

National Cancer Registrars Association's

Certified Tumor Registrar Continuing Education Handbook

A guide for maintaining the CTR credential

Updated 10/2002



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NCRA Continuing Education Handbook
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I. INTRODUCTION

A. Purpose of Continuing Education

The purpose of Continuing Education (CE) is to ensure that once certified in a profession, individuals will maintain high levels of performance in the practice of that profession. Each Certified Tumor Registrar (CTR®) is responsible for self-assessment of personal knowledge and understanding of the registry field, and further, a continued maintenance of those abilities through participation in appropriate educational programs. This is particularly important in the health care field where advances in knowledge and technology occur at a rapid pace.

B. History

In 1983 the National Cancer Registrars Association (NCRA), formerly the National Tumor Registrars Association, established the first certification examination for cancer registry professionals. Since then, nearly 5,000 successful candidates have earned the credential of Certified Tumor Registrar. NCRA Executive Office maintains the certification and continuing education information related to all CTRs. Continuation of CTR certification through documentation of CEs is charged to NCRA's Continuing Education Committee. NCRA's Council on Certification is the responsible body for administering the CTR Exam and its eligibility.

C. Purpose of Handbook

The *Continuing Education Handbook* of NCRA represents all CE requirements of the CTR credential. The contents of the *Continuing Education Handbook* are utilized by NCRA's Continuing Education Committee in appropriately administering the CE program.

CTRs can use the *Continuing Education Handbook* to best understand the CE program their responsibilities and requirements. NCRA's CE Committee highly recommends to all CTRs to familiarize themselves with the *Continuing Education Handbook*. A copy of this handbook should be maintained in each CTR's personal CE file. Publication of revisions in the NCRA member newsletter *The Connection* and on NCRA's website will constitute notice to NCRA members. A mailing to CTRs who are not members of NCRA will constitute notice of future revisions.

D. Contact Information

All correspondence for the Continuing Education Committee should be mailed to the attention of the Continuing Education Committee Chair at the NCRA Executive Office.

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E. Acknowledgments

After review of several processes for the administration of a Continuing Education Program and maintenance of credential status, NCRA's Continuing Education Committee recognizes that the program of the American Health Information Management Association (AHIMA) contains many of the requirements and language most appropriate for a similar program for the certification of Tumor Registrars. The Committee wants to acknowledge AHIMA and the use of parts of its procedures and documentation in the development of this handbook.

II. ADMINISTRATION

A. Set up

The personal NCRA CE program is charged to NCRA's Continuing Education Committee. NCRA's Council on Certification is 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. Continuation of CTR certification through documentation of CEUs is charged to the Continuing Education Committee of NCRA. The Continuing Education Committee is composed of a chairperson, appointed by NCRA's President and two (2) or more members—selected by the Chairman of the Continuing Education Committee.

B. Functions

The functions and duties of the Continuing Education Committee, as related to the CE program are to:

- Develop and maintain a program which assists certified practitioners in self-assessment of knowledge and the documentation of personal continuing education activities.
- Develop and maintain a program through which practitioners can demonstrate their attainment of the standards for maintenance of certification as established in the Bylaws and Standing Rules of NCRA.
- Administer the mechanisms to renew or restore the certification of individuals who have met the standards for maintenance of certification established by NCRA.
- Revoke certification for failure to meet the standards established by NCRA.
- Establish and administer an appeal and review procedure for individuals whose certification has been revoked.

III. PROGRAM OBJECTIVES

A. Purpose

Maintaining CTR credentials through continuing education consists of participation in ongoing educational opportunities which provide current knowledge and theories, develop skills, and enhance the expertise of the Certified Tumor Registrar.

B. Goals

The Continuing Education program of NCRA is established to ensure:

- Continued development of the Certified Tumor Registrar by a study of material pertinent to the cancer registry profession.
- Professional growth of the registrar by continued interaction with registry and other allied health professionals and physicians at oncology meetings, conferences and other related activities.
- Maintenance of the standards of excellence of the Certified Tumor Registrar thereby strengthening the value of certification.

