



TAGME

National Board for Certification

Training Administrators of Graduate Medical Education

2025 CERTIFICATION GUIDE

Initial Certification

MARCH 1, 2025

WWW.TAGME.ORG

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2025 Examination Cycle

IMPORTANT Dates to Remember

Initial Applications Accepted:	April 1st to June 1st
Applications Review & Notification	Rolling through June 30th
Examination Scheduling Begins	July 5th
Examination Window	July 15th – November 26th
Last Date to Schedule Initial Examination	November 14th
Initial Retake	August 1st – November 26th
Last Date to Schedule Retake Examination	November 14th

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TAGME CERTIFICATION CRITERIA

Certification Details

TAGME certification is designed for professionals who play a vital role in the administration and support of ACGME, ACGME NST or ACGME-I accredited and/or recognized residency and fellowship programs. Certification is open to individuals in the following roles who meet all eligibility requirements at the time of application:

- **Program Coordinators/Administrators (Residency & Fellowship)**
- **GME Managers, Directors, and Administrators**
- **Institutional Coordinators and Administrative DIOs**
- **Other Professionals Who Directly and Substantially Support GME Programs**

Non-qualifying Positions include:

- Medical Boards
- Residency Management System/s (e.g. New Innovations, MedHub)
- NRMP
- ECFMG
- ERAS
- ACGME
- Thalamus

*Entities not listed will be reviewed for eligibility on a case-by-case basis.

Eligibility Criteria for Initial TAGME Certification

Candidates must satisfy specific requirements for initial TAGME certification. It is the candidate's responsibility to fully comply with all procedures and deadlines to establish eligibility for the examination. TAGME reserves the right to verify the information supplied by, or behalf of, a candidate. If necessary, TAGME may request additional documentation from the candidate to clarify or support eligibility.

1. Employment Requirement

Applicants must be currently employed in a GME (Graduate Medical Education) professional role within an ACGME, ACGME NST or ACGME-I, accredited program/s. Qualifying roles include:

- **Residency Program:** Coordinator, Manager, Administrator, Director
- **Fellowship Program:** Coordinator, Manager, Administrator, Director
- **Institutional Roles:** Institutional Coordinator, Manager, Administrator, Director
- **Administrative DIO**

- **Other GME Roles:** Positions that directly and substantially support accredited GME programs and activities

2. Experience Requirement

- Applicants must have completed two consecutive years in a qualifying GME role by the date of application submission.
 - *For example, if your two-year employment anniversary falls on April 15, you must submit your application on or after April 15 to meet the eligibility requirement.*
- Changing specialties or employers within the two-year period is allowed, provided both roles were in GME and any gap in employment does not exceed **60 days**.
- Verification from the former and current program or GME office will be required.

3. Education Credit (EC) Requirement

Education Credit (EC) Requirement	Details
Total ECs Required	15 ECs within the three years preceding application submission
Eligible Timeframe	April 1, 2022 – June 1, 2025
EC Calculation	1 hour of a qualifying activity = 1 TAGME EC
GME-Specific ECs	Minimum of 12 ECs must focus directly on graduate medical education (GME)
Professional Development ECs	Up to 3 ECs may be earned through activities such as: <ul style="list-style-type: none"> • Leadership training • Communication or conflict resolution skills • Organizational management • Compliance and accreditation updates • Personal effectiveness and productivity
Webinar/Online Module Limit	Maximum of 3 ECs may be earned through webinars or online qualifying modules

Qualifying vs. Non-Qualifying Activities

Qualifying Activities	Non-Qualifying Activities
Attendance (in-person or virtual) at national, regional, or state GME-related conferences or meetings	Attending or presenting at trainee orientation sessions
Participation in institutional retreats focused on GME or professional development	Participation in routine Program CCC, APE/PEC meetings
Attendance at Grand Rounds or presentations by external speakers related to GME or professional development	Attendance at GMEC meetings

