be notified.

2.5.10.2 The reviewer at NCRA Executive Office will forward a copy of all supporting materials to the members of the Verification Task Force.

2.5.10.3 The Verification Task Force Chair will initiate a telephone conference call with the reviewer, the committee members, and the Council on Certification Administrator to discuss the case, assess the validity of the information provided, and make recommendations for action to be taken.

2.5.10.3.1 If the Verification Task Force determines that the applicant has submitted false documentation, recommendations will be brought to the Council on Certification for determination of further action.

2.5.10.3.2 If the Council determines that the charge is valid:

2.5.10.3.2.1 A certified letter will be sent to the applicant notifying them of the Council’s finding and advising them of the Council decision and the resulting disciplinary action.

2.5.10.4 Disciplinary action for falsification of information on the certification examination application.

2.5.10.4.1 If the Council on Certification determines that an applicant has falsified any information on the application:

2.5.10.4.1.1 The candidate’s right to sit for the examination applied for will be revoked.

2.5.10.4.1.2 No refund of any application fees will be made.

2.5.10.4.1.3 The applicant will be permitted to reapply to take the examination in one year’s time.

2.5.10.4.1.4 The candidate will automatically be selected for audit the next time they apply for examination.

2.5.10.4.2 Should falsification be identified a second time, the applicant will be refused access to participate in the certification process.

2.5.10.4.2.1 Any falsification of applications by an NCRA member will be reported to the NCRA Ethics Committee by the Council on Certification.

2.5.10.5 Investigation of post examination charges of falsification of information provided on the examination application.
2.5.10.6 Should anyone be of the opinion that an examination candidate has falsified the employment and/or education history on an application for the CTR examination it is their right and duty to present concerns to NCRA Council on Certification.

2.5.10.6.1 A signed, dated letter of complaint shall be sent by certified mail to the NCRA Council on Certification. In the letter of complaint, the accuser must describe in detail the nature, facts, and circumstances of the complaint, and supply any pertinent supporting documentation.

2.5.10.6.2 Complete, written documentation must be received by the Council on Certification (from a complainant) before processing of the complaint can begin. If this is not received, the Council on Certification Administrator must request further documentation before processing any complaint.

2.5.10.7 Reporting of potential fraud is to be kept strictly confidential and the identity of the person or persons believing that there is suspicion will be protected.

2.5.10.8 Once a report has been filed with the Council on Certification, the Verification Task Force will be charged with pursuing the investigation of suspected fraud following established audit procedures.

2.5.10.9 The Verification Task Force will present their findings and recommendations to the Council on Certification for further action.

2.5.11 The results of that investigation will be handled as follows:

2.5.11.1 No evidence of falsification of information

2.5.11.1.1 The candidate will be notified that the information on the examination application has been verified.

2.5.11.1.2 Acknowledgment of receipt of the complaint will be reported back to those filing the report of potential fraud.

2.5.11.2 Evidence of falsification

2.5.11.2.1 A certified letter will be sent to the candidate notifying them of the Council’s finding and advising them of the Council decision and the resulting disciplinary action.

2.5.11.2.2 Procedures for disciplinary action for falsification of information on the certification examination application will be followed.

2.5.11.3 Appealing the Council decision of disciplinary action for falsification of information of certification examination.

2.5.11.3.1 Any applicant that has been denied access to the examination for reasons of incomplete or invalid documentation is offered the right to appeal.

2.5.11.3.2 All appeals must be presented in writing with the reason(s) for the challenge clearly defined and supported.

2.5.11.3.3 The appeal must be notarized and submitted to NCRA at least 21 days prior to the examination to allow time to review and where warranted, reinstate the applicant’s right to take the exam.

2.5.11.4 Upon receipt of a letter of appeal, the Council Administrator shall appoint an Ad Hoc Committee composed of three members of the current Council on Certification to process the appeal.

2.5.11.5 The Ad Hoc Committee shall receive and review all relevant material from the Verification Task Force.
2.5.11.6 Within 30 days of its appointment, a decision is due from the Ad Hoc Committee, and that
decision must be communicated to the accused (by certified mail), the Council on Certification
(via the Administrator), and the Verification Task Force (via the chairperson).

2.5.11.7 The decision of the Ad Hoc Committee shall be binding on all parties.

2.5.12 Safeguarding Verification Task Form Files and Records
2.5.12.1 All audit materials resulting in no further review will be destroyed within 30 days following
administration of the certification examination to which they apply.
2.5.12.2 All materials and discussion relevant to further investigation and any disciplinary action shall be
confidential. Disclosure to unauthorized persons shall constitute a violation of the NCRA Code of
Ethics.
2.5.12.3 Upon closure of cases resulting in disciplinary action, the Verification Task Force Chairperson
shall place all documents in a sealed file. The file shall be identified only by the case number, and
action taken.
2.5.12.4 The file will be opened and used only by the Verification Task Force if the information the file
contains is needed by the Verification Committee or the Council on Certification as a precedent
or for further action on that case.
2.5.12.5 The outgoing Verification Task Force Chairperson shall seal the case upon completion of the
process and it will be sent to the executive office in a locked file.
2.5.12.6 The chair will turn over all files on ongoing investigations to the incoming Verification Task
Force Chairperson within 15 days following their appointment.
2.5.12.7 In the event of an ongoing investigation during transition from one Task Force to the next, the
outgoing Chairperson will brief the incoming Chairperson on all activity pertaining to the
investigation, and remain available for consultation as needed.