IV. REQUIREMENTS FOR PARTICIPATION

A. Hours

All certified registry professionals, including active and associate NCRA members as well as nonmembers, are required to complete twenty (20) CE clock hours in a two (2) calendar year continuing education cycle.

Certified Tumor Registrars are responsible for self-assessment of their personal strengths and weaknesses and for developing an individualized CE program designed to assure their own professional growth. Therefore, each CTR must maintain a balance of acquired knowledge and skills through a CE program that is varied and broad based. To ensure this versatility, Certified Tumor Registrars are encouraged to accrue clock hours in excess of the number required in a cycle.

B. Cycle

Upon successful completion of the required certification examination or through re-validation (re-taking the CTR exam), the individual begins a new two-year cycle with respect to CE clock hours. The new cycle begins on January 1 following the date of the examination or re-validation. CE clock hours acquired between the date of the examination or re-validation and the following January 1 may be credited to the first two-year cycle.

A restoration process is available to those individuals whose credential has been revoked due to non-compliance. In the case of restoration of certification, the individual must stay on their same original cycle, always beginning on January 1. For example, if a certified registrar was originally on an even cycle to submit CE credits, they must remain on an even cycle. In compliance with this, the cycle will be verified by the NCRA Executive Office and communicated to the individual in writing. CE clock hours acquired between the date of the restoration of certification and the approved beginning cycle date may be credited to the first two-year cycle. See Section XI. *Restoration of Certification*, for more information.

C. Fees

Continuing Education fees were initiated in 1985 and are due at the beginning of each year, on an annual basis.

Certified Tumor Registrars who are *members* of NCRA pay annual membership dues and an annual CE fee to be determined by the NCRA Board of Directors. Members who are Certified Tumor Registrars must pay this fee even if clock hours are not earned or credited during the cycle.

Certified Tumor Registrars who are *not* members of NCRA are assessed an annual CE fee as determined by the NCRA Board of Directors, to cover administrative costs of participating in the CE Program. Non-members who are Certified Tumor Registrars must pay this fee even if clock hours are not earned or credited during the cycle.

D. Invoicing

The CE fee is to be billed on or before January 1 of each year and if payment is not received within one hundred twenty (120) days from January 1, certification shall be forfeited. For NCRA Members, the CE fee will be included in your annual membership renewals invoice. For nonmembers, an invoice will be sent by NCRA.

V. RECORDING AND VALIDATION OF CE REQUIREMENTS

A. CE Summary Form

Certified Tumor Registrars must maintain a summary record along with supporting documentation of their CE clock hours. When the requirements for a participant's cycle have been met, the participant must submit the original copy of their summary of activities and clock hours earned for that cycle on the official NCRA Continuing Education Summary Form. The CE Summary Form can be submitted via hard copy or through online submission. The CE Summary Form and instructions for submitting their CE clock hours are located on the NCRA website <<http://www.ncra-usa.org>>. CE clock hours can only be submitted online until the February 28th deadline. A participant submitting hours following the deadline must use the hard copy form.

B. Deadline

The CE Summary Form should be directed to the Continuing Education Committee Chair at the NCRA Executive Office **no later** than February 28 following the end of their cycle. For example, participants whose cycle begins January 1, 2001, must submit the Continuing Education Summary Form summarizing their activities and clock hours by February 28, 2003. The participant will receive a postcard acknowledging receipt of the completed CE Summary Form from the Executive Office.

C. Review

All report forms will be forwarded to the Continuing Education Committee to evaluate. If the standards for the CE Program of NCRA have been met, the CE Summary Form will be validated, and a Continuing Education Recognition Certificate will be issued to the participant.

A response consisting of a CE Recognition Certificate with an approval cover letter or special correspondence addressing unmet requirements will be returned within eight to twelve weeks after receipt of the CE Summary Form at the Executive Office. The Certificate should be retained by each individual as evidence of meeting CE requirements. The validated CE Summary Form is retained at the NCRA Executive Office.