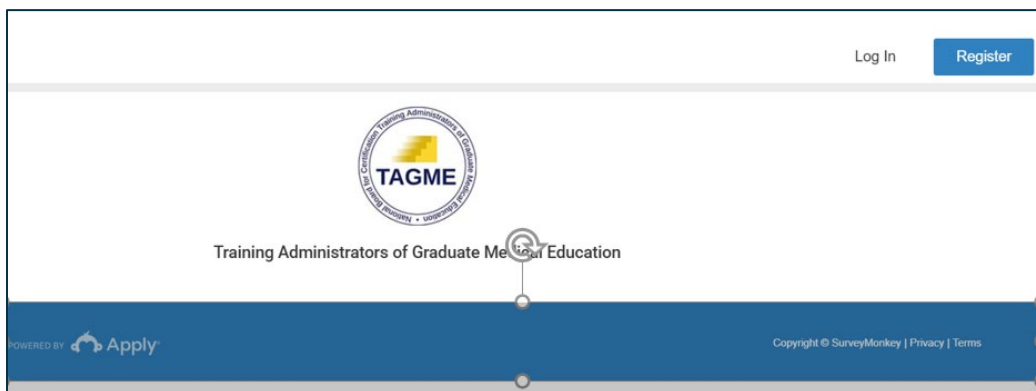
Qualifying Activities	Non-Qualifying Activities
Live or interactive courses (e.g., ACGME Institutional Coordinator Workshop, ACGME Learn Modules, Thalamus Academy Learning Modules) – <i>must be at least 1 hour</i>	Routine program or committee meetings within a division, department, or institution
Leadership or professional development courses that enhance performance in a qualifying GME role	Participation in ACGME Site Visits or Self-Study Visits
College-level courses relevant to administration or leadership	Any activity that has not yet occurred at the time of application submission

TAGME Certification Application Instructions

TAGME’s online application portal is accessible at Tagme.org
 We partner with Survey Monkey for our application administration.

Creating an Account

- Applicants must create an account using the **blue "Register" button**.
- The account is created through Survey Monkey. Once registered, click the **"Apply" button** to begin the **Initial Application**.



Completing the Application

- After selecting the **Initial Application**, follow the on-screen prompts.
- The application consists of multiple sections.
- **All required fields must be completed.** Incomplete applications will be denied.

ADA Compliance

TAGME is committed to ensuring equal access to its examination by providing reasonable accommodations for candidates with documented disabilities or qualifying medical conditions.

- Candidates requesting accommodations for visual, physical, hearing, or learning disabilities, as well as nursing breaks, must submit a signed statement from a physician on official letterhead detailing the condition and requested modifications.
 - Requests must be submitted to applications@tagme.org at the time of application.
 - If an accommodation need arises after submission, TAGME must be notified at least **seven (7) business days** before the examination date to allow time for necessary arrangements with our testing partner, Meazure.
 - Accommodations will be granted as long as they do not fundamentally alter the examination or impose an undue burden on TAGME or the testing site.
 - Any excessive costs associated with accommodations will be the candidate's responsibility.
-

Non-Discrimination Policy

TAGME is committed to fairness and equity in its certification process. Discrimination based on religion, age, gender, race, disability, sexual orientation, military status, ancestry, marital status, or source of income is strictly prohibited.

All applicants are evaluated solely on the information provided in their application. Certification eligibility is independent of membership in any organization.

Communication and Verification

Important Communication Information

- Due to institutional email security measures, **all communication from TAGME will be sent to the applicant's personal email.**
- **Failure to provide a personal email address will result in a delayed application process.**
- TAGME will not share, sell, or distribute personal email addresses.
- Applicants are responsible for updating TAGME with any changes to their personal information via the **Change of Information Form** on the TAGME website.

Name Verification Requirement

- The **name entered on the application must exactly match** the name on the applicant's valid, government-issued photo ID.
- This same **ID must be presented** to the online live proctor or testing center representative during security check-in before the examination begins.
- **If the names do not match, the applicant will not be allowed to take the examination.**
- If a name change occurs (e.g., marriage, divorce) after application submission, applicants must email applications@tagme.org at least **seven (7) business days** before the scheduled examination date.

Supportive Verification Form (SVF) Requirement

- All **Initial Applications** require a **Supportive Verification Form (SVF)** to be completed by a:
 - Program Director
 - GME Director/Manager
 - DIO
 - Department Chair
 - Dean
- Within the application, **candidates will have the ability to select the preferred option** for completing the form:
 - **On-Line Form:** An online form will be sent directly to the individual identified by the candidate as eligible to complete the SVF. This individual will be responsible for confirming the applicant's employment duration and role responsibilities.
 - **PDF Form:** A PDF is available for download at the time of application. Candidates must send this form to the individual identified by the candidate as eligible to complete the SVF. This individual is responsible for completing the form and returning it to the candidate for upload to their application.
 - Candidates selecting the PDF form option will be required to upload completed form through their Survey Monkey application to complete the process.
- **Applicants are responsible for ensuring their SVF is completed and uploaded by June 1, 2025.**
- **Failure to submit the SVF by this deadline will result in an *incomplete application* and automatic denial.**

Application Review Process

- After the initial eligibility review, additional information may be requested by the Applications Committee.
- If clarification is needed:
 - Applicants will be contacted via the **personal email address provided in the application.**
 - Emails will come from applications@tagme.org.