2.6 COUNCIL ON CERTIFICATION ADVISORY COMMITTEE
2.6.1 Purpose:
2.6.1.1 The responsibility of this committee will be to provide input to the Council on Certification from
other stakeholders (organizations or groups) primarily involved in cancer control, prevention, and
research on issues relative to the certification process.
2.6.2 The Committee will:
2.6.2.1 Assist the Council in evaluating, investigating, and supporting Council policy development in key
areas of registrar certification.
2.6.2.2 Provide input on understanding the impact of proposed changes in certification procedures on the
cancer registry field and on timing issues related to proposed changes.
2.6.3 Composition:
2.6.3.1 The Committee will be chaired by the Administrator of the Council on Certification.
2.6.3.2 Committee membership shall consist of representatives identified from national organizations
primarily involved in cancer control, prevention, and research identified by the Council on
Certification for the sole purpose of identifying issues relative to certification examination.
2.6.3.3 Each organization may designate a representative from the organization to participate on the
Advisory Committee on behalf of the organization.
2.6.3.4 Member organizations
2.6.3.4.1 American College of Surgeons, Commission on Cancer
2.6.3.4.2 American Joint Committee on Cancer
2.6.3.4.3 North American Association of Central Cancer Registries
2.6.3.4.4 Center for Disease Control and Prevention, National Program for Cancer Registries
2.6.3.4.5 National Cancer Institute, Surveillance, Epidemiology, and End Results Program
2.6.3.4.6 American Health Information Management Association
2.6.3.4.7 NCRA’s Education Committee
2.6.3.4.8 Statistics Canada
2.6.3.4.9 Other experts in the Cancer Registry field

2.6.3.5 Duties:
2.6.3.5.1 Chair
2.6.3.5.1.1 Contact identified organizations requesting participation on the Council Advisory Committee
2.6.3.5.1.2 Plan and conduct Committee meetings and/or conference calls
2.6.3.5.1.3 Arrange conference calls
2.6.3.5.1.4 Prepare and distribute meeting agendas and related materials
2.6.3.5.1.5 Report Committee recommendations to Council on Certification

2.6.3.5.2 Committee members
2.6.3.5.2.1 Assist the Council on Certification in evaluating, investigating and supporting policy development relating to certification examination in key areas.
2.6.3.5.2.2 Review the Council’s Strategic Management Plan and make recommendations for long-range plans.

2.6.3.6 Meetings
2.6.3.6.1 This committee will meet annually, or as needed.
2.6.3.6.2 Meetings may be conducted using the technology of preference, after determining that all Committee members have the media available and consent to the use of such media.

2.6.3.7 Minutes
2.6.3.7.1 Minutes of meetings will be maintained by NCRA Executive Office staff.
2.6.3.7.2 Minutes of the meeting will be sent to the Administrator for review by the person taking minutes within 2 weeks following a meeting.

2.7 ELIGIBILITY COMMITTEE
2.7.1 Duties
2.7.1.1 Make recommendations to the Council on Certification regarding eligibility criteria;
2.7.1.2 Review and maintain eligibility requirements
2.7.1.3 Respond to eligibility questions forwarded by NCRA office
2.7.1.4 Provide guidelines and procedure for reviewing eligibility review requests
2.7.1.5 Monitor and modify committee policies and procedures, if needed, annually
2.7.1.6 Annually review the eligibility criteria in the Handbook for Candidates for accuracy and completeness.

2.7.2 Confidentiality
2.7.2.1 All members and ex-officio members of the Eligibility Committee will maintain confidentiality of all applications, discussions and be required to sign a confidentiality statement.

2.7.3 Composition and Tenure
2.7.3.1 The Eligibility Committee Chair will appoint all committee members
2.7.3.2 A Co-Chair will be appointed to serve one year prior to becoming the Chair
2.7.3.3 The Committee will consist of a minimum of 6 members preferably from different areas of the registry profession.
2.7.3.4 Members shall serve a term of two years.
2.7.3.5 Members may be appointed for more than one term.
2.7.3.6 Members will be appointed to terms that will provide both experienced and new membership.
2.7.3.7 Members must be CTRs in good standing.
2.7.3.8 Members are not required to be members of NCRA.
2.7.3.9 Staff support shall be provided by the NCRA Executive Office.

2.7.4 Meetings
2.7.4.1 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.
2.7.4.2 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.