D. Audit

A random 10% sample of the completed CE Summary Forms will be selected for audit. Participants should retain all documentation to verify activities in their personal CE files. Participants selected for audit **do not** meet CE requirements until they have complied with the audit guidelines and received a copy of the validated Continuing Education Recognition Certificate to retain as evidence of meeting CE requirements. The validated CE Summary Form is retained in the NCRA Executive Office CE files.

Required supporting documentation should be sent to NCRA only upon request by the Continuing Education Committee for the purpose of audit of the applicants CE form. See Section VII. A. *Procedure*, for information on the audit process.

E. Requirements

The Continuing Education Committee will record CE clock hours for each participant even if the hours exceed the number required. Participants are reminded that the CE requirement of 20 CE hours is minimal, and are encouraged to engage in appropriate additional CE programs for their continued professional growth.

Continuing Education Summary Forms will NOT be processed for evaluation unless the individual has paid the current CE fees. See Section IV. C. *Fees*, for information on CE assessment fees.

F. Late Filing

An individual filing a CE Summary Form after the February 28th deadline must pay the current CE fee AND the fee for late filing before their Summary Form will be processed. Certified Tumor Registrars failing to file by the published deadline will be sent a Notice of Intention to Revoke the CTR Credential. An opportunity will be provided to file a late CE Summary Form. The practitioner must submit the late fee with the Summary Form as instructed in the Notice of Intention to Revoke letter. Failure to file after receipt of this notice will result in revocation of certification. See Section IX. *Revocation of Certification*, for additional information on the revocation process.

A blank CE Summary Form will be sent along with the new certificate to be used for the next cycle. Additional CE Summary Forms may be obtained from the NCRA Executive Office or via the NCRA website <<http://www.ncra-usa.org>>.

VI. CONTINUING EDUCATION SUMMARY FORM INSTRUCTIONS

A. General Instructions

Reporting your CE Activities can be accomplished in two ways – either electronically at NCRA’s website <<http://www.ncra-usa.org>> or traditionally utilizing NCRA’s paper form. See below for the CE Summary paper Form instructions.

1. All entries must be typed or printed with black ink.
2. Complete the identification information at the top of the CE Summary Form.
3. Make an entry for each activity for which credit is claimed.
4. List only activities completed within the CE cycle.
5. Avoid use of acronyms whenever possible.
6. Use vertical space as necessary to describe entry; rule horizontally across the page between entries.

B. Completion of Specific Items on CE Summary Form

Column A: Activity Dates Start/End:

Enter beginning and ending date(s) of Workshop, seminar, or other meeting; college, university, or other course; publication date of journal article, etc.

Column B: Activity Title:

Enter title of seminar, workshop or other meeting; college, university, or other course; article or text title.

Column C: Activity Location:

Enter city and state offering seminar, workshop or other meeting; college or university offering course. Not applicable for publications.

Column D: Clock Hours:

Calculate clock hours as instructed on Section VI. C and E. for meetings, university and other courses; send copies of publications to NCRA Continuing Education Committee for approval.

Column E: Did Activity have Prior NCRA Approval - yes/no:

Enter “yes” plus the NCRA Approval # provided by NCRA’s Program Recognition Committee or “no” for activities which did not receive prior approval.

C. Eligible Activities

To be eligible for CE clock hours, an educational program must present materials beyond the level required for certification of a cancer registrar. To qualify for CE clock hours, educational activities must improve or expand the existing base of knowledge or skills of the cancer registrar. Included in the definition of *eligible* activities are:

1. Educational programs which have been recognized by NCRA’s Program Recognition Committee. However, be aware not all programs that are recognized and endorsed by the Program Recognition Committee are eligible for CE clock hours, such as basic, fundamental, or introductory programs. Participants should only include clock hours

verified as accepted continuing education by NCRA.

