TAGME

National Board for Certification
Training Administrators of Graduate Medical Education

2024 Certification Guide

www.TAGME.org

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2024 ASSESSMENT CYCLE

Application submission – April 1-June 1
Application review/notification - Rolling through June 30
MOC late application submission – August 1-15
MOC late application review/notification – Rolling through September 15

Assessment scheduling – Beginning July 11 (upon application approval)
Assessment completion – July 15 – December 6
Retake completion – Through December 20

PLEASE NOTE THE ASSESSMENT WINDOW REMAINS THE SAME REGARDLESS OF MOC LATE SUBMISSION

The National Board for Certification of Training Administrators in Graduate Medical Education (TAGME) was established to advance the profession of those who manage residency and fellowship programs. By creating an assessment process that requires the demonstration of a high level of competence and expertise in graduate medical education (GME) program management, TAGME certification has set the standard for administrators, coordinators, and managers since 2005. Successful attainment of the C-TAGME credential provides employers, colleagues, and the public with the assurance that certified individuals possess the necessary experience and skills to perform their duties professionally.

With increased documentation and oversight in GME, responsibilities and tasks performed by the training program administrator are at an all-time high. Institutions, program directors, and GME offices rely greatly on competent and thoroughly trained administrators. Unlike other professions, there are no higher education academic courses of study offered through colleges or universities that directly address GME administrators; nearly all the required knowledge is derived from direct, on-the-job experience.

Since its inception, the overarching goal of TAGME's assessment process has been to measure the training administrator's ability to quickly and accurately source GME information and apply it appropriately to the residency or fellowship program and its trainees within the scope of their institutional policies and procedures. TAGME supports this mission with an open-book policy for all assessments.

VALUE OF CERTIFICATION

Achieving the initial C-TAGME credential is accomplished through a combination of experience, continuous education and successfully earning a passing assessment result.

For those seeking to <u>maintain</u> the credential, continued demonstration of professional activities through ongoing leadership and/or learning is required:
- First maintenance of certification (MOC) includes a shorter re-assessment than the Initial.
- Second, third, fourth, etc., MOC does not require an assessment.

Embarking on the path toward TAGME certification should be viewed as a serious commitment to professional development and a dedication to life-long learning. Additional benefits include:

- Through rigorous and comprehensive study preparation, improvement in skill level and content knowledge.
- Preparedness for greater on-the-job responsibilities.
- Reflects achievement and commitment to goals.
- Recognition of certified vs. non-certified training administrators as a qualifying factor for possible promotion and/or higher salary.
- Enhances the training administrator/program coordinator image.
- Promotes visibility of the profession.

WHO SHOULD SIT FOR THE INITIAL TAGME ASSESSMENT?

Excerpt from ACGME Common Program Requirements:

II.C. Program Coordinator
II.C.1. There must be a program coordinator. (Core)
II.C.2. The program coordinator must be provided with dedicated time and support adequate for the administration of the program based on its size and configuration. (Core)

TAGME welcomes all training administrators, program coordinators, GME managers, directors, administrative DIO, or those positions that **directly and substantially** support ACGME or ACGME-I accredited residency and fellowship programs who fulfill all eligibility requirements *at the time of application*. **TAGME certification is valid for 5 years.**
*Reference section II.C. of the ACGME Common Program Requirements **for explicit detail**.

ADA COMPLIANCE
TAGME will provide reasonable accommodations to assessment candidates whose documented disabilities or other qualifying medical condition(s) impede their ability to take the assessment under standard conditions. Candidates with visual, physical, hearing, or learning disabilities may request special testing accommodations by submitting documentation detailing the condition and accommodation needed, signed by the physician on practice letterhead to applications@tagme.org. The request for accommodations **MUST** be received at the time of application. These modifications provided to qualifying candidates will be done to the extent that such accommodation does not fundamentally alter the assessment or cause an undue burden to TAGME or the assessment administration site. Any excessive costs to meet the accommodation requirement will be the responsibility of the candidate. *Note: an example of time accommodation would be 1.5x.*
NONDISCRIMINATION POLICY
TAGME does not discriminate against any individual or entity based on religion, age, gender, race, disability, sexuality, military discharge status, ancestry, marital status, or source of income. All persons applying are considered for candidacy based solely upon the information submitted to TAGME and are not required to be a member of any organization to apply for certification.