2.7.5 Committee Tasks
2.7.5.1 Eligibility committee members will review eligibility applications referred by the NCRA Executive Office and assigned by the Committee Chair.
2.7.5.2 The NCRA Executive Office will utilize current requirements to determine eligibility.
2.7.5.3 Eligibility questions will be referred to one or two assigned committee members for clarification and/or answers.
2.7.5.4 Committee members will respond to eligibility questions in writing to NCRA Executive Office within designated time frame.

2.7.6 Approval of Associate’s Degree/Specific coursework
2.7.6.1 Persons with documentation of completion of any Associate’s degrees will have met the education requirements in for routes A and B. Review of transcripts may be necessary.
2.7.6.1.1 An Associate degree equivalent is at least 60 college-level credits.
2.7.6.2 For Route B, 2 semesters of “Human Anatomy & Physiology” are required.
2.7.6.2.1.1 Applicants must obtain a passing grade this specific course work.
2.7.6.3 The definition of “passing grade” in course work is a C or higher. For Route B, the AHIMA’s "Pathophysiology/Pharmacology" course qualify as a 2nd semester of Human Anatomy & Physiology requirement.
2.7.6.4 The Eligibility Committee will review individual applicant curricula for exceptions to the approved eligibility criteria
2.7.6.4.1 Candidates may submit a copy of their transcript for review by the Eligibility Committee.
2.7.6.4.1.1 Approval can be granted if the curriculum includes the criteria listed in 2.7.6.
2.7.6.4.1.2 Candidates should allow a minimum of three months prior to the application deadline for the examination they wish to take for Council review and approval.
2.7.6.4.2 Equivalent degrees from other countries will be accepted to meet eligibility criteria.
2.7.6.4.3 All candidates using a non-US curriculum only to meet eligibility requirements must submit an official transcript in English.
2.7.6.4.4 A copy of a diploma will not be considered acceptable documentation.
2.7.6.4.5 NCRA staff will review all transcripts to determine if degree meets eligibility requirements.
2.7.6.4.6 NCRA staff will share copies of transcripts for review by eligibility committee members.
2.7.6.5 Experience requirements

2.7.6.5.1 Experience in the cancer registry field consists of that obtained by working in or supervising a cancer registry, and organizations or companies that actively support cancer registration within the past five years.

2.7.6.5.2 Cancer registration involves the management and analysis of cancer incidence data for all of the following purposes: research, quality management/improvement, cancer program development, cancer prevention and surveillance, survival and outcome data, compliance of reporting standards, and development of accreditation standards for cancer registration.

2.7.6.5.3 All experience requirements must be met by the application deadline for the examination that the candidate is applying for.

2.7.6.5.4 The equivalency of full-time experience is 1,950 hours for one year.

2.7.6.5.5 There is no time limit in accumulating the necessary experience hours.

2.7.6.5.6 Experience can be accumulated through full or part-time employment or achieved through volunteer hours.

2.7.6.5.7 Experience can be obtained by working additional hours over full time.
SECTION VII: REGISTRY

1.0 The Registrar

1.1 The Registrar shall be the Executive Director of NCRA or designee but shall not be a member of the Council on Certification.

2.0 Registrar duties

2.1 Receive all applications for certification, verify the eligibility of the candidates, and where any question of eligibility exists, and forward such applications to the Council on Certification for final decision.

2.2 Notify the candidate of the result of the examination and issue a certificate of certification to the successful candidate.

2.3 Maintain a permanent listing (registry) of all individuals who have been certified by any NCRA approved certification, their year of certification, the number of their certificate and their maintenance history.
SECTION VIII: GENERAL POLICIES

1.0 Examinations

1.1 Policies and procedures are as published in the CTR Handbook for Candidates.

1.1.1 NCRA does not discriminate against any applicant on the basis of race, gender, creed, age, sex, national origin, religion, disability, marital status, parental status, or source of income. All applicants will be judged solely on published criteria as established by the Council.

1.1.2 If an educational program's accreditation status changes from accredited to non-accredited during the academic year, the individuals graduating that year shall not be disqualified from writing the national qualifying examinations for the CTR.

1.1.3 NCRA may refuse eligibility to sit for any examination if the candidate does not possess the published education requirements, comply with deadline dates, or submit necessary fees.

1.1.4 Applicants with special needs that comply with the Americans with Disabilities Act may request accommodations or arrangements on their scheduled test date. The Request for Special Examination Accommodations and the Documentation of Disability-Related Needs forms must be signed by a qualified healthcare professional and submitted along with the application no later than the published deadline dates. The applicant will be notified whether accommodations will be made.

2.0 Confidentiality

2.1 Release of certification results

2.1.1 The Registrar or designee upon written authorization of the examinees may release scores of the certification examinations. No information will be released over the phone, by fax, or by e-mail.

2.1.1.1 Examinees may obtain a copy of their score report from NCRA with a written request and authorization.

2.1.2 Names of newly credentialed candidates will be published in the newsletter of the NCRA, The Connection.

2.1.3 Newly credentialed individuals shall be notified of NCRA policy regarding release of credential information following release of exam scores.

2.1.4 Requests for access to examinations by examinees, prospective examinees or other individuals who are not performing an approved Council function shall be denied.

