CTR Certification Examination

**Candidate Handbook
& Application 2022**

December 2021

TABLE OF CONTENTS

All questions and requests for information about **certification** should be directed to:

NCRA Council on Certification
1330 Braddock Place, Suite 520
Alexandria, VA 22314
Phone: 703-299-6640
Fax: 703-299-6620
Website: **www.ctrexam.org**
Email: **ctrexam@ncra-usa.org**

All questions and requests for information about **examination scheduling** should be directed to:

PSI Candidate Services
18000 W 105th St.
Olathe, KS 66061-7543
Phone: 855-579-4641
Fax: 913-895-4650
Website: **http://schedule.psiexams.com**

ABOUT THE NATIONAL CANCER REGISTRARS ASSOCIATION COUNCIL ON CERTIFICATION

National Cancer Registrars Association (NCRA) Council on Certification is an elected certification board created in 2002 to evaluate the professional competence of cancer registry professionals and Certified Tumor Registrars (CTR®). NCRA's Council on Certification promotes standardization in the collection and use of cancer data through examination and certification of cancer registry professionals.

TESTING AGENCY

PSI Services is engaged in educational and occupational measurement and provides examination development and administration to a variety of client organizations. PSI assists NCRA in the development, administration, scoring, and analysis of the CTR examination. PSI is a leader in the testing industry, offering certification, licensing, talent assessment and academic solutions worldwide.

NONDISCRIMINATION POLICY

PSI does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability, marital status or any other protected characteristic. Candidates are not required to be a member of any organization to apply for CTR certification.

DISCLAIMER

NCRA's Council on Certification neither sponsors nor endorses review courses or preparatory materials for the CTR Certification Examination. Check http://www.ctrexam.org for information that may be useful when preparing for the examination.

ELIGIBILITY REQUIREMENTS

To be eligible to take the CTR examination, candidates must meet both education and experience requirements. **ALL requirements must be COMPLETED by the application deadline date of the testing window for which you seek to test.**

Route A. Practicum Experience:

• Successful completion of the NCRA Accredited Formal Education Program's practicum activities and/or assessments.

AND

• **Education PATH A-1:** Successful completion of an NCRA-Accredited Associate Degree Program

OR

• **Education PATH A-2:** Successful completion of an NCRA-Accredited Certificate Program

and

Successful completion of a minimum of an Associate degree or equivalent (60 college-level credits)

Route B. Registry Experience:

• 1,950 hours (equal to one year full-time) experience in the Cancer Registry field

AND

• **Education:** Successful completion of a minimum of an Associate degree or equivalent (60 college-level credits) **including or in addition to coursework**: Two college-credited semesters of 'Human Anatomy and Human Physiology' or equivalent. (Grade of C or better is required.)

CANCER REGISTRY DEFINITION

For eligibility purposes, NCRA's Council on Certification-approved definition is as follows: the Cancer Registry field consists of individuals working in or supervising a Cancer Registry and those individuals who work for organizations or companies that actively support cancer registration.

Cancer registration involves the collection, management and analysis of cancer incidence data for any of the following purposes:
• research,
• quality management/improvement,
• cancer program development,
• cancer prevention and surveillance,
• survival and outcome data,
• compliance with reporting standards, and
• development of accreditation standards for cancer registration.

A well-prepared candidate's experience within the last five years should include all basic aspects of a Cancer Registry, including but not limited to casefinding, abstracting, follow-up, reporting, cancer committee, cancer conference, and submissions to the state and/or National Cancer Database (NCDB).

EXAMINATION ADMINISTRATION

Examinations are delivered by computer at approximately 300 PSI Test Centers located throughout the United States. Many PSI Test Centers are established within H&R Block offices. The examination is administered by appointment only Monday through Friday. Saturday appointments may be scheduled based on availability. Available dates will be indicated when scheduling your examination. Appointment starting times may vary by location. Candidates are scheduled on a first-come, first-served basis.

