

# CTR Certification Update

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NCRA, Council on Certification Administrator

## NCRA Council on Certification

As you may know, in May 2002 NCRA passed new bylaws. Part of these bylaws authorizes the formation of a Council on Certification. The Council on Certification will be responsible for management of the CTR® exam process. National Board for Certification of (NBCR) will no longer be conducting CTR related activity for NCRA.

The NCRA Council on Certification consists of seven elected voting members and other appointed non-voting members. The elected voting members consist of an Administrator and six members. A proviso was also passed in May to support an orderly transition of the CTR certification process from NBCR to the Council. In 2002, an Administrator and six Representatives of the Council on Certification were appointed by the Board of NCRA. Future members will be elected to the Council by Certified Tumor Registrars.

In 2003, the Administrator position will appear on the ballot as prescribed in the bylaws. Six Representative positions will also appear on the ballot, half for two-year positions, and half for three-year positions to initiate a rotational membership pattern. At the conclusion of the 2003 election, all voting members will be elected for three-year terms. The current appointed Council Members are Gayle Clutter, RT, CTR (GA)- Administrator; Dan Curran, CTR (CA); Pamela Fulton, CTR (NY); Kathryn Golub, CTR (WA); Donna Getreuer, RN, MSN, CTR (CT); Suzanna Hoyler, CTR (DC); Sandra James-Steen, CTR (AZ). Linda Mulvihill, RHIT, CTR (NC) is the NCRA BOD Liaison.

## CTR Examination

NBCR, under contract with NCRA, agreed to offer the September 2002 CTR examination. In November, NCRA will begin to provide information on the 2003 exam opportunities and the registration process. The NCRA website and *The Connection* will include this information. A Request For Proposal (RFP) has been issued by NCRA and a firm is to be selected by October 15, 2002. The tasks to be completed by the firm that is selected are 1) a job task analysis and test specifications 2) item development, test construction and passing score determination and 3) test administration, scoring, reporting and statistical analysis.

The job task analysis and test specifications include identification of major areas of practice required to perform the job in US, specific tasks that comprise the job, and knowledge and skills needed to perform tasks. The item development, test construction and passing score determination includes the development of a paper and/or computer format exam for a 250 item multiple choice examination. Test administration, scoring, reporting and statistical analysis includes development of a candidate brochure and practice test, arrangement and administration of exams, setting exam dates, making a brochure available on web sites, and regular test revision.

When this process is completed, changes will be made to the CTR examination as indicated by the findings of the job task analysis. NCRA will publicize any changes a minimum of one year prior to implementation of the changes. It is anticipated that the changes will not be made prior to the 2004 examinations. In addition, the Council will use the results of the job task analysis to assess the need for additional levels of certification.

## Council Committees

The current Council has appointed several committees. The CTR Exam Construction Committee will determine exam content, development and validity, and exam review. The Certification Item Development Committee develops questions and the Item Review Committee reviews all questions for incorporation in the item bank. The Council has also appointed an International CTR Exam Committee to review the feasibility of an international exam. It is chaired by Kathryn Golub, CTR (WA), and members include Martha Oliva, CTR (FL); Stephen Roffers, PA, CTR (GA); Ingrid Friesen (SK); and Elaine Hamlyn (ONT). Anyone who is interested in serving on this committee should contact Katie by phone at (360) 236-3624 or by email at [kathryn.golub@doh.wa.gov](mailto:kathryn.golub@doh.wa.gov). The Council is also developing policies and procedures, building a CTR exam web site, implementing the ability to email the Council on Certification directly with questions or suggestions, and participating on the Task Force charged with revising the Continuing Education Handbook.

The Council meets monthly via conference call and they have prioritized a list of activities that are urgent (need to be accomplished within the next 2 to 3 months), those that need to be accomplished immediately (within the next 6 months), and long term activities that may be addressed later this year or next year depending on available time. The Council is committed to keeping NCRA members and CTRs advised of our activities through regular articles in *The Connection*. Questions can be sent directly to the Council on Certification via [ctrexam@ncra-usa.org](mailto:ctrexam@ncra-usa.org).