2. Other registry or oncology related programs, workshops, seminars, conferences, and video-teleconference group seminars, or institutes which contribute to the continuing education of the Certified Tumor Registrar.
3. NCRA's Journal CE Quiz. A quiz is offered in each issue of the *Journal of Registry Management* **(8 CE hours per two-year cycle possible)**.
4. NCRA's Case Scenarios. Two sets of case scenarios are available to receive CE credit **(5 CE hours per two-year cycle possible)**.
5. Active participation in professional organizations. To be eligible for clock hours in this category, one must serve as an elected officer, committee chair, or committee member. This category requires the signature of President or Vice President, verifying that such participation has been active and in keeping with the needs of the membership. **(Limited to 1 CE hour per year)**.
6. Attendance at tumor boards, cancer conferences, or oncology seminars necessary to maintain, upgrade, or expand knowledge and/or skills related to the tumor registry profession. **(Limited to 5 CE hours per two-year cycle)**.
7. Structured hospital or central registry training programs, in areas such as supervision, management, computerization, data management, or other topics which can be directly related to acquiring new or improving existing skills related to the registry skills applicable to the registry profession.
8. Audit of academic courses and independent study programs relevant to the tumor registry profession.
9. Publication of articles or texts related to the registry profession. Published chapter or full text = 5 CE hours. Other published articles or documents = 3 CE hours. If audited, the applicant must submit a copy of the document and the publication source.
10. College, university, and correspondence credit courses and independent study programs relevant to the registry profession.
11. Computer vendor updates directly related to the registry software product. **(Limited to 4 CE hours per two-year cycle)**.
12. Five questions with answers for the certification examination submitted to the Certification Committee for review, with approval and notification received. **(Limited to 1 CE hour per two-year cycle)**.
13. Computer program seminars (Windows Office applications, graphic programs, desktop

publishing, spreadsheets, database management and/or creation, plus any programming or development courses) with a moderator, question and answer period and attendee evaluation form. **(Up to 4 CE hours per two-year cycle).**

14. Video-audio-teleconference programs with a moderator, question and answer period and evaluation form. **(Limited to 1 CE hour per program)**
15. Other relevant activities may be submitted to the Continuing Education Committee for consideration of CE hours.

D. Ineligible Activities

Some examples of programs which are *ineligible* for CE clock hours include the following. The list is NOT intended to be all inclusive. Questions regarding program eligibility should be directed, in writing, to the NCRA Executive Office, attention to the Continuing Education Committee, National Cancer Registrars Association (NCRA); 1340 Braddock Place Suite 203 Alexandria, VA 22314; Telephone 703-299-6640, Fax 703-299-6620. Email - info@ncra-usa.org.

1. Related educational activities which do not exceed the level tested for certification of the registrar. These may include introductory programs in registry organization, ICD-O coding, abstracting, summary staging or medical terminology. Use of the wording **BASIC, INTRODUCTORY, or FUNDAMENTAL** should alert the participant that the program may be ineligible for CE credit.
2. College, university, and correspondence credit courses for topics/subjects which are not relevant to the registry profession. Examples of these would be literature, history, physical education, arts, and crafts.
3. Preparation of papers, articles, or texts which are not published.
4. Administrative, departmental, medical staff, or related meetings which occur as part of one's employment.
5. Preparation of procedures, policies, and administrative manuals related to work or professional responsibilities.
6. Any portion of an eligible program during which the applicant participated as a lecturer, instructor, or panel member.
7. Conducting, viewing, or participating in tours or exhibits.
8. Individual self-study activities including professional articles, cassette/tape lectures, and media presentations.