EXAMINATION WINDOWS

Examinations will be offered during the following windows:

Examination Window	Application Deadline
March 4 – March 26, 2022	February 25, 2022
June 17 – July 9, 2022	June 3, 2022
October 14 – November 5, 2022	September 30, 2022

A candidate can test only once per examination window.

APPLICATION COMPLETION

Complete ALL information requested on the application (pages 11-12). Mark ONE response only unless otherwise indicated.

If retesting, submit a new application and payment; no need to re-send supporting documentation (e.g., transcripts) or complete the supervisor verification (on page 2 of the application) as NCRA already has that on file.

CANDIDATE INFORMATION: Starting at the top of the application, print your name, address, daytime phone number, and email address on the appropriate lines. NOTE: The name you enter on your Application must match exactly the name listed on your current government-issued photo I.D. such as driver's license or passport.

TESTING PERIOD: Check the box corresponding to the testing period for which you are applying.

BACKGROUND INFORMATION: All questions must be answered. Answer only one response unless otherwise indicated.

1. PERCENT OF TIME CURRENTLY SPENT IN CANCER REGISTRY WORK

2. CANCER REGISTRY WORK EXPERIENCE

3. PRIMARY PLACE OF EMPLOYMENT

4. NUMBER OF CASES ACCESSIONED ANNUALLY AT YOUR INSTITUTION

5. IS YOUR CANCER PROGRAM COC-ACCREDITED?

6. HIGHEST ACADEMIC LEVEL

7. PROFESSIONAL BACKGROUND PRIOR TO ENTRY INTO CANCER REGISTRY

8. HAVE YOU TAKEN THIS EXAMINATION BEFORE? If yes, indicate month and year.

9. ARE YOU A MEMBER OF NCRA? (Membership in NCRA is not required)

10. HAVE YOU EVER SERVED IN THE U.S. ARMED SERVICES, RESERVES, OR NATIONAL GUARD?

11. [OPTIONAL] RACE

EXAMINATION ELIGIBILITY ROUTE: Select the ONE eligibility route that qualifies you to sit for this examination and complete all the requested information. This section MUST be completed. Enclose any required documentation with, but not stapled to, the completed application.

For ROUTE A, a copy of appropriate transcripts must accompany the application. If your transcript does not document practicum completion, then obtain signature in Experience Verification section or submit 5 assessment completion certificates.

As of 2022, Route A practicum requirements were updated for NCRA-Accredited Formal Education Programs. The new 2022 practicum requirements, including five core competency assessments, are not required until January 2023. Route A candidates may select to complete the required practicum with 160 hours and/or the assessments.

For ROUTE B, a copy of appropriate transcripts must accompany the application. You must also complete the registry experience information and obtain the signature of your supervisor, manager, or human resources director.

It is the candidate's responsibility to prove education eligibility and to submit a copy (unofficial is accepted) of appropriate transcripts during the application process. NCRA's Council on Certification reserves the right to verify information supplied by, or on behalf of, a candidate.

REGISTRY EXPERIENCE: Provide the name, city and state, and dates (month/year start and end) for all institutions where qualifying registry experience was obtained. Indicate the general types of duties performed, such as abstracting, follow up, quality review management. Required experience must be completed by the published application deadline date of the testing window which you are applying.

EXPERIENCE VERIFICATION: This section MUST be completed by either the applicant's supervisor, manager, or human resources staff who has knowledge of the applicant's registry experience. Letters from human resource departments documenting experience may be submitted in lieu of completing this portion of the application.

Route A applicants must obtain verification if the required 160-hour practicum are not clearly indicated on the transcript, or submit completion certificates from the compentency assessments.

NCRA's Council on Certification reserves the right to verify information supplied by, or on behalf of, a candidate.

CANDIDATE SIGNATURE: When you have completed all required information on the application, sign and date the application.

APPLICATION SUBMISSION

Submit your completed application and payment by one of the following methods:

Email to ctrexam@ncra-usa.org, or

Fax 703-299-6620, or

Mail using the address label on page 15.

Mailed applications must be postmarked by the application deadline. Applications received with postmarks after the application deadline will be returned unprocessed to the candidate.