- **Applicants must monitor their email closely** and respond promptly to avoid delays.
- The final deadline for application review decisions is **June 30, 2025**.
- Notification of your application status will be sent via email directly from Survey Monkey.
- If additional time is needed to provide requested information, applicants must reply to the initial email and request an extension.
- **Failure to respond to TAGME emails may result in application denial without refund.**

Denied Applications

- If an application is denied, the applicant **will not be eligible to take the examination during this cycle.**
- The applicant must **reapply during the 2026 exam cycle.**

For any questions, contact applications@tagme.org .

Paying to take the Examination – Fee Structure

Once your application is completed, the final step is to submit the **examination fee**.

- A **secure payment link** will be provided within the application, directing you to TAGME’s **Stripe** payment portal.
- Accepted payment methods include:
 - **Major credit cards** (Visa, MasterCard, American Express, and Discover)
 - **Debit cards**
 - Institutional or combined payment/s for multiple applicants will not be accepted.
 - TAGME does not accept institutional checks, personal checks, money orders, or cash. *No exceptions will be considered.*

2025 TAGME Examination Fees	
Initial Certification	\$350.00
Retakes	\$150.00
Reschedule of a canceled appointment with less than 24 hours’ notice	\$80.00

Examination Scheduling

Once your application is approved and your payment has been successfully processed, the next step is to schedule your examination.

- **Meazure Learning**, TAGME's examination partner, will send an email on or around **July 5th** with detailed instructions on scheduling your Initial Examination.
 - Regardless of your application approval date, you **will not receive** an email to schedule the exam prior to **July 5th**.
- **Examination appointments are available 24/7 from July 15th through November 26th**, except for **September 1st (Labor Day holiday)**.
- **Failure to schedule and take the examination by November 26th will be considered a withdrawal, and no refund will be issued.**
- Examinations must be scheduled **at least 24 hours in advance** of your desired test date and time.

Examination Delivery Options

Examinations are administered through **Meazure Learning** and can be taken:

1. **At a Meazure Learning testing center**
<https://www.meazurelearning.com/candidate-services>
2. **Via live remote proctoring through ProctorU** (a partner of Meazure Learning)

ProctorU Maintenance & Blackout Dates

Proctor U conducts recurring maintenance on the **last Friday of each month** from **12:00 AM – 6:00 AM (ET)**. During these times, the platform will be inaccessible.

Blackout dates for recurring maintenance - current examination cycle:

July 25 th	September 26 th
August 29 th	October 31 st

For any scheduling issues, refer to the instructions in the email from Meazure Learning or contact their support team.

Meazure Learning can be reached at 919-572-6880 during normal business hours M-F, 8:30am-5:30pm EST.

You may also contact Meazure Learning via email at candidatesupport@meazurelearning.com.

Preparing for the Examination

The questions in the TAGME examination are worded very carefully and precisely. All questions undergo rigorous review for accuracy and clarity before being included in the exam. In addition, a comprehensive statistical analysis, from Measure Learning, of all examination questions is conducted each year to ensure the examination meets industry standards.

Sometimes small nuances in the wording of an exam question can significantly impact the meaning and the correct response. These challenging questions are designed to test not just your knowledge but also the ability to apply that knowledge in complex scenarios, which is a crucial skill in the career of a GME professional.

While the TAGME certification examination follows an **open-book policy**, candidates must demonstrate a **high-level familiarity and advanced understanding** of the knowledge required to effectively manage **accredited graduate medical education (GME) programs**.

- **Memorization is not required**; however, candidates should be proficient in locating information within the provided study materials.
- **All examination questions are sourced from the official TAGME Study Guide**, available only at [Tagme.org](https://www.tagme.org).
- Initial examination consists of a total of **150 questions with a duration of 5 hours** for completion.
- It is **strongly recommended** that candidates thoroughly review these materials and practice navigating them efficiently.
- Preview a sample test from the Measure Learning website. This will allow you to see how the testing environment will work in advance of your actual exam day.
 - <https://www.measurelearning.com/candidate-services>

Accessing Study Materials During the Examination

- **Printed copies** of the Study Guide may be used during the examination.
- **No other printed or electronic materials will be allowed.**
- Testing Centers or ProctorU (live remote) will only allow use of one computer monitor for duration of the examination.
- **PDF versions** of the Study Guide will also be accessible within the secure examination browser.
- Candidates can **adjust the screen layout** to resize the resource window, and the exam question panel as needed.
- **Internet access and email will be strictly prohibited** during the examination session for retrieving or viewing the Study Guide.

