2022 Cancer Registry Certificate Quality Approval Standards
First Draft

Standard 1: Sponsoring Educational Institution
The sponsoring educational institution must be a postsecondary academic institution accredited by an institutional accrediting organization recognized by the U.S. Department of Education (USDE). The Institution must be authorized to award degrees. The sponsoring institution must participate in the federal student financial assistance program administered under Title IV of the Higher Education Act. Upon request, the applying campus program must provide the Office of Postsecondary Education Identifier (OPE ID) number assigned by the U.S. Department of Education as proof of participation for financial aid. State Board of Education approvals must also be completed.

Standard 2: Program Planning and Assessment
There must be a program assessment plan in place that includes systematic evaluation of its program outcomes. The assessment plan must include a process for continuous improvement that is in compliance with the sponsoring educational institution’s overall evaluation plan.

Standard 3: Program Governance
The sponsoring educational institution must identify the lines of authority and administrative governance of the program within the framework of the sponsoring institution.

Standard 4: Program Director Qualifications
The program must clearly define the roles and responsibilities of the program director necessary to fully support and sustain the program. The program director must demonstrate knowledge and experience in Health Information Management and/or Cancer Registry.

Standard 5: Program Director Responsibilities
The program director must be responsible for the organization, administration, continuous review, planning, development, and general effectiveness of the program. The program director may be assigned other institutional duties so long as they do not interfere with the management and administration of the program.

Standard 6: Faculty
The program must have faculty members to sustain and support the certificate program.
Standard 7: Professional Development

Faculty teaching within the Cancer Registry certificate program must demonstrate professional development related to the curriculum content of the courses they are teaching.

Standard 8: Learning Resources

The program must provide students access to appropriate learning resources to support their educational experience. The program must include the NCRA (National Cancer Registry Association) textbook: Cancer Registry Management: Principles and Practices of Hospitals and Central Registries.

Standard 9: Student Program Progression

Documentation must be maintained for student progression within the certificate program.

Standard 10: Curriculum

The program must demonstrate that the curriculum meets or exceeds the required curricular competencies.

Standard 11: Syllabi

Syllabi must include the competencies appropriate to the course and should clearly state the requirements for successful course completion, what students are expected to learn, what activities they will experience, and how and when they will be evaluated.

Standard 12: Professional Practice Experiences

Professional practice experiences (PPE) must be designed, supervised, and evaluated to reinforce didactic cancer registry instruction and must include program-coordinated experience at professional practice sites. Each student must complete a minimum 160 hours of PPE.

Standard 13: Lawful, and Diversity, Equity and Inclusion (DEI) Practices

All activities associated with the program, including student and faculty recruitment, student admission, and faculty employment practices, must demonstrate a culture of lawful and DEI practices in accordance with any federal, state and university statutes, rules, and regulations.