FEES AND PAYMENT

Registration for the CTR Certification Examination
$425; $325 discounted rate for NCRA members

- Applications deemed ineligible will receive a full refund.
- Checks returned for insufficient funds will be charged an administrative fee of $35.00.
- Non-domestic payments are preferred by credit card. For non-domestic payments by check not drawn from a U.S. bank, add a $50.00 USD processing fee which is imposed by our bank for international checks.
- Dues for NCRA Membership may be submitted with your examination application.
- Online payment is not an option prior to application approval.
- DO NOT SEND CASH. MAKE CHECK/MONEY ORDER PAYABLE TO: NCRA
- Accepted credit cards: American Express, MasterCard, Visa

TRANSFERS

Registration fees, once processed, are nonrefundable. Candidates unable to take the examination within the testing window they registered for may request a transfer to the next testing period. The transfer request must be submitted to NCRA before the end of the testing window.

Transfer Fee: $235; $192 NCRA member-rate

Submit payment with a new, completed application.

NOTE: The transfer fee is based on cost, and is not punitive in nature. This fee must be paid prior to the subsequent testing window's application deadline.

Submit request to:

NCRA / CTR Exam
1330 Braddock Place, #520
Alexandria, VA 22314 USA
FAX# 703-299-6620
ctrexam@ncra-usa.org

TEST CENTER LOCATIONS

PSI Test Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at the http://schedule.psiexams.com website. Specific address information will be provided when you schedule an examination appointment.

Testing outside the U.S.-designated testing network (Puerto Rico, Canada and other international countries) in 2022 is available during all testing windows. **A special test center fee of $150 is required for all candidates testing outside of the PSI U.S. network.**

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

PSI complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed **must be made in writing to NCRA** at least 45 calendar days prior to your desired examination date by completing the Request for Special Examination Accommodations forms. NCRA will review the submitted forms and will contact you regarding the decision for accommodations.

Candidates who receive approval from NCRA for special accommodations must submit the online PSI Pre-Approved Accommodations request at https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000991112 to schedule their examination.

Candidates with questions regarding exam accommodations may call PSI at 800-367-1565 ext. 6750 Monday through Friday, 8:00 a.m. to 5:00 p.m. CST.

SCHEDULING AN EXAMINATION

Once you have been approved to take the examination, there are two ways to schedule your examination with PSI.

Online Scheduling: Go to http://schedule.psiexams.com and select "Begin Scheduling." Follow the simple, step-by-step instructions to choose your examination and register to test.

OR

Telephone Scheduling: Call PSI at 855-579-4641 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday.

When you schedule your examination appointment, be prepared to confirm a location and a preferred date and time for testing. You will be asked to provide your unique identification number from your confirmation notice. When you schedule your examination appointment, you will be notified of the time to report to the Test Center, and if an email address is provided, you will be sent an email confirmation notice.

If special accommodations are needed, complete the Request for Special Examination Accommodations forms included in this handbook and submit them to NCRA at least 45 days prior to the desired examination date.

RESCHEDULING AN EXAMINATION

You may reschedule your appointment WITHIN THE SAME TESTING WINDOW ONCE at no charge by calling PSI at 855-579-4641 at least two business days prior to your scheduled appointment. The following schedule applies.

If the Examination is scheduled on…	PSI must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous…
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

MISSED APPOINTMENTS

You will forfeit your examination registration and all fees paid to take the examination under the following circumstances.

- You wish to reschedule an examination within the same testing window, but fail to contact PSI at least two business days prior to the scheduled testing session.

- You wish to reschedule a second time within the same testing window.

- You appear more than 15 minutes late for an examination.

- You fail to report for an examination appointment.

A new, complete application and examination fee are required to reapply for the examination in the next available testing window.

INCLEMENT WEATHER, POWER FAILURES, EMERGENCIES OR COVID-19 UPDATES

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit www.psionline.com/openings prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the canceled examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

For PSI Test Center openings and the latest updates relating to COVID-19, please visit the PSI website: https://www.psionline.com/important-notice-update-concerning-covid-19-coronavirus.