Proper preparation ensures candidates can **quickly and accurately** locate information, enhancing their ability to successfully complete the examination.

Authorized Study Materials

The **TAGME Study Guide** is the **sole official resource** for certification preparation. It contains the **entire body of knowledge** required to successfully attain TAGME certification.

- **No other study guides, handbooks, or external materials** are endorsed or recommended by TAGME.
- Candidates should rely **exclusively** on the official TAGME Study Guide, available at Tagme.org to prepare for the examination.

Utilizing unauthorized materials may result in misinformation and does not guarantee examination success.

Examination Day: Online Proctored Examination & In-Person Testing Center

At the scheduled examination time, candidates will **log into the testing system** using the unique login and password provided in the **confirmation email** sent by Meazure Learning.

Candidates will:

1. Confirm their **demographic information**
2. Review and **attest to the examination admission requirements**
3. Be directed to the **live online proctor portal**

Examination Security & Proctoring

Meazure Learning, through ProctorU, enforces **strict security measures** to maintain examination integrity. Candidates will complete a series of **pre-examination security prompts**, including:

- A **room scan** (Ensure your webcam can be rotated to show the entire workspace)
- **Screen sharing** for proctor monitoring
- **Government-issued photo ID verification**

Throughout the session, communication with the proctor will occur via the **computer's microphone and webcam**. The proctor will also review the **examination rules**, including:

- ✓ **Candidate must be alone in the room and visible at all times**
- ✓ **One 10-minute bathroom break allowed** (the exam clock will not pause)
- ✓ **No writing implements or note-taking allowed**
- ✓ **Printed versions** of the Study Guide are permitted- as listed on Tagme.org

- ✓ No phones, tablets, smartwatches, or additional computers in the room
- ✓ No food or drink, except for beverages in clear, label-free containers

Technical Requirements

Before starting, the candidate's computer will undergo a **system check**.

It is essential to review the computer and software requirements provided by Meazure Learning several days in advance. *If your computer does not pass the required system check you will be unable to take the exam.*

Important:

- **ALL VPN software must be removed** before the examination (No exceptions)
- If using a **work computer**, coordinate with your IT to ensure compliance with Meazure Learning's requirements
- **TAGME is not responsible** for Wi-Fi connectivity, CPU memory, or other personal computer issues
- **NO refunds** will be issued due to computer failure

Examination Environment & Proctor Monitoring

Before launching the examination, candidates will have the option to complete a **short demo** to familiarize themselves with the testing platform.

- ◆ **The proctor will be available throughout the examination** to assist with non-content-related questions or technical issues.
- ◆ **All sessions are recorded and may be reviewed by TAGME.** If a candidate is observed violating examination rules, the proctor will immediately **terminate the session and report the incident to TAGME.**

Following all proctor instructions is **mandatory** to complete the examination.

In-Person Testing Center

Candidates opting to take their examination at a **Testing Center** will receive an email with:

- **Location details** for their assigned Testing Center
- **Reporting instructions** and check-in procedures
- **Examination expectations and guidelines**

It is essential to review all provided information carefully to ensure a smooth testing experience.

Post Examination

Post-Examination Process Details	
Score Notification	<p>Candidates will receive an immediate onscreen notification of PASS or FAIL:</p> <ul style="list-style-type: none"> • PASS – Candidates can screen print their pass notification. • FAIL – Candidates will receive a score report detailing their performance.
Score Report Access	On the day of the exam, Measure Learning will email login instructions to view the score report.
Certificate Distribution	Candidates who pass the Initial Examination, will receive an email from Parchment with instructions to access their digital certificate and verify their mailing address for the hard copy.
Parchment Email Schedule	<p>Exams taken between the 1st–15th → Email sent between the 20th–22nd of the same month.</p> <p>- Exams taken between the 16th–30th/31st → Email sent between the 5th–7th of the following month.</p>
Missing Parchment Email	If you do not receive the Parchment email within 15 business days of passing, check your Junk/Spam folder before contacting Outcomes@tagme.org for assistance.

Certification Validity & Maintenance


Certification is valid for five years, including the year of issuance. Regardless of the exact issuance date, all TAGME certificates expire on **December 31 of the 5th year**.