2.1.5 All examination items in the NCRA Executive Office will be kept in locked files by the Registrar or appointed designee; in no instance will an item be publicly released. Access to the file will be limited to the Registrar or staff specifically designated by the Registrar.

2.1.6 All item reviewers and those who handle the items in the course of their official Council duties shall be required to sign a confidentiality and security statement, which indicates that they will not divulge the content of the items outside of their official duties and that the items will be kept in a secure manner.

2.1.7 Additional security of test items will be as specified in the testing agency contract and/or policies.
3.0 Certification Status Information

3.1 Information on credential status from a potential and/or current employer will require a formal written request using NCRA’s Verification Request Form. NCRA Staff will notify CTRs who are being verified.

3.2 Staff, with input from the Council leadership when needed, shall evaluate other written requests for credential information on a case-by-case basis to determine the appropriate response.

3.3 Release of student pass/fail results to the NCRA Formal Education Committee for approved colleges and programs.

3.3.1 Individual school/program student pass/fail information for NCRA-approved programs will be released to the NCRA Formal Education on request following approved procedures:

3.3.1.1 Since programs are approved on a three-year cycle, three-year aggregate pass/fail percentages with the number of students taking the examinations for the three-year period preceding the request will be reported to the NCRA Formal Education Committee.

3.3.1.2 Information will only be reported if there were greater than five individuals taking the examination in the three-year reporting period.

3.3.1.3 Individual certificant results will not be released without permission from the applicant.

3.4 Release of student pass/fail information to individual colleges/programs

3.4.1 Student pass/fail information will be reported to NCRA approved schools/programs on request following approved procedures:

3.4.1.1 Three-year aggregate pass/fail percentages with the number of students taking the examinations for the three-year period preceding the request will be reported to the requesting college/program.

3.4.1.2 Information will only be reported if there were greater than five individuals taking the examination in the three-year reporting period.

3.4.1.3 Individual certificant results will not be released without permission from the applicant.

4.0 Appeals

4.1 The confidentiality of appellants for any initial certification or appeal submitted to the Appeals Task Force and/or the Council shall be maintained.

4.2 Appeal procedure for rejection of examination application

4.2.1 Who may appeal

4.2.1.2 Any individual who is denied the opportunity to write an examination.

4.2.2 Appeal deadline
4.2.2.1 All appeals must be received by NCRA at least ten (10) working days before the examination date. An appeal after that time will not be processed.

4.2.2.2 Individuals seeking an appeal should:

4.2.2.2.1 Prepare a detailed written explanation of the nature of the problem;

4.2.2.2.2 Include evidence or documentation to support appeal. The burden of proof is borne by the applicant;

4.2.2.2.3 Include the applicable fee to cover the cost of processing. If the appeal is decided in favor of the appellant, a full refund of the appeal fee will be honored;

4.2.2.2.4 Within 10 working days of the date of the certified notice of denial, submit the appeal and supporting documents via overnight mail or delivery service to the NCRA Executive office.

4.2.2.2.4.1 The postmarked date of the appeal will be used to determine if the appeal was submitted within the allowable time frame.

4.2.2.2.5 The process for review of the appeal is as follows:

4.2.2.2.5.1 Upon receipt of the request, the NCRA Council on Certification Administrator will review the appeal and attempt to validate the candidate’s eligibility to take the exam.

4.2.2.2.5.2 If the NCRA Council on Certification Administrator deems the candidate eligible, the candidate will receive notification via certified mail within 5 days of NCRA receiving the appeal.

4.2.2.2.5.3 If the issue cannot be resolved within that time frame or eligibility to take the exam can not be determined by the NCRA Council on Certification Administrator, the matter will be referred to an Appeals Task Force.

4.2.2.2.5.4 Three members of the Council on Certification will be appointed for form an Appeals Task Force.

4.2.2.2.5.5 The Appeals Task Force members shall make a decision by a two-thirds vote and notify the applicant of their findings by overnight mail/delivery service, within ten (10) working days of the request.

4.2.2.2.5.6 All three members of the Appeals Task Force must review the appeal.

4.2.2.2.5.7 In the event all members cannot review the appeal prior to the time frame delineated, the Administrator of the Council on Certification shall appoint additional members of the Council on Certification to review the appeal so that a minimum of three Council members review the appeal.

4.2.2.2.5.8 The Appeals Task Force shall review the appeal or complaint via fax, mail, or a conference call meeting.
4.2.2.5.9 An adverse decision by the Appeals Task Force can be appealed by the candidate to the full Council following the same procedure as the initial appeal.

4.2.2.5.9.1 This appeal must be submitted within ten (10) days of the candidate's receipt of the Council Appeals Task Force decision.

4.2.2.5.9.2 The Council will review the appeal within ten (10) days of the request for reconsideration of the appeal.

4.2.2.5.9.3 At least three members of the Council who are not on the Appeals Task Force must review the appeal, and a two-thirds vote is necessary to reverse a decision of the Appeals Task Force.

