

## Certified Tumor Registrar (CTR®) Credential

The Certified Tumor Registrar credential demonstrates a requisite knowledge and professional competence needed within the cancer registry. It is nationally recognized in the recruitment and retention of registry personnel.

The National Cancer Registrars Association’s (NCRA) certification board—the Council on Certification—develops and administers the CTR Exam. The first exam was offered in 1983. In the past 35 years, over 5,000 individuals have attained the CTR credential. Hospitals accredited by the Commission on Cancer require all case abstracting be performed by a CTR.

## General Overview of the CTR Exam

Candidates must meet eligibility requirements before they can take the CTR exam. The criteria include an education minimum and experience. The *Candidate’s Handbook*, which includes the candidate application, is available online at [ctrexam.org](http://ctrexam.org).

### CTR Exam Testing Windows

#### March

Application deadline: January 31

#### June – July

Application deadline: June 1

#### October – November

Application deadline: September 25

Visit the CTR Exam Web site at [www.ctrexam.org](http://www.ctrexam.org) for specific dates.

### Questions?

CTR Exam Web site: [www.ctrexam.org](http://www.ctrexam.org)

E-mail: [ctrexam@ncra-usa.org](mailto:ctrexam@ncra-usa.org)

Telephone: 703-299-6640 Ext. 312

## Eligibility Routes

To be eligible to take the CTR exam, candidates must meet education and experience requirements. See <http://ctrexam.org/eligibility> for more details.

### Route A – Path 1

*Education:* Successful completion of an **Associate’s degree** in Cancer Registry Management (CRM) or Cancer Information Management (CIM) from an NCRA-accredited Program.

*Experience:* Successful completion of a 160-hour clinical practicum under the supervision of a CTR.

### Route A – Path 2

*Education:* Successful completion of a minimum of an Associate’s degree in any field or the equivalent (60 college-level credits) **AND a certificate** in Cancer Registry Management (CRM) or Cancer Information Management (CIM) from an NCRA-accredited Program.

*Experience:* Successful completion of a 160-hour clinical practicum under the supervision of a CTR.

### Route B

*Education:* Successful completion of a minimum of an Associate’s degree in any field or the equivalent (60 college-level credits), including two semesters of Human Anatomy and Human Physiology. (Grade of C or better is required.)

*Experience:* 1,950 hours (equal to one year full-time) experience in the cancer registry field.

(See the attached *CTR Exam Eligibility Chart* for more details.)

### Need your individual eligibility to be reviewed?

Access the *CTR Exam Eligibility Request Form* at [www.ctrexam.org/eligibility](http://www.ctrexam.org/eligibility). Complete the form in its entirety and submit as noted on the form. Please allow 6-8 weeks to process.

Once eligibility requirements are met, candidates can take the exam during any of the three, three-week long testing periods. Applications must be submitted by the deadline noted for the desired exam date. Test questions are prepared by persons in the cancer registry profession from diverse backgrounds and job descriptions. The CTR Exam is composed of 180, multiple-choice questions, based on seven Domains of Practice:

1. Casefinding (6 closed book; 12 open book)
2. Abstracting/Coding (20 closed book; 43 open book)
  - Patient Identification
  - Cancer Identification
  - Staging
  - Treatment
  - Case Validation and Finalization
3. Follow-up (13 closed book; 5 open book)
4. Data Quality Assurance (27 closed book)
5. Analysis and Data Usage (18 closed book)
6. Registry Organization and Operations (18 closed book)
7. Cancer Program Accreditations (18 closed book)