TAKING THE EXAMINATION

Your examination will be given via computer at a PSI Test Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.

IDENTIFICATION

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current, and include your name, signature, and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Valid primary forms of identification must be **current**. **Examples of primary forms of identification are**: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.

- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with

signature, social security card with signature, employment/student ID card with signature).

- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

SECURITY

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers, laptop computers, tablets or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.

- Only a silent, non-programmable calculator without alpha keys or printing capabilities is allowed in the testing room.

- No guests, visitors, or family members are allowed in the testing room or reception areas.

CTR candidates are permitted to use reference materials from a list approved by NCRA while taking the open-book section of the examination. However, candidates may not write notes within those materials during an administration. One piece of scratch paper will be made available for note taking.

PERSONAL BELONGINGS

No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed.

Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed your belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you

will not be able to test. The site will not store or be responsible for any personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phone, alarm) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

OPEN-BOOK RESOURCES

Candidates are solely responsible for their open-book resources. Candidates MUST bring the following references as printed hard copies to use in the open-book section of the examination:

1) AJCC Cancer Staging Manual, 8th Edition, 3rd printing
2) Appendix A: Site-Specific Surgery Codes of 2021 STandards for Oncology Registry Entry (STORE) Manual
3) Solid Tumor Rules 2018
4) Summary Stage 2018: Codes and Coding Instructions
5) Radiation Chapter: 2021 STandards for Oncology Registry Entry (STORE) Manual
6) Grade Manual: Grade Coding Instructions and Tables v2.01

Refer to NCRA to understand the correct version for each testable resource. All references should be easily identifiable with a cover or cover page. Any printed reference is expected to be placed in a spiral-bound or 3-ring binder with a cover page properly identifying the reference. Resources may be combined in a binder as long as each resource is identified with a cover page. Bound volumes should be without other added or loose materials, except for errata sheets provided by the authors, editors, or publishers. Existing handwriting is allowed in all open-book references.

USE OF TABS/DIVIDERS

- Page-length organizational tabs/dividers are allowed for all open-book references.
- Small, colored removable tabs/flags are allowed in all open-book resources.
- Sticky notes, such as Post-it® Notes, are not allowed for use as organizational tabs/flags.

EXAMINATION RESTRICTIONS

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your completion report.
- No documents or notes of any kind may be removed from the Test Center.

- No questions concerning the content of the examination may be asked during the examination.

- Eating, drinking, or smoking is not permitted in the Test Center.

- You may take a break whenever you wish, but you will not be allowed additional test time to make up for time lost during breaks.

MISCONDUCT

If you engage in any conduct listed below during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;

- display and/or use electronic communications equipment such as pagers or cellular/smart phones;

- talk or participate in conversation with other examination candidates;

- give or receive help or are suspected of doing so;

- leave the Test Center during the administration;

- attempt to make notes about or record examination content;

- attempt to take the examination for someone else;

- are observed with personal belongings, or

- are observed with unauthorized notes, books or other aids not listed on the roster.

COPYRIGHTED EXAMINATION QUESTIONS

All examination questions are the copyrighted property of NCRA. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

COMPUTER LOGIN

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. Your photo, taken before beginning the examination, will remain on-screen throughout your examination session. This photograph, used for security purposes, will also print on your score report.

CANDIDATE TIPS

- All workstation carrels at testing centers are 39" wide and the desks are 35.5" wide and 27" deep. To maximize desk space the computer monitors are mounted on the rear carrel wall.

- If necessary, ear plugs can be requested from the test center proctor.

- During the open-book portion of your examination, place the keyboard at the back of the desk to allow more desk space and use the mouse to make your response selections. If you have questions, ask the proctor for assistance.

PRACTICE EXAMINATION

Prior to attempting the examination, you will be given the opportunity to practice taking sample questions on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score.

When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

TIMED EXAMINATION

Following the practice examination, you will begin the timed examination. Your responses to 180 items will contribute to your score.