4.2.2.5.9.4 The Council shall review the appeal or complaint via fax, mail, or a conference call meeting.

4.2.2.5.9.5 The applicant will be notified by overnight mail/delivery services, within 3 working days of the decision.

4.2.2.5.9.6 In the event the appeal is unresolved five days prior to administration of the examination, the candidate shall be allowed to sit for the exam, with the understanding that the candidate’s examination scores may be invalidated should an adverse decision on the appeal be reached after the examination.

5.0 Council Files and Business

5.1 The confidential files of the Council shall not be open to the membership on request except by direction of the Board of Directors to the Council Administrator. Council, committee, subcommittee, and task force chairs and members shall protect the files of the Council, committees, subcommittees, and task forces from unauthorized access and or disclosure.

5.2 At the end of the term of office of a member of the Council or its committees, subcommittees, or task forces, the member's files shall be destroyed by the member according to Council instructions.
SECTION IX: EXAMINATION ADMINISTRATION AND CANDIDATE ELIGIBILITY

1.0 Examination Administration

1.1 The Certification Examination for Cancer Registrars is sponsored and offered solely by the National Cancer Registrars Association’s (NCRA) Council on Certification.

1.2 The Certification Examination for Cancer Registrars is administered for NCRA’s Council on Certification by an independent testing agency.

1.2.1 The independent testing agency performs professional assessment services for NCRA to support NCRA’s certification processes. Services provided by the testing vendor may include:

1.2.1.1 Processing examination applications;
1.2.1.2 Providing psychometric guidance in examination development;
1.2.1.3 Examination handbook printing;
1.2.1.4 Item banking;
1.2.1.5 Test development;
1.2.1.6 Pre-testing items;
1.2.1.7 Examination administration and scoring; and
1.2.1.8 Providing statistical reports relating to examination outcomes.

1.3 Certification Examination items are the sole property of NCRA, and will not be released, under any circumstances, to any individual or group.

1.4 Examinations will be offered twice a year.

1.5 Candidates must meet eligibility requirements that include a combination of experience in the registry field and educational background.

1.6 After successfully passing the certification examination, the CTR credential is awarded.

1.7 Persons who have successfully completed the certification examination have demonstrated that they have met or exceeded the level of competence required to provide accurate information for cancer surveillance and research activities

1.8 The Council on Certification, in consultation with NCRA, is responsible for setting examination application fees.

2.0 Nondiscrimination

2.1 NCRA’s Council on Certification and its agents do not discriminate on the basis of race, gender, creed, age, sex, national origin, religion, disability, marital status, parental status, or source of income. All persons submitting
an application for the examination will be judged solely on published criteria. Candidates are not required to be a member of any organization to apply for CTR certification.

3.0 Examination dates and deadlines

3.1 The Council on Certification is responsible for approving application deadlines and testing dates.

3.2 The Certification Examination will be administered during two 2-week testing periods on a daily basis, Monday through Saturday, excluding holidays, at approved testing facilities.

3.3 Dates for application and testing will be posted no later that no later than 6 months prior to the application deadline

3.4 Dates will be posted on the Council on Certification website and published in the NCRA newsletter, The Connection.

4.0 CTR Handbook for Candidates

4.1 The Council on Certification is responsible for maintaining the CTR Handbook for Candidates for Candidates.

4.2 The CTR Handbook for Candidates will be made available:

   4.2.1 By request from NCRA’s Executive Office or the testing agency; and

   4.2.2 By download from the Council on Certification website.

4.3 The CTR Handbook for Candidates will contain information on:

   4.3.1 Application deadlines

   4.3.2 Examination dates

   4.3.3 Sponsorship and Administration

   4.3.4 Objectives of Certification

   4.3.5 CTR Eligibility Requirements

   4.3.6 Attainment/Maintenance of Certification

   4.3.7 Revocation of certification

   4.3.8 Application procedures including how to complete the application with listings of:

       4.3.9.1 Codes for requested background information;

       4.3.9.2 List of approved schools and the corresponding code numbers;

       4.3.9.3 List of training programs and their corresponding code numbers;
4.3.10 Examination Eligibility Requirements;  
4.3.11 Information on how to locate testing centers;  
4.3.12 How to request special testing centers;  
4.3.13 Testing fees;  
4.3.14 Refund policies;  
4.3.15 Examination schedules;  
4.3.16 Requirements for admission to testing;  
4.3.17 Rules for testing;  
4.3.18 How candidates will be notified of testing results;  
4.3.19 Requirements for re-examination;  
4.3.20 Confidentiality statement;  
4.3.21 Information of the examination content including:  
  4.3.21.1 Examination content blueprint; and  
  4.3.21.2 Weights for each examination category;  
4.3.22 Sample examination questions; and  
4.3.23 List of resources used in preparing exam items.  

5.0 Application Process  

5.1 Candidates are required to complete and file an Application for the Certification Examination for Cancer Registrars along with appropriate fee and documentation.  

5.1.1 Applications for the Certification Examination for Cancer Registrars are available:  
   5.1.1.1 By request from NCRA’s Executive Office or the testing agency; or  
   5.1.1.2 By download from the Council on Certification website.  

