

National Cancer Registrars Association Criteria for Formal Education Approval



All formal education programs seeking full approval must have all of the components present as stated in the Cancer Registrar Essentials for Formal Education— prerequisites, educational components and work experience/clinical components. Evidence of the above components must be evidenced during the on-site review and documented in the corresponding documentation.

1.0 All formal education programs seeking full approval must have all of the components present as stated in the Cancer Registrar Essentials for Formal Education. This includes prerequisites, educational components and work experience/clinical components. Evidence of the above components must be evidenced during the on-site review and documented in the corresponding documentation

1.1 Prior to the on-site review, course materials, including course syllabi, overview of program, and other supporting materials must be provided to the Formal Education Committee. The Formal Education Committee will review this prior to the on-site visit.

1.1.1 Course syllabi should include the Course Title, Prerequisites, Instructor, Required Texts, Overview of Course, Course Objectives, and Course Competencies.

1.1.2 The Work Experience/Clinical Component should be a separate course offering and should also have a course syllabi or requirements. These requirements should include all those listed in the NCRA Formal Education Work Experience/Clinical Component portion of The Cancer Registrar Essentials for Formal Education. Guidelines for time spent/emphasis areas to be covered are included. In addition, documentation must include a plan for placing students as well as an evaluation process.

1.3 During the on-site review classes will be observed, students and faculty will be interviewed and further documentation may be requested.

2.0 Additional documentation regarding the program is highly encouraged.

3.0 Additional information may be requested if, on review, any of the required components is not clearly documented.

Please send your Formal Education request to:

NCRA
Attn: Formal Education
1340 Braddock Place #203
Alexandria, VA 22314