PROGRAM RECOGNITION COMMITTEE

GENERAL INFORMATION

Last Reviewed and Approved: May 1997 February 2010; May2011, September 2015, August 2016, August 2018

Committee Structure: Chair, appointed by the Board of Directors; Members, chosen by Chair;

Term of Office: 2 year

Reports: (1) Status (Board) Report for each Board meeting, Project and Expense Reports as appropriate, (2) Report to the Membership as needed via Connection Article(s)
POLICIES

Purpose, Composition, and Duties

The Program Recognition Committee (PRC) is charged with:

- Evaluating activities for cancer registry continuing educational value
- Assigning appropriate continuing education hours
- Monthly publication of the approved educational activities

This Committee is composed of a chairman and one or more committee members.

As defined in the Standing Rules:

- If it is determined that an activity is in furtherance of the continuing education of the cancer registry professional, the Program Recognition Committee shall assign a clock hour value to the activity.
- Approved educational activities and assigned clock hour values shall be published at least monthly.

The functions and duties of the Program Recognition Committee, as related to Continuing Education (CE) programs are:

- To assess continuing education programs as to their applicability and validity for the enhancement of the knowledge of cancer registry professionals.
- To assess continuing education programs as to their meeting Category A requirements.
- To participate in the development and maintenance of a listing of programs through which practitioners can maintain their certification as established in the Bylaws and Standing Rules of NCRA.

NCRA CE recognition is an acknowledgment of the appropriateness of a course, program or workshop for the education of cancer registry professionals.
PROCEDURES

Responsibilities of the Committee

The Program Recognition Committee shall:

- Evaluate Activities for Continuing Educational Value
  
  An activity that is determined to be in furtherance of the continuing education of cancer registrars will be assigned a clock hour value by the Program Recognition Committee.

- Evaluate Activities for Category A Recognition
  
  An activity that is determined to meet the category A requirement will be assigned the appropriate clock hour value.

- Process Applications for NCRA Recognition/Endorsement

Endorsement of Educational Meeting Program (Single event or several events of the EXACT same content.)

Recognition will be awarded if the Program content is appropriate to the education of cancer registrar professionals and one or more of the following criteria are met:

- Presents current knowledge in the field of oncology
- Develops tumor registry skills, e.g., abstracting, coding, follow-up, etc.
- Enhances the knowledge of cancer registry professionals, e.g., treatment, staging, etc.
- Enhances the professional knowledge of cancer registrar professionals, e.g., management skills, computer expertise
- Increases the understanding of the Commission on Cancer of the American College of Surgeons program requirements

  The program objectives are clearly defined using measurable objectives.

  The form is submitted on the approved Program Recognition Application.

  The program format submitted must be in its **FINAL** form and it must include:

  - Schedule of Event (Schedule of Event page of the PRA)
  - A statement of objectives (Objectives page of the PRA)
  - The program's sponsorship
  - The faculty’s most current credentials including degree, certification, position title, and institutional and professional affiliations. Brief statement about faculties qualifications to present subject matter identified in topic area/objective(s) (Faculty Data Form page of the PRA)
  - Applications should be submitted to the NCRA Executive Office at least 14 business days prior to the event. Otherwise, the program may be reviewed up to 14 days after the completion of the event. Continuing Education value will be assigned in the following manner:
    
    15 - 29 minutes = 0.25 CE
    30 - 44 minutes = 0.50 CE
    45 - 59 minutes = 0.75 CE
    60 - 74 minutes = 1.00 CE
No value will be awarded for time less than 15 minutes intervals or time between 15-minute intervals i.e. 20 minutes and 25 minutes will be awarded 0.25 CE, the full time must be utilized for the credit to be awarded. (There will be no rounding of time up to complete a time interval.)

Completed Program Recognition Applications (PRA) should be submitted via email to: programrec@ncra-usa.org

Application fee can be mailed to:

NCRA
Attention: Program Recognition Chairman
1330 Braddock Place, Suite 520
Alexandria, VA 22314

Once the completed applications are processed at the NCRA office, they are then placed into docs.google.com internet program and the Program Recognition Committee Chair is notified via e-mail that there are programs awaiting approval. The Program Recognition Applications are disseminated amongst the chair and committee member(s) to review and assign CE hours.

Approved educational activities and activities approved for Category A, and the assigned clock hour values shall be published at least monthly on the NCRA website.

Endorsement of Educational Course or Program (Course or Program that is ongoing and accepts new students) Approval is for three (3) years.

NCRA endorsement of a course or program for the education of cancer registry professionals will be awarded if the following criteria are met:

- The program is designed specifically for cancer registry professionals.
- The content of the program consists of training in all aspects of registry operation/function or intensive training in one or more aspects of registry operation/function.
- The general statement of intent is clearly defined.
- A detailed program outline is presented, (Schedule of Event page of the PRA) including:
  - Specific objective of each program element. (Objectives page of the PRA)
  - A description of each program element.
    - Note: A program element is a subject or topic, not each lecture or a subject, i.e., define the objectives of the anatomy presentations as a whole, not of each of the individual anatomy lectures given during the course.
- The faculty is qualified to instruct in respective subject area(s). (Faculty Data Form page of the PRA). Include comment about faculty expertise in subject matter.
- Evaluation procedures are utilized.
- The program content is presented in an organized manner.
- For ongoing programs, the period of endorsement shall be limited to three (3) years.
If major revisions are made to the program as endorsed, reapplication for endorsement must be submitted immediately.

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Once the completed applications are processed at the NCRA office, they are then placed into docs.google.com internet program and the Program Recognition Committee Chair/member is notified via e-mail that there are programs awaiting approval. PRA's are disseminated to the Program Recognition Chair and member(s) to review and assign Category A/CE hours.

All programs endorsed will be published in The Connection.

Program Recognition Appeal

- To appeal the number of CE hours approved by the Program Recognition Committee complete and submit the Appeal Form found on the NCRA website.

Transfer of Materials

All materials including electronic media must be transferred to the incoming representative within two weeks of the official change in the office/committee/liaison. All materials are the property of the NCRA. Unauthorized personal use of these materials is prohibited.