



Training Administrators of
Graduate Medical Education

Training Administrators of Graduate Medical Education Application Questions & Answers October 2017

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.*

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, if you attend 6 hours of courses at the ACGME meeting, you 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, Milestone 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 you must list the title of presentation, the presenter and the date in the appropriate section of the application. The topic must be related to GME or professional development.*

Q: Are New Innovations or RMS in-person training conferences eligible to be claimed as ECs?

A: *Yes, no maximum in appropriate section of the application.*

Q: Are New Innovations, RMS or ACGME webinars eligible to be claimed as ECs?

A: *Yes, maximum of 5 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 of requirements have been met.*
- Q: Can all of my ECs come from National/Regional/State conferences and meetings?
A: *Yes!*
- Q: Is national attendance at a 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 working in GME.*
- Q: Do you have sites you suggest for obtaining online ECs?
A: *No. We are a certifying organization, not an educational organization.*

The main thing to consider in Education Credits if you're not sure if they will count is to ask yourself the question "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 MOC ONLY!!)

Requirement: Two Personal Professional Growth (PPG) experiences within the last five 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: Does Clinical Competency Committee prep 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.*

Q: If I am a member of a Regional, State or National Committee, does that count as PPG?
A: *Yes, for the Regional, State or National level you can be in a membership role.*

The first thing to consider in Personal Professional Growth Experiences if you're not sure if they will count is to ask yourself the question "am I the teacher". If the answer is yes, it will likely count. The second question to ask yourself is "would this be considered part of typical routine job duties", if so, it likely won't count. Please email applications@tagme.org if you're not sure!

Miscellaneous

The application has required fields. If they are not completed, your application will not be processed in the applications portal until fully complete.

**The Attestation Statement for Certification must have handwritten initials and signature. These will need to be printed off, completed as required and uploaded back into the application portal.

**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.

There are no longer monitored assessment sites for the Qualifying Assessment, the assessment is online.

^There is not a study guide for any of the assessments, you will be provided a list of resources you may utilize.

Please do not send a CV.

Timeline

January 1 – February 28	Application Window
April 15-30	Qualifying Assessment and Maintenance of Certification window
May 15-July 15	Certifying Assessment window
August-September	Distribution of Maintenance of Certification Certificates
October	Notification of Certification
November - December	Distribution of Initial Applicant Certificates