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# 2025 CERTIFICATION GUIDE

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## *Subsequent Maintenance of Certification*

MARCH 10, 2025

[WWW.TAGME.ORG](http://WWW.TAGME.ORG)

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# 2025 Examination Cycle

## IMPORTANT Dates to Remember

**SMOC Applications Accepted:**

**April 1<sup>st</sup> to June 1<sup>st</sup>**

**Applications Review & Notification**

**Rolling through June 30<sup>th</sup>**

**Late SMOC Applications**

**August 1<sup>st</sup> to 15<sup>th</sup>**

**Late Applications Review & Notification**

**Rolling through September 15<sup>th</sup>**

April 2025							May 2025							June 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4							1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

# 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.

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## Eligibility Criteria for SMOC TAGME Certification

Candidates must satisfy specific requirements for Subsequent Maintenance of 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. 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

- TAGME requires applicants to have continuous qualifying employment in a GME role from receipt of their Initial and MOC certifications to be eligible for subsequent maintenance of certification.
- Changing specialties or employers is allowed, provided both roles were in GME and any gap in employment does not exceed **60 days**.
- Verification from **all** former and current program(s) or GME office will be required.

## 3. Education Credit (EC) Requirement

Education Credit (EC) Requirement	Details
Total ECs Required	<b>25</b> ECs before application submission
Eligible Timeframe	ECs must be earned between April 1, 2020 – June 1, 2025
EC Calculation	1 hour of a qualifying activity = 1 TAGME EC
GME-Specific ECs	Minimum of <b>20</b> ECs must focus directly on graduate medical education (GME)
Professional Development ECs	Up to <b>5</b> ECs may be earned through activities such as: <ul style="list-style-type: none"> <li>• Leadership training</li> <li>• Communication or conflict resolution skills</li> <li>• Organizational management</li> <li>• Compliance and accreditation updates</li> <li>• Personal effectiveness and productivity</li> </ul>
Webinar/Online Module Limit	Maximum of 3 ECs <b>may be</b> 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
Live or interactive courses (e.g., ACGME Institutional Coordinator Workshop, ACGME Learn Modules, Thalamus Academy Learning Modules) – must be at least 1 hour	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

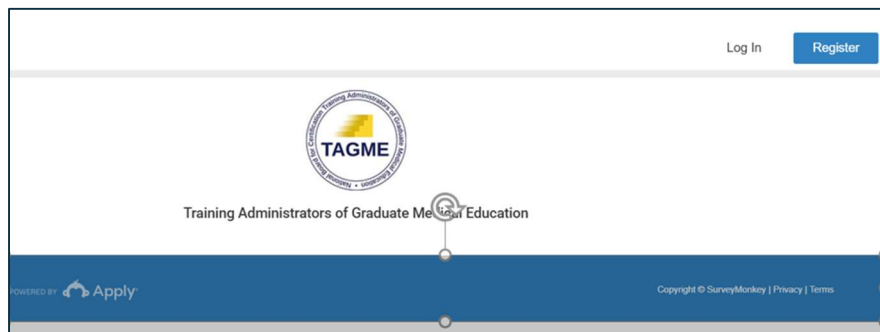
Qualifying Activities	Non-Qualifying Activities
College-level courses relevant to administration or leadership	Any activity that has not yet occurred at the time of application submission

## TAGME SMOC Certification Application Instructions

TAGME’s online application portal is accessible at [Tagme.org](http://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 SurveyMonkey. Once registered, click the **"Apply" button** to begin the **Application** form.
- Applicants with an existing Survey Monkey account; log in using current account details to begin the process using the same “Register” button.



### Completing the Application

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

## 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.
- If a name change occurs (e.g., marriage, divorce) after application submission, applicants must email [applications@tagme.org](mailto:applications@tagme.org) at least **seven (7) business days** before the scheduled examination date.

## Supportive Verification Form (SVF) Requirement

- All **S-MOC 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 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](mailto: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.**

### Denied Applications

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

For any questions, contact [applications@tagme.org](mailto:applications@tagme.org).

## SMOC – Fee Structure

Once your application is submitted, the final step in the application process is to submit the **SMOC 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 Fees	
Subsequent Maintenance of Certification	\$250.00
Subsequent Maintenance of Certification - Late	\$600.00

## Application Review Process

- After the application 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](mailto:applications@tagme.org).
  - **Applicants must monitor their email closely** and respond promptly to avoid delays.
  - **Failure to respond to TAGME emails may result in application denial without refund.**



- The final deadline for application review decisions is **June 30, 2025**.
  - If additional time is needed to provide requested information, applicants must reply to the initial email and request an extension.
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## What to Expect Next?

### Certificate Distribution

Subsequent MOC Candidates that are approved by the Applications Committee will receive an email from Parchment with instructions to access their digital certificate and verify their mailing address for the hard copy.

- Approved applicants meeting SMOC criteria should expect to receive their new certification beginning **July 5<sup>th</sup> through mid-month**.
  - Late SMOC applicants should expect to receive their new certification no later than **September 30<sup>th</sup>**.
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## 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.