ABOUT THE ASSESSMENT

Potential candidates should review all information contained in this guide. It is the **applicant's responsibility** to ensure the eligibility requirements for Initial or Maintenance of Certification are met at the time of submission.

Incomplete applications, ineligible *(denied)* **candidates, or requests for application withdrawal will forfeit $100.00 of the application fee**. Withdrawal requests must be made in writing to the TAGME Applications Chair **applications@tagme.org** by June 15, 2024. **Failure to withdraw your application prior to June 15, 2024, will result in NO REFUND.**

TAGME assessments are computer-based, objective evaluations consisting of multiple-choice and true/false questions. Assessments will be provided via the Meazure Learning testing center or in an online, live-proctored format on a computer of the candidate's choice, providing it meets specified system requirements. Appointments to complete the assessment are available 24/7 within the TAGME specified dates (see page 9)

Assessment Type	Number of Questions	Time Allowed
Initial certification	150	5 hours
First Maintenance of Certification (MOC)	100	4 hours
Retake – Initial or First MOC	100	4 hours

ELIGIBILITY

Candidates must satisfy specific eligibility requirements to embark on their journey towards initial TAGME certification OR to maintain the certification. It is the **candidate's responsibility** to fully comply with all procedures and deadlines to establish eligibility for the assessment(s). TAGME reserves the right to verify the information supplied by, or on behalf of, a candidate. If necessary, TAGME may request additional documentation from the candidate to clarify or support eligibility.

INITIAL CERTIFICATION CRITERIA

1. Must be currently employed as a GME professional of an ACGME, ACGME-I, or ACGME-AOA program. Qualifying GME roles include residency, fellowship, institutional coordinator/administrator (or similar title), manager, director, administrative DIO, or those positions that **directly and substantially** support accredited GME programs and activities.

2. Completed two consecutive years in this role **by the date of application submission**.
   - It is permissible to change specialties or employers within the 2 years if both roles were in GME _and_ any employment gap during this time does **not** exceed 60 days.
   - For those whose employment during the past 2 years is NOT continuous (i.e., you changed jobs) and there is less than a 60-day gap between employers, **_verification from the former program or GME office_** is required. Details can be found within the application.

3. Have obtained **15** Education Credits (EC) within the **previous 3 years** from the date of application submission. One (1) hour of a qualifying activity = one (1) TAGME EC. A minimum of **8** of the required 15 ECs must be directly focused on graduate medical education. The remaining **7** ECs may be of a professional development/growth nature, i.e., wellness, collegian, etc. Session names must be provided.

   - ECs may be accumulated through attendance (in person or *virtual) at national, regional, or state conferences or meetings; institutional meetings; or institutional retreats.
   - Up to 6 ECs may be earned through webinars, podcasts, or completion of online modules.
   - Qualifying ECs typically arise from activities that occur outside the usual scope of your job duties and expectations.
   (Examples of NON-qualifying activities include attending or presenting orientation sessions, CCC meetings, APE/PEC meetings, routine GME meetings, routine program coordinator or program administrator division/department/institution meetings, ACGME Self-Study or ACGME site visit activities).
   - Attendance at Grand Rounds or presentation by an outside speaker at your home institution may be eligible if the topic is GME or professional growth/development related.
   - Leadership or professional development courses that improve your performance in a qualifying role are eligible. Non-GME-related activities are subject to review by the Applications Committee.
   - All EC activities listed must be completed by the application submission date.

*Virtual conferences are **not** webinars but a conference that normally would have been held in person and were held virtually due to COVID.

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MAINTENANCE OF CERTIFICATION (MOC) CRITERIA

1. Hold a current TAGME certification. If the most recent certification has expired, apply as an Initial candidate after a 2-year waiting period and cease to use the C-TAGME credentials.

2. Must be currently employed as a GME professional of an ACGME, ACGME-I, or ACGME-AOA program. Qualifying GME roles include residency, fellowship, or institutional coordinator/administrator (or similar title), manager, director, administrative DIO, or those positions that directly and substantially support accredited GME programs and activities.

   - For first and subsequent MOC applications, have completed 5 consecutive years in this role by the date of application submission.
   - First time MOCs **only** are required to take the MOC Re-assessment.
   - It is permissible to change specialties or employers within the 5-year period if both roles were in GME *and* any employment gap during this time does not exceed 60 days.