5.2 Following receipt and processing of an application, eligibility will be verified and applicants will be mailed an Eligibility Notice.  

5.3 The Eligibility Notice plus photo identification must be presented in order to gain admission to testing centers.  

5.4 Candidates not receiving an Eligibility Notice or other correspondence at least three weeks before the beginning of the two-week testing period should contact the testing agency by telephone.
5.5 The Eligibility Notice will indicate where to schedule the examination appointment as well as the dates in which testing is available.

5.6 Appointment times are assigned on a first-come, first-served basis.

5.7 A random selection of applications will be audited to verify work history.

5.8 Refunds

5.8.1 CTR Examination refund requests will be reviewed by the Council on a case-by-case basis and a determination made for approval and/or defined by testing vendor.

5.9 Changing Examination Appointments

5.9.1 If an applicant needs to cancel their examination appointment or reschedule to a different date within the two-week testing period they must contact the testing agency no later than noon, Eastern Standard Time, of the second business day PRIOR to their scheduled appointment.

5.10 If an applicant fails to arrive for their appointment or cancel without giving the required notice, they will forfeit their testing fee.

6.0 Attainment of Certification

6.1 Each candidate who receives a passing score on the total examination will be entitled to use "CTR" after their name and will receive a certificate from NCRA’s Council on Certification.

7.0 Report of Results

7.1 Unofficial test results will be provided after candidates complete their exam at a computer-based testing center.
7.2 Candidates will be notified in writing by the testing vendor within six weeks of the close of the testing period whether they have passed or failed the examination.

7.3 Scores on the major areas of the examination and on the total examination will also be reported.

8.0 Confidentiality

8.1 The NCRA Office will release an individual's test scores only to that individual.

8.2 Individual scores will NOT be sent to employers, schools, or other individuals or organizations under any circumstances.

8.3 Any questions concerning test results should be referred to the NCRA Testing Office.

9.0 Reexamination

9.1 The Certification Examination for Cancer Registrars may be taken as often as desired, upon filing of a new application and fee, provided candidates meet current eligibility requirements. There is no limit to the number of times the examination may be repeated; however candidates may only sit for the exam once per testing window.

10.0 Certification Verification
10.1 NCRA provides a verification service for employers to check the credential status of current and future employees.

10.2 This verification is intended solely for substantiation of the CTR credential status of the individual being verified by the requesting entity.

10.3 Disclosure and use beyond purposes for employment is not permitted.

10.4 A copy of this request will be sent to the individual being verified.

10.5 Verification will be sent to the requester within 10 business days.

11.0 Duration of Certification

11.1 Certification is valid for two (2) years.

12.0 Certification maintenance

12.1 To maintain a certified status a person must meet current continuing education requirements of NCRA.

12.2 A registry of Certified Tumor Registrars will be maintained by NCRA and may be reported in its publications.

12.3 NCRA oversees the maintenance of the CTR credential.

12.4 In order to retain the CTR credential, a CTR must submit 20 continuing education hours to NCRA every two years and submit the applicable continuing education maintenance fee on an annual basis.

12.5 *Certified Tumor Registrar Continuing Education Handbook: A Guide for Maintaining the CTR Credential* is sent to new CTRs shortly after notification of successful completion of the certification examination.

13.0 Certification Revocation

13.1 Certification will be revoked for falsification of an Application, violation of examination procedure, failure to adhere to NCRA’s credential requirements, or for failure to adhere to NCRA’s Code of Ethics.

13.2 An appeal mechanism exists for challenging revocation of certification

14.0 Eligibility Requirements

14.1 The Council is responsible to establishing all eligibility requirements

14.1.1 Candidates must meet ONE of the following requirements as of the application deadline:

14.1.1.1 **Route A1.** Successful completion of an NCRA-Accredited Formal Education Associate’s Degree program, AND successful completion of 160-hour clinical experience in a CTR-staffed cancer registry.
14.1.2 **Route A2.** Successful completion of an NCRA-Accredited Certificate program AND successful completion of an Associate’s Degree (or equivalent), PLUS successful completion of 160-hour clinical experience in a CTR-staffed cancer registry.

14.1.3 **Route B.** Minimum one year full-time (12 months or 1,950 hours) equivalent experience in the cancer registry field AND successful completion of a minimum of an Associate’s degree or equivalent (or equivalent), including or in addition to two semesters of ‘Human Anatomy and Physiology’ college-level course work.

14.1.3.1 A copy of appropriate transcripts must accompany the Application.

### Experience Documentation

14.1.2.1 The application for Certification Examination for Cancer Registrars contains a section for documentation of applicable experience. Information required includes:

14.1.2.1.1 Employment institution(s);

14.1.2.1.2 City and State of employment institution(s);

14.1.2.1.3 General Duties; and

14.1.2.1.4 Employment start and end dates by month and year.

### Supervisor Verification of Experience

14.1.3.1 The application for Certification Examination for Cancer Registrars contains a section for verification of applicable experience.