E. Assignment of Continuing Education Clock Hours

- The CE clock hour is the unit of measurement for the CE Program. Members are given credit for the number of hours attended; personal continuing education units (CEUs) are not to exceed the maximum number of hours awarded for the educational program. Continuing Education clock hours earned in one cycle may **NOT** be applied to a future cycle.
- Time allotted for coffee breaks, lunch, travel to and from program locations, welcomes, social events, tours, viewing, or equipment demonstrations are excluded from calculation of CE hours. If a luncheon speaker is formally listed on the program, the address may be given 30 minutes of CE credit.
- For each three hours of continuous programming, 15 minutes will be deducted unless the length of the break period is stipulated in the printed program.
- Formal question and answer periods will be awarded 30 minutes credit unless more time is specified in the program.
- Testing periods and the time allotted for business meetings are not eligible for CE hours.
- In calculating CE hours, the credit will be awarded to the completed half-hour:
(4.25 = 4.0, 4.5 = 4.5, 4.75 = 4.5)

College, university, or correspondence courses receive credit on the following basis:

College course taken for credit:

one (1) semester credit.....	15 clock hours
(i.e., 3-hour course = 45 clock hours)	
one (1) quarter credit	10 clock hours
(i.e., 3-hour course = 30 clock hours)	
one (1) trimester credit	15 clock hours
(i.e., 3-hour course = 45 clock hours)	

College course being officially audited by individual (individual attends but does not receive official college credit or grade):

one (1) semester credit.....	6 clock hours
(i.e., 3-hour course = 18 clock hours)	
one (1) quarter credit	4 clock hours
(i.e., 3-hour course = 12 clock hours)	
one (1) trimester credit	6 clock hours
(i.e., 3-hour course = 18 clock hours)	

Correspondence:

Each lesson or module.....	1 clock hour
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Correspondence courses must be accredited by a recognized educational organization or council.

VII. AUDITING

A. Procedure

A random 10% sample of individuals will be audited. If audited, participants will be asked to submit proof or documentation of CE activities. Participants selected for audit **do not** meet CE requirements until they have complied with the guidelines of the audit and receive a validated Continuing Education Certificate. Consecutive cycle audits may occur due to the random selection process, however no participant will be audited more than twice in 3 consecutive cycles (6 years). The NCRA Executive Office will monitor this.

B. Compliance

Upon receipt of a notice of audit from the Continuing Education Committee of NCRA, the individual must submit copies of programs, transcripts, articles or texts, publication sources, letters of endorsement of professional association office or committee participation, and other documentation in support of the individual's compliance with CE Program requirements. Copies of program agenda must accompany all attendance certificates. These documents should be submitted within sixty (60) days of the receipt of the notice of audit. Copies of the file contents should be retained in the individual's personal CE file.

C. Review

The Continuing Education Committee will review the documents along with the individual's CE Summary Form. The Committee will verify the activities and their eligibility for CE clock hours See VI. C. *Eligible Activities*. The individual will be notified of audit ruling and the documentation returned along with a validated certificate, usually within sixty (60) days of the receipt of the documentation. If there is insufficient documentation or ineligible CE activities found on audit, which result in a failure to meet CE clock hour requirements for the cycle, the participant will be notified within sixty (60) days of receipt of the documentation. Additional documentary evidence of completion of CE requirements must be submitted to the Continuing Education Committee of NCRA within forty-five (45) days of receipt of the notice of failure to comply.

D. Notice of Intention to Revoke Certification

If the supplementary information is not provided or does not meet qualifying standards, the Continuing Education Committee will send a Notice of Intention to Revoke Certification. This notice will be sent by registered mail, return receipt requested. Individuals receiving a Notice of Intention to Revoke Certification are entitled to request a review of records and/or an appeal and have thirty (30) days from receipt of notice to enter such a request and/or appeal.

VIII. NON-COMPLIANCE OPTIONS

A. Waivers

In January 1998, the NCRA Board of Directors voted to discontinue the issuance of waivers for CTRs. The purpose of continuing education is to ensure that, once certified in a profession, individuals will maintain high level of performance in the practice of that profession. The Board therefore decided that granting waivers to CTRs does not promote the maintenance of

the high level of skill implied in the designation of CTR.