Section	Number of Items	Time Allowance
Closed-book	120	2 hours
Open-book	60	2 hours
	180	4 hours

You will have two (2) hours to complete the closed-book examination and two (2) hours to complete the open-book examination. Any remaining time from the first portion (the closed-book section) will NOT carry over to the second portion (the open-book section). A mandatory break of exactly 10 minutes will be provided in between the closed-book and open-book sections.

Before beginning, instructions for taking the examination are provided on-screen.
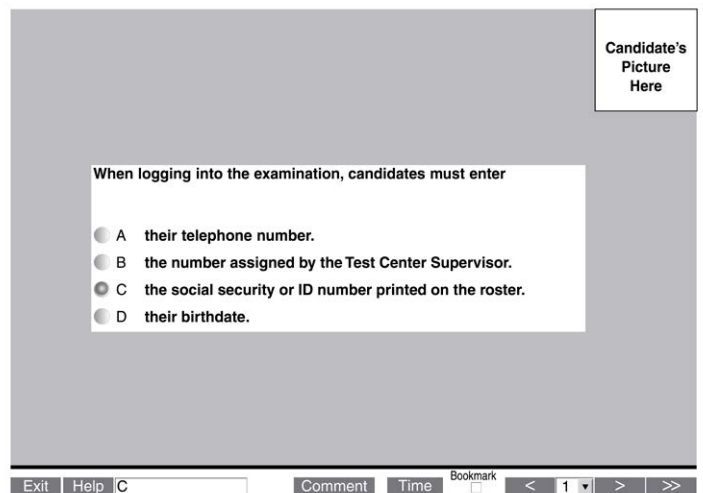
Sample screen shot of computer-based testing.

The computer monitors the time you spend on each section of the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower menu bar on the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right of the screen. Choices of answers to the examination question are identified as A, B, C or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be book-marked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. **There is no penalty for guessing.**

CANDIDATE COMMENTS

During the examination, comments may be provided for any item by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. All comments are reviewed, but individual responses will **not** be provided.

FOLLOWING THE EXAMINATION

After completing the examination, you will be asked to answer a short evaluation of your examination experience. Then, you will be instructed to report to the examination proctor to receive an examination completion report. **Candidates will only receive an examination completion report, but not any test results, from the testing facility at the end of the examination.**

ACCESS TO FINAL SCORE REPORTS

You will obtain your final test results online from PSI. You can expect your results to be available **SIX WEEKS** after the last day of each testing window. Instructions for accessing your final test results will be provided on your examination completion report.

Your score report will indicate a "pass" or "fail." Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions you answered correctly. Your pass/fail status is determined by your raw score.

SCORES CANCELED BY NCRA OR PSI

PSI is responsible for the validity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NCRA and PSI reserve the right to void or withhold examination results if, upon investigation, violation of the testing regulations is discovered.

IF YOU PASS THE EXAMINATION

The candidate **must receive a passing score on the total examination** (closed-book plus open-book) in order to be certified. If you pass the examination, you will receive a CTR number and a certificate from NCRA's Council on Certification within EIGHT WEEKS of the last day of the testing window. Candidates who receive an official written notice of passing the examination will be entitled to use "CTR" after their name. Candidates are not eligible to use the CTR credential until their official score is received.

Information on credential maintenance is sent to new CTRs shortly after notification of successful completion of the certification examination.

IF YOU DO NOT PASS THE EXAMINATION

Candidates who are unsuccessful may reapply to NCRA for retesting. Candidates are only allowed to test once per examination window. When reapplying, candidates do not need to resend supporting documentation, but a new application and registration fee are required.

FAILING TO REPORT FOR AN EXAMINATION

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A completed application form and examination fee are required to retest.

CONFIDENTIALITY

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

RECERTIFICATION

The NCRA's Council on Certification oversees the maintenance of the CTR credential. To retain credentialed status, CTRs must submit 20 continuing education hours to NCRA every two years and pay a maintenance fee on an annual basis.

CTR VERIFICATION

NCRA offers a free-of-charge verification service allowing employers and future employers to verify whether or not a CTR is currently certified. All individual CTRs - regardless of credential status - are automatically enrolled.