14.1.3.2 The person verifying the applicable experience may the applicant's supervisor or Human Resources Director who has knowledge of the applicant's registry experience.

14.1.3.3 By providing a signature the signatory verifies that the applicant for the Certification Examination for Cancer Registrars has been employed in the cancer registry field during the timeframe documented on the application or if the candidate is a registry student, they verify that he/she has completed a minimum of 160 hours of work experience in a CTR-staffed registry.

14.1.3.4 The signatory must provide:

14.1.3.4.1 Printed full name;

14.1.3.4.2 Title;

14.1.3.4.3 Phone number; and

14.1.3.4.4 Date signed.
14.1.3.5 Letters from Human Resource Department(s) documenting experience may be submitted in lieu of completing the supervisor verification portion of the application.

14.1.3.5.1 Letters must be submitted with the application.

14.1.3.6 Experience verification is required for all applicants through Route B

14.1.3.7 Applicants through Route A must obtain verification of the required 160 hours of work experience if it is not clearly indicated on the transcript.

14.1 Equivalent degrees from other countries will be accepted to meet eligibility criteria.

14.2 Applicants must obtain a passing grade on all course work applied to eligibility criteria.

14.3.1 The definition of “Passing Grade” in course work to be determined by course offerer.

14.4 The definition of full-time experience is determined as 24 months or 3,900 hours and 12 months or 1,950 hours.

14.5 There is not a time limit in accumulating the necessary hours

15.0 Application Content

15.1 The application will include the following information:

15.1.1 Candidate information

15.1.1.1 Name, address, daytime phone number, and email address

15.1.2 Background information

15.1.2.1 Percent of time currently spent in cancer registry work.

15.1.2.2 Experience in cancer registry work.

15.1.2.3 Primary place of employment.

15.1.2.4 Number of cases accessioned annually at your institution.

15.1.2.5 Educational background in cancer registry.

15.1.2.6 School/ training program

15.1.2.6.1 Applicant must indicate a School Program if applying through eligibility Route A.

15.1.2.6.2 May be provided if the applicant is not applying through Route A but has attended one of the training programs
15.1.2.6.3 School code number, name of the program, school location, and year program completed is required.

15.1.2.7 Training program attendance

15.1.2.7.1 May not be used to meet eligibility requirements for Route A.

15.1.2.8 Highest academic level.

15.1.2.9 Professional background prior to entry into cancer registry.

15.1.2.10 Previously taken this examination.

15.1.2.11 NCRA Membership.

15.1.2.12 Selection of examination eligibility route.

15.1.2.12.1 One eligibility route that qualifies the applicant to sit for the examination must be selected.

15.1.2.12.2 Any required documentation must be enclosed

16.0 Examination Content

16.1 The examination is composed of a maximum of 250 multiple-choice, objective questions arranged in two parts with a total testing time of 4.5 hours.

16.1.1 Part I will be a closed book examination with no reference materials permitted.

16.1.2 Part II is an open-book examination which requires the use of specified reference materials.

16.2 Questions for the examination are obtained from individuals with expertise in the cancer registry field and are reviewed for construction, accuracy, and appropriateness by NCRA’s Council on Certification and the testing agency.

16.3 Questions pertaining to standards for registry organization and operation and abstracting are referenced to the published standards.

16.4 NCRA’s Council on Certification neither sponsors nor endorses review courses for the certification examination.
SECTION X: PUBLICATIONS

1.0 The Council shall publish documents as necessary to inform certification candidates, other interested parties, and the public of the Council's purpose, functions, rules, regulations, and activities. These documents, when appropriate and so designated in these procedures, shall be considered a part of these procedures.

2.0 Documents that are produced by the Council and its committees, subcommittees, or task forces for public distribution shall be copyrighted to NCRA, except in those instances where the majority of the material contained in the document has been produced by another organization or individual who already holds the copyright privileges.

3.0 All documents (e.g. any manuscript, newsletter, or pamphlet) regarding the NCRA Council on Certification that will be published externally will be submitted to the President, Board Representative, NCRA Executive Director, for their information before submitting to an external organization. A copy of the final document or pamphlet must be provided to the NCRA Executive Director for inclusion in NCRA files.
APPENDIX I: EXAMINATION CONTENT

Written by: Suzanna S. Hoyler, CTR

Date of Initial Approval: February 8, 2005

Reviewed and Approved:

1.0 General

1.1 The Certification Examination for Cancer Registrars is a two-part examination composed of a maximum of 250 multiple-choice, objective questions.

1.2 The total testing time will be 4.5 hours.

1.3 Part I will be a closed book examination with no reference materials permitted.

1.4 Part II will be an open book examination and will require the use of specific resources required for coding and abstracting.

1.5 Questions for the examination are obtained from individuals with expertise in the cancer registry field and are reviewed for construction, accuracy, and appropriateness by NCRA’s Council on Certification and the testing agency.

1.6 Questions pertaining to registry organization and operation and abstracting are referenced to the standards published by the Commission on Cancer of the American College of Surgeons unless stated otherwise.