B. Extensions

An extension of the CE requirements can still be obtained. To be considered for an extension, individuals must apply, in writing, to the Continuing Education Committee of NCRA. The written request must include rationale for extension request. Depending upon the circumstances, extensions may be granted. An extension will allow deficient hours from one cycle to be obtained in the next two-year cycle period. If 16 hours of the required 20 hours were approved and an extension is granted for the cycle 2000-2001, 20 hours plus 4 hours (the number of deficient hours from previous cycle) will need to be submitted for the cycle 2002-2003. During the extension period, CE fees must be paid and kept current on an annual basis. Consecutive extensions will not be given. The Continuing Education Committee feels that the 20-hour per 2-year cycle requirement is a minimal requirement and extensions should be granted for unusual circumstances. If the situation is such that individuals are unable to comply with these minimal requirements within a 4-year time span (your original CE cycle-January 1, 2000 to December 31, 2001, plus the next CE cycle-January 1, 2002 to December 31, 2003), then the individual should seek other avenues for resolution of their CE requirements.

C. Retirement

An individual who is no longer working in the registry profession, either full- or part-time, may apply to the Continuing Education Committee, in writing, for a permanent release of the CE requirements. *During a release period due to retirement the individual may use the designation, CTR (Retired). Payment of CE fees is not necessary during the retirement period.* If the individual wishes to remain a member of NCRA, membership dues must be paid.

If the participant resumes employment in the cancer registry field within three years of retirement, and wishes to resume use of the CTR credential, they must notify the Continuing Education Committee, in writing. The individual is then responsible for resuming participation in the CE program. The individual's CE cycle will commence on January 1 following resumption of employment, as long as the individual stays on their original even or odd cycle. The NCRA Executive Office will determine the correct cycle and subsequent time period. **A restoration fee of \$200, plus the current year's CE maintenance fee will apply to individuals returning to the field.** Upon payment of these fees, the participant may resume use of the CTR designation without restriction. **If an individual has been out of the field for more than three years and returns to the cancer registry field, he/she is required to retake the CTR exam, pay the current fees to sit for the exam plus pay the restoration fee and CE maintenance fee.**

D. Disability

An individual who is unemployed because of a disability, which also limits participation in CE activities, may apply to the Continuing Education Committee for a release of the CE requirements for the term of his/her disability. This release applies only to situations with the actual individual, not family members. Medical documentation of the impairment must be provided. *During a release period due to disability, the individual may not use the designation CTR. Payment of CE fees is not necessary during the disability period.* If the individual wishes to remain a member of NCRA, membership dues must be paid.

If the participant is able to resume employment in the cancer registry field within three years of retirement, and wishes to resume use of the CTR credential, they must notify the Continuing Education Committee, in writing. The individual is then responsible for resuming participation in the CE program. The individual's CE cycle will commence on January 1 following the resumption of employment, as long as the individual stays on their original even or odd cycle. The NCRA Executive Office will determine the correct cycle and subsequent time period. **A restoration fee of \$200, plus the current year's CE maintenance fee will apply to individuals returning to the field.** Upon payment of these fees, the participant may resume use of the CTR designation without restriction. **If an individual has received a disability release for more than three years and returns to employment in the cancer registry field, he/she must retake the CTR exam, pay the current fees to sit for the exam plus pay the restoration fee and CE maintenance fee.**

IX. REVOCATION OF CERTIFICATION

A. Procedure

Certification will be revoked for failure to comply with the requirements of the CE program. The revocation process will begin if CE fees are not paid and/or the NCRA Executive Office has not received the CE Summary Form within 120 days after January 1. For either of these cases, on or shortly after May 1, the individual will be sent a Notice of Intention to Revoke. The Continuing Education Committee shall give sixty (60) days notice of both the intention to revoke and the actual revocation of certification to an individual who fails to comply with these provisions. *Each individual has the right to appeal the Notice of Intention to Revoke within thirty (30) days of receipt of the notice, in writing, to the Continuing Education Committee.* See Review and Appeals Process for further information.