DUPLICATE SCORE REPORT

You may purchase additional copies of your results at a cost of $25 per copy. Requests must be submitted to PSI in writing. Please mail requests to PSI, 18000 W. 105th St., Olathe, KS 66061. The request must include your name, identification number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to PSI Services Inc. in the form of a money order or cashier's check. Duplicate score reports will be mailed within approximately five business days after receipt of the request and fee. Requests must be submitted within one year of your examination to be processed.

SCORE VERIFICATION

In computer-delivered testing, the computer accepts responses from a keyboard or mouse in digitized form. As a result, computer-administered testing eliminates problems that may have previously arisen with scanning paper-and-pencil answer sheets, since all responses are recorded by candidates during their examination. However, verification of examination scores from electronic responses can be requested in writing for a fee of $25. Requests must be submitted to PSI, in writing, no later than 12 months after the examination administration date, and must include your name, identification number, mailing address, and examination date. Please allow 10 business days for processing your request.

EXAMINATION CONTENT

1. Responses to 180 multiple-choice items are to be given within a total of 4 hours; 2.0 hours is allotted for the first portion (the closed-book section of 120 items), and 2.0 hours is allotted for the second portion (the open-book section of 60 items). A candidate can choose to take less than the allotted time for either section. **Time remaining from the first portion (the closed-book section) will NOT be carried over to the second portion (the open-book section).**

2. The open-book section may test on any primary site.

3. Solid Tumor Rules replaced ICD-O-3 as an exam reference.

4. NCRA's Council on Certification neither sponsors nor endorses review courses for the CTR Certification Examination.

5. The content covered in the examination is described in the detailed content outline; https://www.ncra-usa.org/blueprint.

6. The content outline that shapes the CTR Examination reflects the wide range of knowledge, skills, and abilities expected of entry-level professionals in the cancer registry field.

CONTENT OUTLINE

Closed-book   # of Items
1. Casefinding 6
2. Abstracting/Coding 20
   a. Patient Identification
   b. Cancer Identification
   c. Staging
   d. Treatment
   e. Case Validation and Finalization
3. Follow-up 13
4. Data Quality Assurance 27
5. Analysis and Data Usage 18
6. Registry Organization and Operations 18
7. Cancer Program Accreditations 18

Open-book
1. Casefinding 12
2. Abstracting/Coding 43
   a. Patient Identification
   b. Cancer Identification
   c. Staging
   d. Treatment
   e. Case Validation and Finalization
3. Follow-up 5

EXAM RESOURCES AND REFERENCES

NCRA's Council on Certification has prepared the CTR certification examination using standard references significant to the cancer registry field. Find the complete current list of testable references at: https://www.ncra-usa.org/examrefs.

REQUEST FOR SPECIAL
EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and provide the Documentation of Disability-Related Needs on the next page and submit both pages with your application at least 45 days prior to your requested examination date**. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____   Requested Test Center:_____

_____
Name (Last, First, Middle Initial, Former Name)

_____
Mailing Address

_____

_____
City   State   Zip Code

_____
Daytime Telephone Number   Email

Special Accommodations

I request special accommodations for the _____**NCRA's CTR**_____ examination.

Please provide (check all that apply):

_____ Reader

_____ Extended testing time (time and a half)

_____ Reduced distraction environment

_____ Please specify below if other special accommodations are needed.

_____

_____

_____

Comments: _____

_____

_____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with NCRA staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form with your examination application and fee to:
NCRA, 1330 Braddock Pl., Suite 520, Alexandria, VA 22314.
If you have questions, call NCRA at 703-299-6640.

DOCUMENTATION OF
DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that NCRA is able to provide the required accommodations.

Professional Documentation

I have known _____ since _____ / _____ / _____ in my capacity as a
                           Candidate Name   Date

_____.
                           My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability:_____

_____

_____

_____

_____

Signed:_____ Title: _____

Printed Name:_____

Address: _____

_____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Return this form with your examination application and fee to:
NCRA, 1330 Braddock Pl., Suite 520, Alexandria, VA 22314.
If you have questions, call NCRA at 703-299-6640.