   - If the 5-year employment period is not continuous *and* does not exceed a 60-day gap between employers, verification from the former program or GME office stating dates of employment, job title/duties, and confirming that these duties were related to program support and/or administration of a program as outlined in the ACGME Common Program Requirements should be provided to Applications@tagme.org by the end of the application period. If not received by the deadline, the application will be considered incomplete.

3. Within the **preceding 5 years** have obtained **25** Education Credits (ECs). One (1) hour of a qualifying activity = one (1) TAGME EC. A minimum of **13** of the required 25 ECs must be directly focused on graduate medical education. The remaining **12** ECs may be of a professional development/growth nature, i.e., wellness, collegian, etc.

4. For MOC candidates who have the opportunity to lead, one (1) Personal Professional Growth (PPG) may be counted as three (3) ECs. Example: 1 PPG = 3 EC credits. Qualifying PPG activities include:

   o Presentations (defined as a prepared talk or lecture to an audience on an aspect of GME or related professional development) at a national, regional, state, or institutional.

   o Active role in a committee at the national, regional, state, or institutional level.

   o Peer-reviewed poster presentations or published manuscripts.

   o *For lecture, conference, or poster presentations, list title, meeting name, organization, location, and date on the application form.*

APPLICATION INSTRUCTIONS

TAGME's online application portal can be accessed at: www.TAGME.org. When accessing the application portal for the first time, candidates should create an account using the blue Register button and then continue with the Apply button to launch the application form.

COMPLETE THE APPLICATION

The application consists of several sections. After selecting the desired assessment, the next screens will present a menu of items to complete. Follow the screen prompts as directed. It is important to complete all required fields. Incomplete applications will be denied.

> **IMPORTANT:** Due to the complexities of institutional email security measures, primary communication from TAGME will be to the candidate's *personal* email account. Omission of this information will result in automatic application denial. Personal email addresses are used solely for communications related to certification and are not (will not) be shared, sold, rented, or otherwise disseminated to entities external to TAGME. TAGME is not responsible for any firewalls or changes in email addresses. It is the candidate's responsibility to update any changes in personal information to TAGME via the change of information form on our website.

> **IMPORTANT:** Be sure to enter your name on the application form as it appears on your valid, government-issued picture ID that must be shown to the online live proctor during the security check-in process just prior to the start of your TAGME assessment. If a name change occurs [marriage, divorce, etc.] between the date of application submission and the scheduled assessment, email applications@tagme.org at least seven (7) days prior to the test appointment.

All Initial and first MOC applications require a Supportive Verification Form (SVF) to be completed by the Program Director, GME office, DIO, Department Chair, and/or Dean. A link within the application will generate a brief verification confirming the applicant's stated length of employment and duties within the qualifying role. It is the applicant's responsibility to ensure their SVF is completed by their recommender so the application can be processed. **The applicant is notified when the verification step has been completed and will then need to login back into the application portal to finalize the submission.** The verifier should return the SVF by 6/15/2024.

After initial review, further or clarifying information may be requested by the Applications Committee. Should this occur, additional time will be provided to the applicant to respond. If the candidate does not comply with the request by the specified date, the application will be considered incomplete and will be withdrawn for the current certification year.

PAY THE ASSESSMENT FEE

The final step in the application process is to pay the assessment fee. A link is provided within the application directly to TAGME's secure Stripe account. Major credit cards (Visa, MasterCard, American Express, and Discover) are accepted, as are debit cards.
TAGME does not accept institutional checks, personal checks, money orders, or cash.

2024 TAGME Assessment Registration Fees	
Initial Certification	$350.00
First Maintenance of Certification	$350.00
Maintenance of Certification – LATE	$600.00
Retakes	$150.00
Reschedule of a canceled appointment with less than 24 hours notice	$80.00
Second or Beyond Maintenance of Certification	$250.00

ASSESSMENT SCHEDULING

Upon approval of the application, supportive documentation, and successful payment processing, candidates can expect to receive an email on or about July 5, 2024, containing detailed information to schedule the Initial or first MOC assessment . (Second or beyond MOCs do not require another assessment). Assessment appointments will be available 24/7 from July 11, 2024, through December 2, 2024; no exceptions. **Failure to schedule and/or take the assessment by 12/2/24 constitutes a withdrawal and NO refunds will be processed.** Your assessment appointment must be scheduled no less than 24 hours prior to the date and time you wish to test. Be sure to allow sufficient time to schedule prior to the assessment window close dates.