B. Consequences

Revocation of certification requires removal of the name of the individual from the roster of registrars with active certified status. A historical file is maintained of all individuals who have successfully written the examination for certification of cancer registrars.

Individuals whose certified status has been revoked may not use the credential designation CTR in representing themselves. Inquiries as to an individual's credential status will be answered by indicating that the individual is not a CTR.

C. Reinstatement Option

Once the CTR credential is officially revoked, an individual must apply for reinstatement to restore their credential, including paying all applicable fees. Fees include restoration fee, plus CE maintenance fees or exam fees if individual is required to retake the CTR exam.

X. REVIEW and APPEALS REVIEW PROCESS

A. Procedure

Procedures have been established to provide for a speedy and complete review of the facts and circumstances surrounding a revocation of certification or a refusal to restore credentials. To initiate a review of CE records, an individual may submit a request in writing, or call the NCRA Executive Office to request a review of their record, within thirty (30) days of the receipt of the Notice of Intention to Revoke Certified Letter. Any supporting information should be accessible at the time of the request. The NCRA Executive Office will respond verbally or, if requested, in writing or via e-mail, within thirty (30) days of receipt of the request.

B. Appeal

If the status of the CTR credential is not resolved after the initial review, an individual may initiate an appeal. To do so, the individual must submit, in writing, a request to the NCRA Executive Office to the attention of the Continuing Education Committee Chair within thirty (30) days of the receipt of the Notice of Intention to Revoke Certified Letter. All pertinent, supplementary information in support of the participant's request for consideration of appeal should be included. The President of NCRA shall select three members of the Continuing Education Committee, including the Chairman, to review and make a decision by a two-thirds vote within forty-five (45) days of receipt of the appeal. The individual will be notified in writing of that decision within fifteen (15) days after the forty-five (45) day period. (Total possible elapsed time: Sixty (60) days).

C. Hearing Request

If the decision is to maintain revocation, the individual has the right to request, in writing, a hearing before the Board of Directors of NCRA. The request should be directed to the President of NCRA within thirty (30) days after receipt of the decision of the Continuing Education Subcommittee that considered the appeal. The individual will be notified of the date and location of the next scheduled meeting of the Board of Directors. The individual shall be entitled to appear in person and to have a representative appear with him or her on his or her behalf.

D. Board of Directors Vote

The Board of Directors shall make a determination by a three-fourths (3/4) vote of its members and notify the individual in writing by registered mail within fifteen (15) days of the hearing. Pending its decision, the Board may order suspension of any revocation order. If the Board of Directors reverses the decision of the Continuing Education Committee, the individual's credential status will remain intact. If the Board of Directors affirms the decision of the Continuing Education Committee, the latter will issue an order of revocation. **The decision of the Board of Directors is final.**

E. Expenses

Expenses incurred by an individual seeking a review of a determination shall be paid by the individual.

F. Reinstatement Option

Once the CTR credential is officially revoked, an individual must apply for reinstatement to restore their credential, including paying all applicable fees.

Other individuals to whom this appeal process applies include:

- ◆ Those who can demonstrate that they did not receive the Notice of Intention to Revoke prior to revocation of credentials and therefore did not request a review of records within thirty (30) days of receipt of the Notice of Intention to Revoke Certification.
- ◆ Those who can demonstrate that their request for review of records was not acted upon by NCRA.
- ◆ Those individuals whose credentials are not restored following procedures they believe they have taken to restore their credentials.

XI. RESTORATION of CERTIFICATION

A. Procedure

An individual wishing to restore his or her credential status shall submit his/her request in writing to the attention of the Continuing Education Committee Chairman at the NCRA Executive Office, together with a \$200 restoration fee and the current year's CE maintenance fee.