1.7 NCRA’s Council on Certification neither sponsors nor endorses review courses for the Certification Examination for Cancer Registrars.

1.8 The content covered in the examination is described in the Content Outline in the Candidate’s CTR Handbook for Candidates.

2.0 Certification examination content weighting

2.1 Registry Organization and Operations.................................................................25%

2.2 Concepts of Abstract, Coding, and Follow-up....................................................35%

2.3 Data Analysis and Interpretation........................................................................20%

2.4 Application of Coding and Staging Principles.................................................20%

3.0 Question Composition

3.1 Closed Book: 80% of questions

3.2 Open Book: 20% of questions
4.0 Passing score

4.1 The candidate must receive a passing score on the total examination in order to be certified.

5.0 Examination Blueprint [See http://bit.ly.CTRExamBP]

5.1.1.1.1
1.0 Purpose

1.1 A job task analysis produces information about a position that helps to identify the major job requirements and links them to the skills and knowledge needed to successfully perform the functions of that job. A job analysis identifies entry level or advanced competencies upon which a certification examination is legally based. The study process involves a preliminary task identification, verification of these tasks using a statistically sound study methodology, and subsequent definition of the examination content based on the job analysis results.

1.2 The Council on Certification oversees the job analysis study to assure that the design of the study meets or exceeds generally accepted guidelines and standards that influence certification examination development.

1.3 For each certification examination offered by NCRA, a job analysis is done at the start of a new exam and at least every five years. Generally, a job analysis study can be completed in twelve (12) months or less. The Council on Certification shall direct that the following activities related to the job analysis study be performed:

2.0 The Job Task Analysis Task Force

2.1 An Ad Hoc Job Task Force will be appointed by the Council on Certification as needed

2.1.2 The Job Task Analysis Task Force is responsible for conducting the Job Task Analysis survey that verifies the NCRA Certification Exam (NCE).

3.0 Composition and Tenure

3.1 The Council Administrator, with approval of the Council members, will appoint the chair who must be a member of the Council on Certification.

3.2 The Task Force will consist of no less than five members.

3.3 Task Force members will be appointed by the Task Force Chair.

3.4 Members will serve for the duration of the project or until the JTA is conducted and recommendations made to the Council on Certification.

3.5 Task Force members must be CTRs in good standing.

3.6 Task Force members are not required to be members of NCRA

3.7 Task Force members should represent various geographic regions and diverse work settings.

3.8 One member should have been involved in the last completed job task analysis.
4.0 General Responsibilities

4.1 NCRA Executive Office responsibilities

4.1.1 Write the RFP to send to testing services and other organizations that might be appropriate to assist with the technical and operational component of the job analysis study.

4.1.2 Help develop the criteria for evaluating the responses to the RFP.

4.2 Council responsibilities

4.2.1 Direct all activities related to the job task analysis

4.2.2 Approve the RFP to send to Testing Services

4.2.3 Develop criteria to evaluate the responses to the RFP

4.2.4 Provide consultation and oversight for the JTA development

4.2.5 Review results of the JTA survey

4.2.6 Communicate the final technical report of the JTA to the NCRA Board of Directors, educators and other interested parties.

4.2.7 Revise the certification exam outline and weight items based on JTA.

4.2.8 Review item bank to ensure consistency and compliance with revised outline

4.2.9 Establish the implementation date when the results of the JTA will be used to determine the NCE contents and establish the “start time” for the new examination content specifications.

4.2.9.1 Ensure that changes are widely advertised to the registry field

4.3 Job Task Analysis Task Force responsibilities

4.3.1 Develop the job analysis statements and knowledge with assistance from Testing Services

4.3.2 Ensure that statements reflect all aspects of the cancer registry field

4.3.3 Beta test the survey

4.3.3.1 Develop a profile of beta testers

4.3.3.2 Invite registrars to beta the survey

4.3.4 Revise the survey based on the beta test results

4.3.5 Conduct the final survey with the assistance of the Testing Service

4.3.5.1 Ensure that the final JTA survey is widely advertised to all registrars, NCRA members and nonmembers
4.3.6 Review the preliminary results of the survey
4.3.7 Present the final results of the survey to the Council on Certification along with the Testing Service
4.3.8 Identify areas that need to be changed or included in the Certification Examination outline

4.4 Vendor Service responsibilities

4.4.1 Provide knowledge in how to conduct the survey and ensure that tasks reflect all aspects of the cancer registry field
4.4.2 Provide the outline of how the JTA survey will be published and format the survey
4.4.3 Conduct the beta test of the JTA and revised the survey based on feedback from the JTA Task Force
4.4.4 Conduct the final JTA survey
4.4.5 Prepare a summary of the results of the survey
4.4.6 Review the final report with the Council on Certification

4.5 Time lines

4.5.1 The JTA will be conducted every 3-5 years, or as necessary.
4.5.2 The survey will normally be conducted every 5 years unless major changes occur in the registry field.
4.5.3 The Council will decide when to conduct the survey and ensure that it is included in the Council’s budget