Application for CTR Examination

National Cancer Registrars Association
Council on Certification

2022 Testing Period: ☐ **March 4–March 26** ☐ **June 17–July 9** ☐ **October 14–November 5**

CANDIDATE INFORMATION.

_____
Last Name, First Name, Middle Name/Initial *Enter your name EXACTLY as it appears on your government-issued photo I.D.*

_____ _____ ☐ Female ☐ Male
NCRA ID#   Suffix (Jr, Sr, etc.)   Gender

_____
Home Street Address

_____
City, State/Province, ZIP/Postal Code   COUNTRY (if outside of USA)

_____
Email address (1 entry only)

_____ _____/_____/_____
Telephone #   Date of Birth (MM/DD/YYYY)

BACKGROUND INFORMATION.   *Darken only one choice for each question.*

1. PERCENT OF TIME CURRENTLY SPENT IN CANCER REGISTRY WORK:
○ 0%   ○ Less than 25%   ○ 25% to 50%   ○ 51% to 75%   ○ More than 75%

2. WORK EXPERIENCE IN CANCER REGISTRY:
○ 160 hours   ○ Less than 1 year   ○ 1 to 2 years   ○ 3 to 5 years   ○ 6 to 10 years   ○ More than 10 years

3. PRIMARY PLACE OF EMPLOYMENT:
○ Hospital Registry   ○ Academic Institution ○ Private Industry   ○ Professional Organization
○ Central/State Registry   ○ Federal Registry   ○ Student   ○ Other: _____

4. NUMBER OF CASES ACCESSIONED ANNUALLY AT YOUR INSTITUTION:
○ Under 300   ○ 301 to 500   ○ 501 to 700   ○ 701 to 1000   ○ Over 1000   ○ Not Applicable (e.g. Vendor)

5. IS YOUR CANCER PROGRAM COC-ACCREDITED?   ○ Yes   ○ No   ○ Not Applicable

6. HIGHEST ACADEMIC LEVEL:
○ 60 college-level credits   ○ Associate Degree   ○ Bachelor's Degree   ○ Master's Degree   ○ Doctorate

7. PROFESSIONAL BACKGROUND PRIOR TO ENTRY INTO CANCER REGISTRY:
○ Medical Records   ○ Nursing   ○ Radiation   ○ Public Health ○ Other: _____.

8. HAVE YOU TAKEN THIS EXAMINATION BEFORE?
○ No   ○ Yes   If yes, what month/year? _____

9. ARE YOU A MEMBER OF NCRA? *(Membership in NCRA is not required.)*   ○ No   ○ Yes

10. HAVE YOU EVER SERVED IN THE U.S. ARMED SERVICES, RESERVES, OR NATIONAL GUARD?
○ Yes, currently serving   ○ Yes, past service   ○ No

11. [OPTIONAL] RACE: ○ African American   ○ Asian   ○ Latino   ○ Native American   ○ White   ○ Other

ROUTE A EDUCATION
○ **PATH A-1** NCRA-Accredited Associate Degree
   OR
○ **PATH A-2** NCRA-Accredited Certificate + Associate Degree
   or equivalent (60 college credits)

ROUTE A PRACTICUM

All NCRA-Accredited Programs require the successful completion of a practicum to earn the degree or certificate.

☐ 160-hour Practicum (if this practicum is NOT documented on your transcript, complete the Experience Verification section below.)

☐ 5 Competency Assessments (submit the five completion certificates from the Practicum Assessment.)