These fees are nonrefundable. In addition, twenty (20) CE clock hours within the restoration period (the two (2) years preceding the request for restoration) must be submitted on a Continuing Education Summary Form. The individual must stay on the same cycle as their original cycle. In compliance with this, the new cycle will be determined by the NCRA Executive Office and communicated to the individual.

Upon receipt of the request, restoration fee, CE maintenance fee and Continuing Education Summary Form, the Continuing Education Committee shall review the form and validate the CE activities. If the standards of the CE Program have been met, the individual's credential status shall be restored and he/she shall be considered a Certified Tumor Registrar. Individuals who fail to meet the requirements for restoration shall not be considered candidates for restoration. However, they may pursue restoration of credentials again at any time by following the procedures outlined in this section.

B. CTR Restoration

A candidate whose credential status is restored will be notified by the NCRA Executive Office, as well as what the dates of their new two-year cycle will be, based on their original cycle. The candidate's original certification number will be restored. CE clock hours acquired between the date of the restoration of certification and the approved beginning cycle may be credited to the first two-year cycle.

C. CTR Exam Retake

Individuals who have had their credential revoked due to non-compliance and who have not submitted CE fees and/or a CE Summary Form for three or more years must retake the CTR Exam, including paying the current fees to sit for the exam.

APPENDIX A
NATIONAL CANCER REGISTRARS ASSOCIATION
INSTRUCTIONS FOR SUBMITTING PROGRAMS
FOR CONTINUING EDUCATION (CE) RECOGNITION

NCRA RECOGNITION is an acknowledgement of the appropriateness of a course, program, or workshop to the education of a cancer registrar. ***BASIC WORKSHOPS DO NOT RECEIVE CONTINUING EDUCATION HOURS.***

CRITERIA FOR RECOGNITION:

1. Program content is appropriate to the education of the cancer registrar and must meet one or more of the following objectives:
 - A. Presents current knowledge in the field of oncology.
 - B. Develops cancer registry skills, e.g. abstracting, coding, and follow-up.
 - C. Enhances the basic knowledge of the registrar, e.g. anatomy, treatment, staging.
 - D. Enhances cancer registrar management expertise, e.g. case finding, Commission on Cancer of the American College of Surgeons program requirements.
2. Program objectives are clearly defined.
3. Detailed final program includes:
 - A. Statement of goals or objectives
 - B. Agenda with hourly schedule and titled presentations
 - C. Sponsorship List
 - D. Faculty credentials

INSTRUCTIONS:

1. The program format submitted must be in its **FINAL** form.
2. Copies must be submitted with all appropriate attachments to the Program Recognition Committee Chair C/O NCRA 1340 Braddock Place, Suite 203, Alexandria, VA 22314

Two (2) copies of: Request for Program Recognition and Assignment of CE Hours Form.

Two (2) copies of: Statement of goals or objectives.

Two (2) copies of: A copy of the agenda with hourly schedule and title presentations.

One (1) copy of: Sponsorship List.

One (1) copy of: Faculty credentials including degrees, certifications, registrations, position titles, and institutional and professional affiliations. A Faculty Data Form is provided for speakers to complete. Curriculum Vitae can be submitted in place of the Faculty Data Form.

3. If you are seeking CE hours prior to the program, the program application must be received with all required materials by NCRA at least thirty (30) days prior to the event. Otherwise, the program may be reviewed after the program has been held. It is important that you take time in preparing the program documentation. Do not rush the application to make a deadline-this tends to result in incomplete applications. **Please allow 2-3 weeks for the review process.**

FACULTY DATA FORM

PROGRAM TITLE _____

NAME _____

DEGREE(S) _____

CERTIFICATIONS _____

ADDRESS _____

TELEPHONE NUMBER _____

CURRENT POSITION _____

EDUCATION (include basic preparation through highest degree held):

1. _____
degree institution major year

2. _____
degree institution major year

3. _____
degree institution major year

4. _____
degree institution major year

SPECIAL COMMENTS REGARDING QUALIFICATIONS: _____

TOPIC(S) TO BE PRESENTED: _____