During the final year of certification, candidates are eligible to apply for **Maintenance of Certification (MOC)**, which requires **25 continuing education credits** earned within the previous five years. It is recommended that candidates track these credits regularly to avoid last-minute difficulties in recalling past educational activities.

Score Reporting

Candidates who do not pass the examination will receive an **on-screen score report** immediately upon completion. This report can be downloaded as a PDF. If you encounter issues downloading the report, you may request a copy by contacting **Candidate Services** at the email below.

Note: TAGME does not have access to individual score reports and cannot provide them post-examination.

 **Meazure Candidate Services:** website: candidatesupport@meazurelearning.com or phone: 919-572-6880

Examination Validity & Security

TAGME upholds the highest standards of knowledge and competency in certification.

Examination questions are validated against:

- **ACGME Common Program and Institutional Requirements**
- **NRMP, ECFMG**, and other relevant GME guidelines

Comparative Review

Upon request, a candidate’s examination responses can be manually reviewed against the official answer key to identify any scoring discrepancies.

- After the review, the requesting party will receive a notification letter indicating whether the result remains unchanged or has been updated.
- If a score change occurs, the letter will specify the updated result and, if possible, provide an explanation for the adjustment.
- If the request was made by the candidate and their score changes, their testing authority will also be notified.
- A fee, charged by TAGME’s testing partner, Meazure Learning, applies to this review process.

A comprehensive statistical analysis of all examination questions is conducted each year to ensure the examination meets industry standards.

Rescheduling or Canceling the Examination

- Candidates may **reschedule their original examination appointment within 24 hours** of the original scheduled time **without penalty**.
- Candidates seeking to cancel a confirmed examination appointment (initial or retake) **will receive a refund of 50% of the application fee if the cancellation occurs no less than 24 hours prior to the scheduled appointment**.

2025 TAGME Application Refund Schedule	
Initial Certification (ineligible application)	\$250.00
Initial Certification (approved but did not take examination)	\$175.00
Cancellation occurring <24 Hours before scheduled appointment	50% Refund
Retakes	\$75.00

- If rescheduling after the **24-hour window**, candidates must log in to their **SurveyMonkey Apply** account <https://tagme.smapply.org> using their User ID and password, then click "**PROGRAMS**" in the upper right-hand corner.
 - **Cancellations occurring after 24hrs of a confirmed examination appointment are non-refundable.**
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Retake of Examination

- Log in to **SurveyMonkey Apply** <https://tagme.smapply.org> , then click "**PROGRAMS**" in the upper right-hand corner to access the retake application.
- Candidates for **Initial Certification** who do not achieve a minimum score of **80%** may apply for a **one-time retake** within the same application and examination cycle.
- **Candidates cannot retake an examination the following testing cycle.**
- To retake the examination, candidates must:
 1. Submit an **abbreviated retake application**
 2. Pay a **\$150 retake fee** before scheduling a new examination appointment
- Initial retake examination consists of a total of **100 questions with a duration of 4 hours** for completion.
- **All retake examinations must be completed by November 26th.**

Important Deadlines for Retake Examinations

- Candidates **cannot schedule a retake** until their **abbreviated application is approved and payment is processed.**
- This process will take **several days**, so candidates should apply well in advance.
- **The final deadline to schedule a retake examination is November 14th.**
 - To meet this deadline, candidates must submit their retake application and payment **several days prior** to ensure approval before scheduling.

For questions or assistance related to applications, contact applications@tagme.org all additional requests should be sent to info@tagme.org.

Confidentiality Policy

All candidates must review and comply with the **TAGME Confidentiality Policy** as outlined in the application materials. Violations may result in disciplinary action, including **suspension or permanent revocation of certification.**

Without the candidate’s explicit written consent, TAGME will not release application details or related correspondence. Successful candidates may be recognized for their achievements on **TAGME’s website and/or social media platforms.**

TAGME Key Examination Partner Information

Meazure Learning- Provides secure, accessible, and equitable testing solutions for candidates seeking certification. Their platform supports TAGME in delivering a seamless examination experience while upholding the highest standards of assessment integrity

Parchment- Is the credential management platform used for generating and ordering official TAGME certification documents. This service ensures efficient and secure credential delivery to candidates

SurveyMonkey- Is utilized for the completion and submission of TAGME Certification Applications. This platform allows applicants to efficiently provide required documentation and responses in a structured format

ProctorU- Is an online remote proctoring service that monitors applicants as they take their certification examinations. This service ensures exam integrity by preventing unauthorized assistance and verifying candidate identity

Stripe- Is TAGME’s payment processing platform, enabling secure and convenient transactions for application and examination fees.

