

COUNCIL ON CERTIFICATION UPDATE

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Council on Certification Administrator

In September 2003, the Council on Certification formed an Eligibility Committee. Membership on the committee consists of nine CTRs representing a broad area of experience. The committee is chaired by the Administrator of the Council and includes two other Council members, plus a representative from the NCRA Formal Education Committee.

The charges to the Eligibility Committee were to:

1. develop draft criteria for inclusion as an approved allied health curriculum.
2. identify other potential allied health curriculums not already approved.
3. expand the list of approved allied health field curriculums meeting established criteria.
4. develop criteria for inclusion as an approved license or certificate.
5. expand the list of approved allied health certificates and licenses.
6. define "Cancer Registry field."
7. make recommendations on future eligibility routes.

The committee has addressed items 1 through 3 and made recommendations to the full Council that have subsequently been approved. The following will be applicable to the **2005** certification examinations.

1. Approved allied health fields associated with the CTR examination eligibility routes will be divided into two categories:
 - Approved allied health field college curriculum. This list will relate to Route 3.
 - Approved allied health field licenses and certification. This list will relate to Route 4.

(The criteria for inclusion of approved licenses and certificates have not yet been developed. The current approved allied health fields will be listed for Route 4 until further changes for this route are approved by the Council.)

2. Persons with documentation of completion of approved degrees, credentials, or licenses are automatically eligible to apply for routes 3 and 4.
3. The Council agreed that there was a need to develop specific criteria for allied health fields to be Council-approved. This would ensure a fair review of all allied health professions. The base criterion for any approved allied health field curriculum is a minimum of an Associate's degree and includes two semesters of human anatomy and/or physiology.
 - The description for Route 3 will read: Minimum one year full-time (12 months or 1,950 hours) equivalent experience in the Cancer Registry field AND successful completion of a minimum of an Associate's degree or equivalent (4 semesters/8 quarters) in an approved college-level curriculum in a recognized allied health field, as determined by NCRA's Council on Certification.

- Applicants must obtain a passing grade on all course work applied to eligibility criteria. The definition of "Passing Grade" in course work is to be determined by the education facility.
 - If candidates do not complete the curriculum or obtain the degree associated with the approved allied health field, they may submit a copy of their transcript for review by the Council. Approval will be granted if the student has met the approved criteria for the category applied to.
 - Equivalent degrees from other countries will be accepted to meet eligibility criteria.
4. If an allied health field curriculum is not on the "approved" listing, the Council on Certification will determine whether to add it to the current listing.
 - Candidates may submit a written request to have an allied health field reviewed by the Council on Certification for approval.
 - The curriculum of all newly approved allied health fields must meet the approved curriculum criteria.
 - Candidates should allow for a minimum of three months for Council review and approval, and factor this time into their examination application deadline.
 - The Council will maintain a listing of allied health fields that have been reviewed and not approved.
 5. Based on the approved criteria, the committee reviewed curricula for all of the currently approved allied health fields, and all of the allied health fields listed on the Federal Dictionary of Occupational Titles. The following allied health field curricula having an Associate's degree or higher have been approved: Nursing; Health Information Management; Health Information Technician; Health Information Administrator; Radiology Technology; Radiation Therapy Technology/ Radiation Oncology Technology; Physician Assistant; Cardiovascular Technology; Surgical Technology ; Diagnostic Medical Sonography; Medical Assisting; Medical Office Assistant; Associate degree in Technical Arts; Occupational Therapist; Physical Therapist; Physical Therapist Assistant; Cytogenetic Technology; Histotechnologist; Emergency Medical Technologist/ Paramedic; Healthcare Administration
 6. An additional eligibility route has been added for candidates with a Master's degree or greater and one year's experience in the Cancer Registry field.
 - Route 5: A minimum of one year (12 months or 1,950 hours) full-time equivalent experience in the Cancer Registry field AND successful completion of a Master's level or higher college-level curriculum in a recognized allied health field.

The Eligibility Committee is currently working on the definition of "Cancer Registry field." Once that has been completed, the committee will develop the criteria for licenses and certificates and then review allied health profession to see which ones meet those criteria. Those meeting the criteria will be added to the approved listing.

As you can see, there is still much work ahead. The Council recognizes that this is an area of major importance to candidates and is committed to clearly documenting eligibility requirements so that they can be consistently and fairly applied to all candidates. The Council also wants to assure that all experience requirements offer candidates an equal opportunity of passing the examination.

Thank you to the members of the Eligibility Committee: Gayle G. Clutter, R.T., CTR (Chair);

Inez Evans, BS, RHIT, CTR; Linda Fisher, B.A., CTR; Donna Getreuer, RN, MSN, CTR; Mary Lewis, CTR; Linda Mulvihill, RHIT, CTR; Mary O'Leary, RHIT, CTR; Joan Phillips, CTR; and Dianne Skinner, CTR.

If you have any questions on eligibility, please visit www.ctrexam.org or contact the Council on Certification at ctrexam@ncra-usa.org.

