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 700 computer-based testing facilities worldwide.

The *Candidates Handbook for the CTR Examination* may be requested from the following sources:

- 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 Council on Certification's
  Web Site: *http://www.ctrexam.org*

NCRA is a non-profit, professional organization with nearly 4,000 members representing the various types of institutions that have an interest and responsibility in cancer services and data. NCRA promotes education, credentialing, and advocacy for Cancer Registry professionals.

CTR® is a registered trademark of NCRA.

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Certification for Cancer Registrars

National Cancer Registrars Association

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

*C*ertification 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 staff credential for 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 and graphic concepts used in the presentation of cancer incidence, treatment, and survival information
- Practical application of registry principles to determine appropriate registry responses
- Computerized data management

Eligibility Routes for the CTR Examination

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

1 Two years* of Cancer Registry experience.

2 Completion of an NCRA-approved college level curriculum in Cancer Registry/cancer data and management.

3 Completion of college-level curriculum in 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.

The equivalency of one year's experience is 1,950 hours and 3,900 hours for two years, with no time frame. The necessary hours can be achieved with volunteer hours, or full- or part-time employment.

Education

Formal education programs offer college-level curricula in Cancer Registry/cancer data management. See the NCRA website for a listing of approved programs. The site also lists programs which provide basic and advanced training in Cancer Registry principles 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

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

- Medicine/Physician
- Nursing (RN, LPN/LVN)
- Health Information Management (RHIA, RHIT)
- Radiology and Laboratory Technology
- Radiation Therapy Technology
- Public Health
- Physician Assistant

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