



NATIONAL CONSORTIUM OF BREAST CENTERS
CANCER GENETICS AND RISK ASSESSMENT CERTIFICATION
PROGRAM

Cancer Genetic Risk
Assessment Certification
Exam Description
By
National Consortium of Breast
Centers Certification Board



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Exam Description

Genomic discoveries are increasingly being applied to the clinical care of patients, particularly in the field of cancer genetics and risk assessment. There is a need for clinicians to acquire competency in cancer genetics and risk assessment to provide the best possible care for patients within the scope of their practice.

The purpose of this exam is to provide the assurance that the certified individual possesses the knowledge, skills and competency to provide cancer genetics and risk assessment services to patients and families with an emphasis on comprehensive breast cancer risk assessment.

Taking the Exam

- paper/pencil exam– offered each March at the annual NCoBC conference – To find specific dates and locations: <https://www.cgracertification.org/certification-schedule/>
- live remote proctoring exam – offered during two testing windows each year – To find specific dates: <https://www.cgracertification.org/certification-schedule/>
- Information on how to request ADA special accommodations: <https://www.cgracertification.org/navigation-policy-and-procedures/>

Format: The CGRA exam consists of 120 questions and is conducted in a secure, proctored environment with a 3-hour time limit. Successful completion of the assessment exam is required to receive the certification. The exam consists of 100 scored questions and 20 unscored questions.

Purpose: To assess knowledge, skills and competencies previously acquired and necessary to assess, educate and provide cancer risk assessment and cancer genetics clinical services to patients and their families. There is a focus of this exam on comprehensive breast cancer risk assessment although a broader recognition of cancer genetics and cancer predisposition genes associated with hereditary cancer risk is expected of the candidate.

Target Audience: Candidates are professionals licensed in the US, including physicians, nurse practitioners/advanced practice nurses and physician assistants seeking to demonstrate advanced knowledge in providing cancer genetics and cancer risk assessment subspecialty practice. Genetic counselors do not need to obtain this certification as the competencies are covered by genetic counselor training and maintenance of certification. NCBC recognizes that there may be other licensed or certified skilled practitioners who possess the requisite educational background, work-related knowledge, competency and clinical experience to be considered eligible to apply for certification in CGRA. Inquiries should be forwarded to the program director and will be assessed on a case-by-case basis by the certification board to assure that eligibility for this certification is met before sitting for the CGRA examination.



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CGRA Exam Content Outline

Domain 1: Collect and document pertinent patient and family history	15%
Obtain a detailed medical and family history with emphasis on cancer risk factors	
Document patient and family history in the form of a 3-4 generation pedigree	
Create and maintain a data base to track patients over time and recontact as appropriate	
Domain 2: Perform personalized cancer risk assessment	18%
Identify patients meeting criteria/clinically reasonable for cancer genetic counseling and testing, and understand genetic testing options	
Calculate risk utilizing cancer risk assessment models	
Recommend referral to a genetics professional or other healthcare provider as appropriate	
Domain 3: Interpret relevant genetic test results	32%
Demonstrate understanding of genetic variants as related to hereditary cancer risk	
Distinguish between somatic and germline variants and determine their implications to patient risk and management	
Recommend referral to a genetics professional or other healthcare provider as appropriate	
Domain 4: Determine medical management options based on genetic test results and risk factors	10%
Develop or facilitate a personalized breast cancer screening and risk reduction plan based on all risk factors, including any genetic test results	
Recommend referral to a genetics professional or other healthcare provider as appropriate	
Domain 5: Effectively communicate with and counsel patients	25%
Obtain or facilitate proper informed consent as related to genetic testing for hereditary cancer	
Effectively communicate cancer risks and personalized risk screening and risk reduction options for the patient based on genetic test results and other risk factors	
Effectively address implications of genetic test results and other relevant factors for the patient's relatives	
Identify the need for additional support resources and recommend as appropriate	

What to Expect on Exam Day

Paper/Pencil Testing Rules

- All test takers will be required to show identification at check-in:
 - Valid state-issued photo ID, name must match name on badge
 - Badge with pink stand up that says NAVIGATION EXAM or green stand up for CGRA EXAM
- All personal belongings must be placed along the wall.



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- Test takers are allowed only a drink in a clear water bottle and/or tissues. Items are checked before they are approved.
 - NO other personal items will be allowed at tables.
 - Phones must be shut off and placed in bags along the wall. Smart watches must be left in bags on airplane mode.
3. No breaks will be provided, and all test takers must stay in their seats. Talking is not permitted during testing. Test takers should raise their hand if they need assistance from a proctor.
 4. If for any reason an exam is interrupted, instructions will be provided to the examinees.

Online Testing Rules:

1. Valid State ID is required at the beginning of the exam
2. Desk and the surrounding area must be clear
3. Stay connected to a power source
4. No phones or headphones
5. No dual monitors
6. No leaving your seat
7. You must be alone in the room
8. No talking
9. Your webcam, speakers, and microphone must remain on throughout the test
10. You must stay in view of the webcam for the duration of the test
11. A drink in a clear bottle or glass on the desk is allowed

Device Requirements

Exams can only be taken with supported desktops, laptops, and Chromebooks. Some exams with higher security may limit the use of Chromebooks. Tablets and mobile devices are NOT supported for testing.

Browser Requirements

Exams can only be taken with Google Chrome on supported Windows, MacOS, or ChromeOS devices.

Webcam Requirements

A built-in or external webcam is required for testing

Microphone Requirements

A built-in or external microphone is required for testing. Microphones in headsets are not allowed unless previously approved.

Connectivity Requirements

A download speed of at least 2Mbps is required, with 10Mbps preferred for testing. Mobile hotspots are not recommended.