The testing platform, ProctorU, has recurring maintenance windows on the last Friday of every month from 12 to 6 a.m. CT (UTC-06:00). During the maintenance windows, test-takers and administrators cannot access the ProctorU Platform. Blackout windows in the exam scheduling system during designated maintenance times, make it impossible to schedule your assessment during these times. The dates affected during our assessment window are noted below.

- July 26
- August 30
- September 27
- October 25
- November 29

RESCHEDULING or CANCELLING THE ASSESSMENT APPOINTMENT

Candidates needing to reschedule their original assessment appointment may do so with **no less than 24 hours without penalty**. If you need to reschedule your assessment after the 24 hours allowed, please login using your Survey Monkey (https://tagme.smapply.org) User ID and password and then click on **PROGRAMS** in the upper right-hand corner.

| 2024 TAGME Application Refunds	
Initial or first Maintenance of Certification (ineligible application)	$250.00
Initial or first Maintenance of Certification (approved but did not take assessment)	$175.00
Cancellation occurring less than 24 hours prior to the scheduled appointment	50% refund
Maintenance of Certification – LATE	$500.00
Retakes (must be scheduled prior to Dec. 14)	$75.00

NO refund will be processed for cancellation requests received after the confirmed assessment appointment

PREPARING FOR THE ASSESSMENT

Although each TAGME certification assessment is completed under an open-book policy, it is critical that candidates are able to demonstrate a high-level of familiarity with and an advanced understanding of the knowledge required to successfully manage accredited graduate medical education programs. Memorization of materials is not required; rather knowledge of where to locate the answer within the study guide materials.

Questions for all assessments are sourced from the Study Guide available at **www.TAGME.org** .
It is strongly advised that candidates study these documents in detail and become comfortable accessing the information quickly and accurately. Printed copies of these documents are admissible during the testing session. PDF versions of the Study Guide files will also be available onscreen within the secured assessment browser. The dividing line between the resource window and the question can be sized to show more or less of either side [see below]. Candidates will <u>not</u> be allowed to access the internet or email during the test session to retrieve or view the Study Guide.
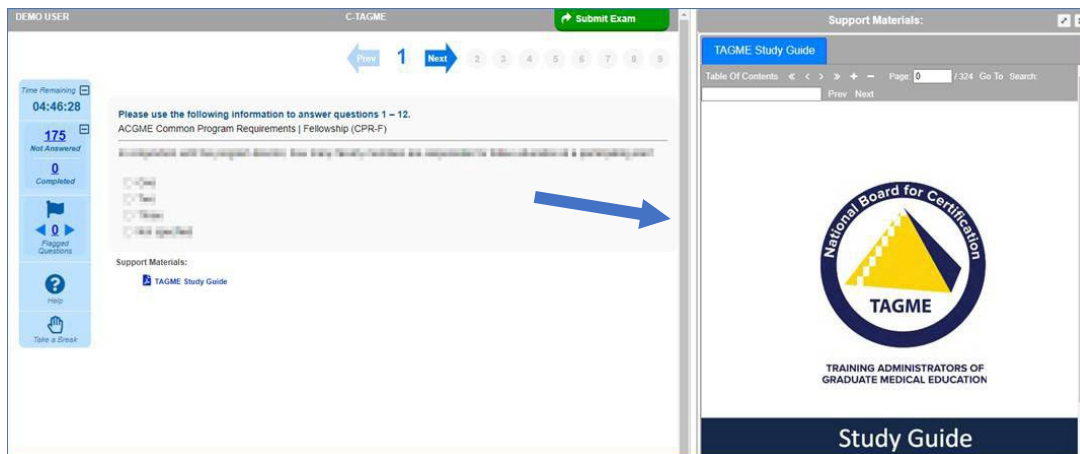
The entire body of knowledge required to successfully attain TAGME certification is contained within the study guide and represents the entire scope of relevant study materials. <u>There is NO other published study guide or handbook that TAGME endorses or recommends for certification preparation.</u>

ASSESSMENT DAY

<u>Online, proctored assessment</u>

At the scheduled assessment time, candidates will log into the testing system using the unique login and password provided in the email confirming the assessment appointment. Candidates will confirm their demographic information, read, and attest to the exam admission requirements, and be directed to the live online proctor portal.