NCRA-Accredited Program
○ AHIMA   ○ Other: _____
○ Andrew College
○ Cuyahoga Community College
○ Davenport University
○ Davidson-Davie Community College
○ Greenville Technical College
○ Hutchinson Community College
○ Oakton Community College
○ Rochester Community and Technical College
○ Rowan College at Burlington County
○ San Jacinto College - North
○ Santa Barbara City College
○ Scott Community College
○ Southwest Wisconsin Technical College
○ University of Cincinnati Clermont

Completion Date: _____
-        (Month/Year)

ROUTE B EDUCATION
○ **ROUTE B.** Associate Degree or equivalent (60 college credits) including or in addition to, 2 semesters of Human Anatomy and/or Physiology coursework.
College/University & completion date (Month/Year):
_____
_____

Human "A&P" course titles:
_____
_____
_____

ROUTE B CANCER REGISTRY EXPERIENCE.
○ **ROUTE B.** Minimum of 1,950 hours (equivalent to 1 year) full-time or equivalent experience in the Cancer Registry field. *Include start/end Dates, employer, plus location*

_____
_____
_____
_____
_____
_____

EXPERIENCE VERIFICATION. *To be completed by supervisor or H.R. who has knowledge of applicant's registry experience.*
By my signature below, I verify that to the best of my knowledge the applicant's experience is accurate, correct, and complete, plus meets the eligibility route selected above: Route A (minimum of 160 practicum hours under the supervision of a CTR), or Route B (minimum of 1950 hours in the cancer registry field).

_____
Print name   Title   Telephone #

_____
Signature *(May electronically input initials or signature)*   Date   Email

CANDIDATE SIGNATURE (REQUIRED). *Complete entire application before signing.*
I have read the Handbook for Candidates and NCRA's Code of Ethics and understand I am responsible for knowing their contents.
I certify that the information given in this Application is in accordance with Handbook instructions and complete and correct to the best of my knowledge. I consent to NCRA performing verification of my provided experience and education.

_____
Candidate Signature *(May electronically input initials or signature)*   Date

> **SEND COMPLETED APPLICATION & PAYMENT TO: ctrexam@ncra-usa.org**, OR
> *NCRA, 1330 BRADDOCK PL #520, ALEXANDRIA, VA 22314 OR FAX 703-299-6620*

CREDIT CARD PAYMENT FORM

Complete this form and return it with your application.

Applicant Name:

_____

Name (as it appears on your credit card):

_____

Billing Address:

_____

2022 Testing Period: ☐ **March 4–March 26**   ☐ **June 17–July 9**   ☐ **October 14–November 5**

Application Deadline:	February 25	June 3	September 30

Fee(s)

Registration fee: ☐ $425.00 (Regular rate)   ☐ $325.00 (discounted rate for NCRA members)

International testing fee: ☐ $150.00

Transfer fee: ☐ $235.00 (Regular rate)   ☐ $192.00 (NCRA member-rate)

Online: ☐ Apply registration fee to my NCRA account and bill me.

Card type: ☐ Visa   ☐ MasterCard   ☐ American Express

Card Number: ____ˌ____ˌ____ˌ____-____ˌ____ˌ____ˌ____-____ˌ____ˌ____ˌ____-____ˌ____ˌ____ˌ____

Expiration Date: _____/_____   **CVC:** _____

Signature: _____

Send application and fees to: CTR Exam, 1330 Braddock Place #520, Alexandria, VA 22314

➔ **See next page for a pre-printed label**

OR

FAX#703-299-6620

OR

ctrexam@ncra-usa.org   (preferred)

CHECK PAYMENT

Make checks payable to NCRA, in US dollars, and drawn on a US bank.

Money Order/Check #: _____

Reminders...

- **Sign** your application
- Include proper **payment**
- Include **documentation** (e.g. transcripts, degrees) to support chosen Eligibility Route
- **Unofficial documentation** (e.g. transcripts, degrees) are accepted
- Submitted supporting documentation will **not be returned**
- **Make a copy** of your completed application for your records
- Do **not staple** any enclosures
- Do **not send** duplicate materials
- Do **not send** your resume or CV
- Do **not send** pages of the handbook; **only send** the application and payment form

Send completed application & payment to ctrexam@ncra-usa.org,
or fax 703-299-6620, or cut out this address label and adhere to an envelope:

NCRA / CTR Exam
1330 Braddock Place #520
Alexandria, VA 22314
USA

Next Steps...

1. After your application is received and approved, your payment will be **processed**.

2. A **payment receipt** will be sent to your email address provided on your application.

3. Expect to receive details on test scheduling **within 10 business days** after payment is processed.