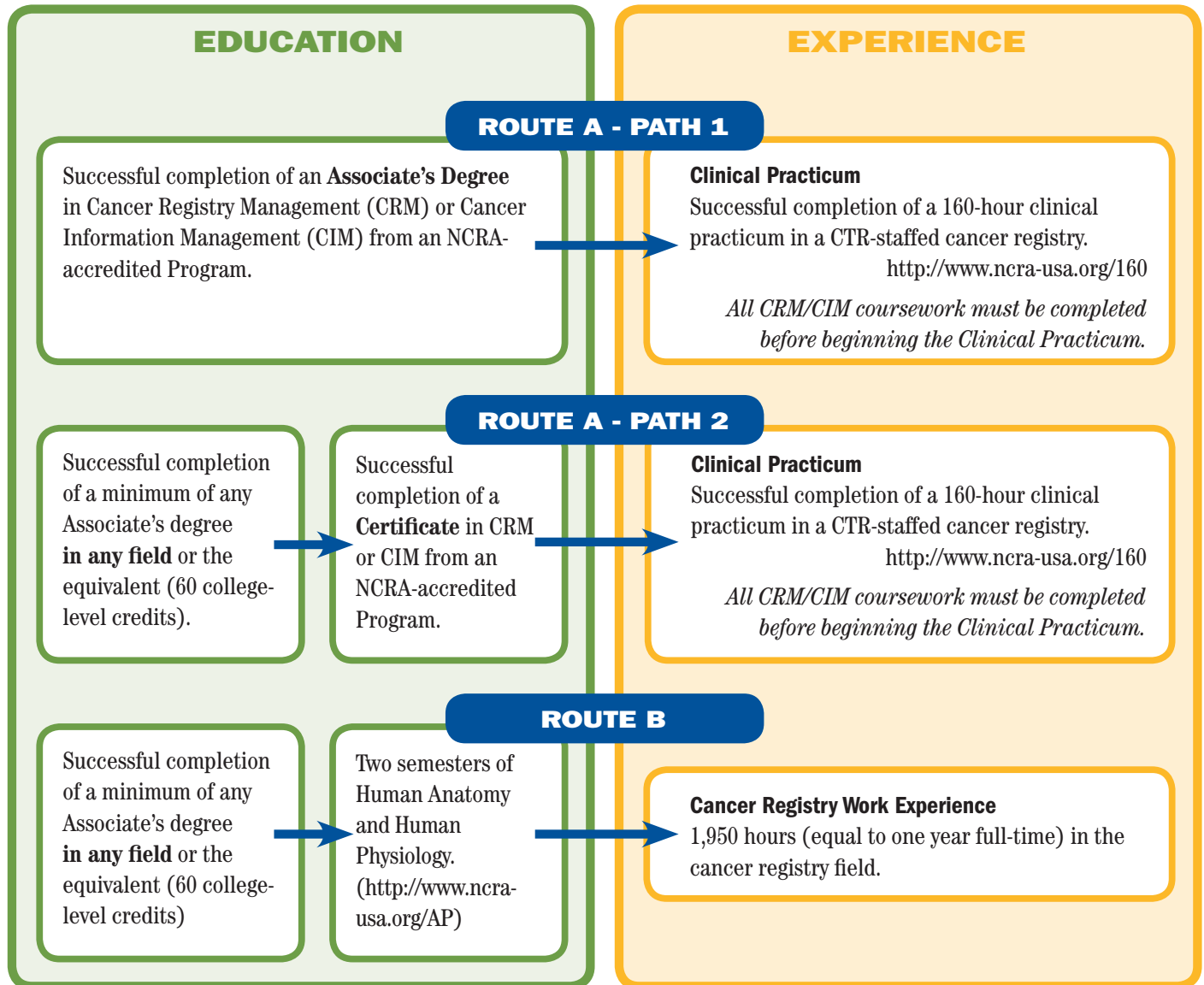
One hundred and twenty (120) questions comprise the closed-book portion of the exam; sixty (60) questions comprise the open-book portion which focuses on coding and abstracting. Candidates are allowed four (4) hours to complete the two-part exam. The exam is delivered via computer-based testing centers on behalf of the Council on Certification. There are over 300 testing locations throughout the United States and worldwide.

Candidates receiving a passing score will be entitled to use “CTR” after their name and will receive a personalized certificate from the Council on Certification. To maintain a certified status, a CTR credentialed professional must complete 20 hours of continuing education credits every two years, plus pay an annual fee.

## How to Prepare to Take the CTR Exam

NCRA offers a variety of tools to prepare candidates to take the CTR Exam, including a live online CTR Exam prep workshop; archived CTR Exam prep webinars; an intensive one-day, in-person CTR Exam prep training at the annual conference; a CTR Exam online practice test; and the *NCRA Study Guide for the CTR Exam*. Go to the “CTR Prep” tab of the Center for Cancer Registry Education ([www.CancerRegistryEducation.org/CTR-Prep](http://www.CancerRegistryEducation.org/CTR-Prep)) for more details and to access these products.

# CERTIFIED TUMOR REGISTRAR (CTR®) EXAM ELIGIBILITY ROUTES



## NEED MORE DETAILS ON THE CTR CREDENTIAL?

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