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Confidentiality and Misconduct

All content, specifically questions and answers where applicable of the exams are the exclusive and confidential property of the National Consortium of Breast Centers (NCBC) and are protected by NCBC's intellectual property rights. They may not be copied, reproduced, modified, published, uploaded, posted, transmitted, or distributed in any way without the express authorization of NCBC. Candidates who sit for NCBC certification exams must agree they have read and will abide by the terms and conditions of the NCBC Confidentiality Agreement before beginning each exam. The agreement applies to all exams. Signing and adhering to this agreement is required to be officially credentialed and to maintain a valid credential. Penalties for violating the policy can include up to and including a lifetime ban on all future exams and the nullification of all previous credentials.

Candidates must take no action to compromise the integrity or confidentiality of any NCBC exams. Prohibited actions include, but are not limited to any of the following:

- Utilizing an unauthorized copy of the exam
- Reproducing exam materials by any means, including reconstruction through memorization.
- Misconduct as determined by statistical analysis.
- Requesting access to exam questions or other protected exam material in forums or social networking sites.
- Altering exam scores, score reports or certificates.
- Selling, licensing, distributing, giving away or obtaining from any source other than NCBC the Exam Materials, questions or answers
- Distributing actual exam content via Web postings, discussion groups, chat rooms, study guides, etc.
- Use of falsified or altered Certificates, Score Reports, or other documents or electronic media used to misrepresent the Certification status of a candidate
- Giving or receiving assistance of any kind from anyone for any examination
- Using any aids, notes, equipment or other materials not authorized by NCBC during the exam
- Providing falsified documentation as a means of a false identity, false address, false email address, or solicitation of someone to take a test on another's behalf
- Failure to protect Certification content through carelessness or in an attempt to shield facts regarding a violation
- Causing a disturbance of any kind in a testing facility; removing or attempting to remove questions and/or responses (in any format) or notes, note board, or scratch paper from the testing room

Suspicious activity should be reported promptly to the NCBC staff. NCBC may use exam statistics to identify anomalies in the exam results. If NCBC determines that any misconduct has occurred, NCBC reserves the right to investigate and is subject to disciplinary action including but not limited to lifetime ban on all future participation in exams and the nullification of scores and/or previously awarded credentials.



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Exam Results

For both in person and online testing, Test Scores will be emailed within three weeks of the test date, unless we are in a period of performing a standard setting on new test forms, during that time there may be a longer waiting period for test results.

Understanding Your Scores

A criterion-referenced standard setting process is used to establish the passing point for the exams. This means that each candidate's performance on the exam is measured against a predetermined standard. Candidates are not graded on a curve and do not compete against each other or against a quota.

Exams are designed to measure a candidate's overall performance. Scores are reported as the percentage of correct test questions. Each item is worth one point, so the sum of correct responses is the candidate's total score. A candidate's total score determines whether he/she has passed or failed the examination after a comparison to the cut score. The cut score for a multiple-choice examination is the result of a study that is intended to define the minimum acceptable performance level and link this level to an examination score by relying on data collected from a panel of subject matter experts.

Retesting Policy

If an individual does not pass the examination, they may sit for the examination again during the next 12 months for no additional fee (except travel to where the exam is being offered). A minimum 6 month waiting period is required between all exam attempts. If an applicant does not pass and desires to sit for the examination again after 12 months of their first registration (or examination) they will need to pay the registration fee again to take the examination. If the tester fails a second time, they must wait 6 months to retest and must pay a retest fee of \$495. There is no limit on retakes as long as the required waiting periods are met.

How the Exams were Developed

Job Analysis Studies

A job analysis study is conducted to establish the content for each exam. Each job analysis includes input from a group of subject matter experts and validation through a national survey. Results of the survey and subject matter expert analysis serve to ensure the certification program is consistent with the knowledge and skills essential to providing cancer genetics and risk assessment related to the exam.

Examination Development

Tests are developed with the criteria by subject matter (peer) experts in cancer genetics and risk assessment. Each subject matter expert (SME) represents a distinct designation and leads the designation task force for tests, test reviews, study guidelines, and annual test updates based on national guidelines. Task forces are comprised of primarily peers to the designation, but also selections from other designations to balance the product and support continued continuum of care between the respective cancer genetics and risk assessment.



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Standard Setting

The passing point for each exam is established using a criterion-reference technique. Passing scores are based on the difficulty rating for each item established by a panel of subject matter experts under the guidance of a psychometrician.

Guidelines

Professionals with certification in CGRA should remain up-to-date and knowledgeable in several national resources, including, but not limited to:

1. National Comprehensive Cancer Network Clinical Practice Guidelines in Oncology (NCCN): Genetic/Familial High-Risk Assessment: Breast, Ovarian, and Pancreatic Version 1.2020: www.nccn.org
2. National Comprehensive Cancer Network Clinical Practice Guidelines in Oncology (NCCN): Breast Cancer & Breast Cancer Screening and Diagnosis Guidelines: www.nccn.org
3. ACS American Cancer Society: www.cancer.org
4. ACR Practice Guidelines: www.acr.org
5. ASCO American Society of Clinical Oncology: www.asco.org
6. Breastcancer.org www.breastcancer.org
7. FDA's Policy Guidance Help System (HIPAA) www.hhs.gov/hipaa/for-professionals
8. National Cancer Institute (NCI) and National Institute of Health (NIH): The Genetics of Cancer: www.cancer.gov
9. ClinVar – NCBI – NIH <https://www.ncbi.nlm.nih.gov/clinvar>
10. US Preventive Services Task Force (USPFTF): www.uspreventiveservicestaskforce.org