

How to Apply for the CTR Exam

The CTR examination is administered during two 2-week testing periods in March and September on a daily basis at over 400 computer-based testing facilities nationwide. The *Candidates Handbook for the CTR Examination* may be requested from the following sources:

- **NCRA Council on Certification's**

Web Site: <http://www.ctrexam.org>

- **Professional Testing Corporation (PTC)**

1350 Broadway, 17th Floor

New York, NY 10018

Telephone (212) 356-0660

PTC's Web site:

<http://www.ptcny.com/clients/NCRA>

- **National Cancer Registrars Association**

Council on Certification

1340 Braddock Place Suite 203

Alexandria, VA 22314

Telephone: (703) 299-6640

fax: (703) 299-6620

Email: ctrexam@ncra-usa.org

NCRA is a non-profit organization that represents more than 4,200 cancer registry professionals and Certified Tumor Registrars. The mission of NCRA is to promote education, credentialing, and advocacy for cancer registry professionals.

MAY.08



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Certification for Cancer Registrars



Council on Certification

Certified Tumor Registrar Examination

The National Cancer Registrars Association's (NCRA) Council on Certification promotes standardization in the collection and use of cancer data through examination and certification of Cancer Registrars and other cancer data specialists. The CTR®, Certified Tumor Registrar, credential marks achievement, fosters professional pride, and is nationally recognized in recruitment and retention of registry personnel.

Why Certify

Certification promotes excellence in the Cancer Registry field by:

- Establishing a standard of knowledge and experience required for professional registry practice
- Measuring the requisite knowledge of applicants for the professional credential of CTR, Certified Tumor Registrar
- Promoting professional growth and individual study by Cancer Registrars for the attainment and maintenance of the CTR credential
- Formally recognizing those colleagues who meet all the requirements for using the CTR credential
- Assisting employers, members of allied health professions, and the public in the assessment of Cancer Registrars

More about the CTR Credential

- Earned by successfully completing the CTR examination with a passing score
- Maintained through the accumulation of twenty continuing education hours every two years
- Recommended or required credential for many employment opportunities
- Required credential for staff who perform or supervise abstracting, coding and staging activities in American College of Surgeons (ACoS) approved cancer programs
- Required credential for reporting to some state central registries

CTR Examination Content

- Registry organization and operations
- Anatomy, physiology, and histology of the human body related to the disease processes of cancer
- Abstracting and coding of cancer data items using standard registry coding references
- Statistical techniques, study design and preparation of reports
- Computer principles

For more information, see www.ctrexam.org/exam/exam.html

Eligibility Routes for the CTR Examination

Eligibility is achieved through a combination of education and/or employment experience. There are currently five eligibility routes for the CTR examination:

- 1 Two years* of Cancer Registry experience and specific college-level coursework (see Web site for listing).
- 2 Successful completion of an NCRA-Accredited Program curriculum, plus 160 hour practicum (see Web site for specific programs).
- 3 Completion of an Associate degree or equivalent in an allied health field and one year* of Cancer Registry experience.
- 4 Credentialed or licensed status in allied health field and one year* of Cancer Registry experience, plus an Associate degree or equivalent.
- 5 Completion of a Master's level or higher college level curriculum in an allied health field and one year* of Cancer Registry experience.

**The equivalent of one year's experience is 1,950 hours and 3,900 hours for two years. The necessary hours can be achieved with volunteer hours, or full- or part-time employment. There is not a time expiration in accumulating the necessary hours. By 2010, all examination eligibility routes will require an educational minimum of an Associate's degree.*

NCRA Accredited Formal Education Program

Check www.ctrexam.org for a listing of approved programs. Or visit www.ncra-usa.org and click the Resources tab for programs which can provide basic and advanced training in Cancer Registry principals but do not confer eligibility for the examination.

Council on Certification's Mission

To create and maintain credentialing processes whereby the public can be assured that individuals certified by NCRA have met a level of competence required to provide accurate information for cancer surveillance and research activities.

- Oversees the development and administration of the professional certification examination for Cancer Registrars
- Establishes eligibility criteria for examination candidates
- Reviews proposed questions and verifies the content of upcoming examinations
- Responds to questions from examination candidates regarding eligibility status

Allied Health Fields with Eligibility Status

Education or credentialing in the following allied health fields may be used to meet eligibility requirements for the CTR examination:

- Cardiovascular Technology (RCVT)
- Certified Coding Specialist
- Cytogenetic Technology
- Diagnostic Medical Sonography
- Emergency Medical Technologist/Paramedic
- Health Information Management (RHIA, RHIT)
- Healthcare Administration
- Histotechnologist
- Medicine/Physician
- Medical Assisting
- Nursing (RN, LPN/LVN)
- Occupational Therapy [or Assistant]
- Pharmacy Technician
- Physical Therapist [or Assistant]
- Protocol Data Management
- Radiation Therapy/Oncology Technology
- Radiology Technology
- Surgical Technology

For other fields, visit www.ctrexam.org or contact the Council at ctrexam@ncra-usa.org or (703) 299-6640.