



Eligibility Requirements

The National Board for Certification for Training Administrators in Graduate Medical Education (TAGME) offers certification for Program Administrators, Program Coordinators, Medical Education Specialists, and Administrative Designated Institutional Officers of accredited residency and fellowship programs.

For Initial Certification

1. Must be currently employed as a GME professional of an ACGME, ACGME-I, or ACGME-AOA program *and* have completed **2** consecutive years in this role by the final day of the application period in the year you wish to apply.
 - It is permissible to change specialties or employers within the 2-year period if both roles were in GME *and* any employment gap during this time does not exceed 60 days. This also applies to medical and family leave absences.
 - If the 2-year employment period is not continuous and does not exceed a 60-day gap between employers, a letter from the former program stating dates of employment, job title/duties, and verification that your name was listed at ACGME.org as the Program Coordinator contact for that residency or fellowship. The letter should be uploaded with other required documents at the time application is made.
2. Within the immediately previous 3 years have obtained **15** Education Credits (EC) where the focus is GME or professional growth/development relevant to your current role. One hour of conference, meeting or education activity = one EC.
 - ECs may be accumulated through attendance at national, regional or state conferences and meetings; institutional or system-wide meetings; webinars, podcasts, or completion of online modules. *Note: National meeting attendance is not mandatory.*
 - The majority of EC activities submitted **must** be GME focused.
 - Leadership or professional development courses that improve your performance as program coordinator 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.
 - Institutional meetings, webinars or podcasts with GME or professional growth/development content may be included up to a maximum of **5** ECs.
 - It is permissible to obtain all ECs through attendance at national, regional or state conferences.
 - Routine coordinator meetings such as Milestones, APEs, CCCs, PECs, department committees, ranking, interviews, CLER visits, orientation, monthly or weekly GME institutional, etc. are not applicable as ECs.
 - In-person training conferences are eligible; ACGME Coordinator Workshops, Med-Hub/New Innovations/e*Value, AHME Institute, etc. and may be claimed as ECs.
 - 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.

- It is not necessary to supply a certificate of achievement or attendance for any EC claimed. Details regarding each EC (meeting/conference name, location, dates, session titles and speakers) must be recorded on your application.

For Maintenance of Certification

1. Must be currently employed as a GME professional of an ACGME, ACGME-I, or ACGME-AOA program *and* have completed **7** consecutive years in this role by the final day of the application period in the year you wish to apply.
 - It is permissible to change specialties or employers within the 7-year period if both roles were in GME *and* any employment gap during this time does not exceed 60 days. This also applies to medical and family leave absences.
 - If the 7-year employment period is not continuous and does not exceed a 60-day gap between employers, a letter from the former program stating dates of employment, job title/duties, and verification that your name was listed at ACGME.org as the Program Coordinator contact for that residency or fellowship. The letter should be uploaded with other required documents at the time application is made.
2. Within the immediately previous 5 years have obtained **20** Education Credits (EC) where the focus is GME or professional growth/development relevant to your current role. One hour of conference, meeting or education activity = one EC. Please refer to EC criteria outlined under Initial Certification for further information.
3. Completed **2** Personal Professional Growth (PPG) experiences within the immediately previous 5 years.
 - Qualifying PPG activities include:
 - 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, institutional or departmental level.
 - Peer-reviewed poster presentations or published manuscripts.
 - Have an active role on a committee or in an activity at the national, regional, state or institutional level. Examples of an active role could include Chair, President, Treasurer, Secretary, Board Member, etc.
 - Hold a leadership position at the department level that includes a title.
 - For active committee or leadership roles, provide the specific position held, the organization, and the dates served in that role.
 - For lecture/conference presentations or poster presentations, list title, meeting name, organization, location and date.
 - Routine activities related to your GME role are not eligible.
 - Oral presentations or poster presentations at the institutional level are eligible.
4. When considering the eligibility of activities towards the PPG requirement, ask yourself, “Am I the teacher?” If the answer is yes, it will likely be accepted.