Proctor U uses strict security measures to ensure the integrity of the examination process. The candidate will next be connected with the proctor and complete a series of pre-assessment security prompts. A room scan will be required before the exam can begin so please be sure that your webcam can be rotated to view the entire room and workspace. Communication with the proctor may occur throughout the entire test session by utilizing the computer's microphone and webcam. Candidates will be asked to share their screen so the proctor can monitor activity during the session. A valid, government-issued photo ID will then be presented to the proctor.

The proctor will also review with the candidate some general rules for the assessment:

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- Candidate must be alone in the room and visible at all times
- One 10-minute bathroom break is allowed (clock will <u>not</u> stop)
- No writing implements or note-taking allowed
- Printed versions of the Resource Documents (listed at TAGME.org) are allowed
- No phones, tablets, smartwatches, or additional computers in the room
- No food or drink is allowed in the room; you may have beverages in clear containers without labels.

The computer being used for the assessment will undergo a brief system requirement check. These requirements will be sent to the candidate in advance with the test scheduling confirmation email.

Just prior to launching the exam, the candidate will have the opportunity to access a short demo to become familiar with the assessment environment. When complete, the candidate with begin the test.

The proctor will be immediately available at any point for non-content-related questions or technical issues. The proctor will also monitor the on-screen activity and any actions taken by the candidate. All assessment sessions will be recorded and available to TAGME. Should the proctor witness any activities by the candidate that conflict, either actual or potential, with the assessment rules previously agreed to, the proctor will immediately end the test session and notify TAGME.

In-person Testing Center

Candidates choosing to use a Testing Center will receive an email with details provided by Meazure on where to report as well as instructions and expectations.

POST-ASSESSMENT

Upon a candidate's successful completion of the assessment, Meazure Learning will issue a digital badge through BadgeCert, Meazure Learning's digital badge partner. The digital badges will be created, administered, and emailed 24-48 hours after the assessment completion through BadgeCert's proprietary software. The digital badge will contain all information pertaining to your certification. A link for a printable PDF will also be available.

Certification is valid for five years including the year of certification. All TAGME certificates, regardless of their exact dates of issuance, are considered to expire five years later on December 31. **During the final year of your certification, you will be eligible to apply for Maintenance of Certification which requires 25 continuing education credits in the previous five years.** It is best to track these regularly so you are not looking back over five years trying to remember what meetings you attended, etc.

An on-screen score report will be provided at the completion of the assessment to candidates who are unsuccessful in the assessment. These results can be downloaded as a PDF or a photo may be taken of the screen. If you are unable to print to a PDF, you may email candidate services at the email below to request a copy of the report. TAGME does not have access to these reports and will be unable to provide post-assessment.

Candidate Services   ✉ candidatesupport@meazurelearning.com
                            ☎ 919-572-6880

RE-TAKING THE ASSESSMENT

Candidates for Initial certification or first-attempt MOC that do not meet or exceed a score of 80% may apply for a one-time retake assessment. An abbreviated application form and a $150.00 retake fee must be submitted **prior** to scheduling the subsequent attempt. Please login using your Survey Monkey (https://tagme.smapply.org) User ID and password and then click on **PROGRAMS** in the upper right-hand corner. All retakes must occur by **12/14/2024**.

ASSESSMENT VALIDITY and SECURITY

TAGME values the knowledge and skills necessary to achieve certification. Questions are validated against the ACGME Common Program and Institutional Requirements as well as NRMP, ECFMG and any other area within the assessment. The Study Guide provided contains the full ACGME CPR and IR as well as relevant pages from other GME websites.

NOTE: not all pages from a particular website will be included in the Study Guide; only areas pertaining to specific questions are included.

A full statistical analysis of all questions is completed annually when the assessment cycle is closed.

CONFIDENTIALITY MATTERS

All candidates attempting the Initial or first MOC should review and adhere to the **TAGME Confidentiality Policy** contained in the original application materials. Failure to do so may result in actions up to and including suspension or permanent revocation of certification.

Information supplied on applications and related correspondence will not be released by TAGME without express written consent from the candidate. Successful candidates may be recognized for their achievements on TAGME's website and/or social media.