



Training Administrators of
Graduate Medical Education

Training Administrators of Graduate Medical Education

2018 Application FAQs

Eligibility

Requirement: Two years of continuous employment in an ACGME or AOA accredited program at the time of application.

Q: If my two-year mark falls on March 15th, can I still apply for certification?

A: *Unfortunately, no, you'll have to wait until the next cycle. The two years of continuous employment requirement would need to be completed by February 28th.*

Q: Can my two years be combined between two different programs?

A: *Yes, however the two years must be continuous (less than a 30-day gap between employers) and you must provide a letter from the former program stating dates of employment, job title/duties and that you were listed as the Program Coordinator on the ACGME website.*

Education Credits

Requirement: 15 Education Credits (EC) for an Initial application, 20 for a Maintenance of Certification application.

Q: What constitutes an Education Credit (EC)?

A: *One EC is one hour spent learning. For example, attending 6 hours of courses at the ACGME meeting would net 6 ECs in the appropriate section of the application.*

Q: Do ECs have to be American Medical Association Physician's Recognition Award (AMA PRA)?

A: *No.*

Q: Do routine coordinator meetings, Milestones or Clinical Competency Committee meetings count towards ECs?

A: *No.*

Q: If an outside speaker gives a presentation at my home institution, does that count towards ECs?

A: *Yes, but the title of presentation, the presenter and the date must be listed in the appropriate section of the application. The topic must be related to GME or professional development.*

Q: Are in-person training conferences (i.e., ACGME Coordinator Workshops, Med Hub, New Innovations, e*Value) eligible to be claimed as ECs?

A: *Yes, list in the appropriate section of the application.*

Q: Are webinars eligible to be claimed as ECs?

A: *Yes, a maximum of 5 ECs (GME or professional development content) is allowed in the webinar section of the application.*

Q: Do I have to supply a certificate to prove my ECs?

A: *No.*

- Q: Can I send my application in January if I am going to a meeting in February which I plan to count as ECs on my application?
A: *No, please send your application once all requirements have been met.*
- Q: Can all of my ECs come from National/Regional/State conferences and meetings?
A: *Yes!*
- Q: Is attendance at a national meeting required?
A: *No, you may obtain ECs from regional and state meetings.*
- Q: Do all of my ECs have to be related to GME topics?
A: *No, however, the majority of them must be related to GME. Leadership or professional development courses that improve your performance as a coordinator are the most common non-GME related ECs and are subject to review and approval by the Applications Committee.*
- Q: Are leadership courses considered ECs?
A: *Yes.*
- Q: What is considered a professional development course for EC's?
A: *Any course that improves your performance as a program coordinator.*
- Q: If I renew my yoga instructor certification, can I claim any of those hours?
A: *No, they are not related to GME or your professional development.*
- Q: Do you have sites you suggest for obtaining online ECs?
A: *No. We are a certifying organization, not an educational organization.*

When considering the eligibility of activities towards Education Credits, ask yourself, "Am I the learner in this situation and it is pertinent to GME or my professional development?" If the answer is yes, it will likely count. Please email applications@tagme.org if you're not sure!

Personal Professional Growth (FOR Maintenance of Certification ONLY!!)

Requirement: Two (2) Personal Professional Growth (PPG) experiences within the last five (5) years.

- Q: If I orient new residents to our Department or Institution annually, does that count as a PPG?
A: *No.*
- Q: If I put together a research event for our Department or Institution, does that count as a PPG?
A: *No.*
- Q: If I present a poster at my Institution, does that count as a PPG?
A: *Yes!*
- Q: If I do an oral presentation outside of my Department, but in my Institution, does that count as a PPG?
A: *Yes!*
- Q: If I publish an article related to GME practices, does that count as PPG?
A: *Yes!*
- Q: If I publish an article related to a basic science, does that count as PPG?
A: *No, it's not related to GME.*

- Q: Do hours spent preparing Clinical Competency Committee meetings count as PPG?
 A: *No.*
- Q: If I am a member of a Department Committee, does that count as PPG?
 A: *No, at the Department level you must be in a leadership role.*

When considering the eligibility of activities towards Personal Professional Growth Experiences, ask yourself, “Am I the teacher?” If the answer is yes, it will likely count. The second question to ask is, “Would this activity be considered part of my routine job duties?” If the answer is no, it likely won’t count. Please email applications@tagme.org if you’re not sure!

Miscellaneous (for ALL applicants)

1. The application has required fields. If they are not completed, your application will not be processed in the applications portal until fully complete.
2. The Attestation Statement for Certification must have **handwritten** initials and signature. This will need to be printed, completed as required, and uploaded back into the application portal.
3. The Supportive Verification Form must have the relationship to the candidate checked, **handwritten** Initials on questions #1 and #2, and an **original signature** at the bottom.
4. TAGME has eliminated in-person monitored assessment sites. The Qualifying Assessment and the Maintenance of Certification assessment are completed through a secure, web-based portal.
5. While there is no official study guide for any of TAGME’s assessments, you will be provided a list of resources to review as well as access to sample questions after your application and payment have been processed.
6. Please do not send a CV or resume – all the information TAGME needs is within the application forms.

Timeline

January 1 – February 28	Application Submission
April 15-30	Qualifying Assessment and Maintenance of Certification completion
May 15 - July 15	Certifying Assessment completion
August	Notification of certification (MOC candidates)
September	Distribution of Maintenance of Certification Certificates
October	Notification of certification (Initial and Re-Take candidates)
November – December	Distribution of Initial and Re-take Certificates