## Instructions to save CEs to your CE Portfolio & submit earned CEs for your CE Cycle

CTRs must complete a minimum of 20 hours of continuing education (CE) to maintain a certified status. The required 20 CEs helps keep CTRs current on new developments in the field of oncology and registry data management. At least four (4) of a CTR's required 20 CE's must fall within "<u>Category A</u>" which covers the specific topic(s) of: directly assigned stage, EOD, and/or site specific coding principles.

Visit <u>http://www.ncra-usa.org/Certification/RecertificationSubmission</u> and login.

## TIPS

- Enter completed CE events one-at-a-time.
- Entered CE activities are saved so you can return to the online form later.
- The red **X** aside an activity in **CEs Earned** section is NOT an indication of disapproval.
- Only after you have entered ad saved the minimum # of CEs for your CE cycle, the <Submit Earned CE's> button will appear at the bottom of the page.
- The CTR CE Portfolio provides CTRs with the flexibility to track their CE activities. Add your completed trainings at any time. All of your saved events will be listed in the CEs Earned section. A running total of your CEs will be updated as you submit them to your CE Portfolio.
  - CEs completed through NCRA's Center for Cancer Registry Education (CCRE) will automatically populate in the **CEs Earned** section
  - In the NCRA Pre-Approved Activities section, search for NCRA <u>pre-approved activities</u> you attended and add/save them to your CEs Earned

Input only one search term to find your completed pre-approved activity, then click the orange 'Search Pre-Approved Activities' button.

 In the Other CE-Eligible Activities section, manually enter details of any Non-NCRA preapproved activity to add/save them to CEs Earned

If you receive an error while attempting to enter an NCRA Pre-Approved Activity, then enter that activity in the Other CE Eligible Activity section. Please include the NCRA Program Recognition # in the Activity Title to assist us in getting your submission approved in a timely manner.

- If necessary to edit any saved CE activities, then click the X aside the activity in CEs Earned section and re-enter the activity.
- Do you have any attendance certificates to your completed CE's? You may upload them in the "Activity Documentation" section. This is optional for NCRA pre-approved activities, but recommended for all other (not pre-approved) CE activities.
- When you have acquired the required CEs for your CE cycle, submit your CEs Earned as your completed CE Summary Form by clicking the <Submit Earned CE's> button at the bottom of the page.
  - The submission will be sent to the email displayed under Contact Information
  - Please allow up to 6 weeks for the complete review of CE submissions and notification of your credential status.

If you have any questions, contact NCRA staff at <u>ce@ncra-usa.org</u>