



**TAGME**

National Board for Certification

Training Administrators of Graduate Medical Education

INITIAL  
CERTIFICATION GUIDE  
**2026**

**MARCH 1, 2026**

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

# 2026 Examination Cycle

## IMPORTANT Dates to Remember

**Initial Applications Accepted:** April 1<sup>st</sup> to June 1<sup>st</sup>

**Application Review, Decision & Notice to Schedule Exam** Rolling through June 30<sup>th</sup>

**Examination(s): 1<sup>st</sup> Attempt Initial Exam** July 1<sup>st</sup> – October 31<sup>st</sup>

**Examination(s): 2<sup>nd</sup> Attempt/Re-take Initial Exam** July 15<sup>th</sup> – November 15<sup>th</sup>

**Last Day to Schedule 1<sup>st</sup> Attempt Initial Exam** October 23<sup>rd</sup>

April 2026						
S	M		W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
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24	25	26	27	28	29	30
31						

June 2026						
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28	29	30				

July 2026						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August 26						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15						

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## Initial Certification Criteria

TAGME certification is designed for professionals who play a vital role in the administration and support of programs accredited by:

- ACGME
- ACGME NST
- ACGME-I
- Fellowship Council Accredited
- American Board of Medical Specialties (ABMS) recognized residency and fellowship programs.
- Participating Site where ACGME trainees rotate

Certification is open to individuals who are currently employed in a GME position, have a significant role with their Sponsoring Institution, Residency, Fellowship, or Participating Site, and meet all eligibility requirements at the time of application submission.

Titles vary across institutions and programs; some examples of titles that qualify are:

- **Program:** Administrators, Coordinators, Directors, and Managers
- **GME:** Administrators, Coordinators, Directors, and Managers
- **Institutional:** Assistant DIO, Administrator, Director, or Manager
- **Other Professionals Who Directly and Substantially Support GME Programs**

### Non-qualifying Positions include:

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

Entities not listed will be reviewed for eligibility on a case-by-case basis. Contact TAGME at [applications@TAGME.org](mailto:applications@TAGME.org) to request a review prior to submitting your application.

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TAGME certification is valid for **five (5) years** and demonstrates a commitment to excellence, professional growth, and competency in GME administration.

## Eligibility Criteria for Initial TAGME Certification

Candidates must meet 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 provided by, or on behalf of, a candidate. If necessary, TAGME may request additional documentation from the candidate to clarify or support eligibility.

### Experience Requirement

- Applicants must currently be employed in a GME (Graduate Medical Education) professional role in an ACGME, ACGME NST, ACGME-I, Fellowship Council, or American Board of Medical Specialties (ABMS) recognized specialty.
- Applicants must have completed two consecutive years in a qualifying GME role by June 30, 2026.  
*If your two-year employment anniversary falls within the application window, you do not need to wait until your exact anniversary date to submit your application.*
- 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 12 months.
- Verification of employment from the former and current program or GME office will be required. Submit the *Employment Verification Forms (EVF)* with your application.

## Education Credit (EC) Requirement

EC Requirement	Details
<b>Total ECs Required</b>	<b>15</b> ECs within the three years preceding application submission
<b>Eligible Timeframe</b>	January 1, 2023 – June 1, 2026
<b>EC Calculation</b>	1 hour of a qualifying activity = 1 TAGME EC
<b>GME-Specific ECs</b>	Minimum of <b>12</b> ECs must focus directly on graduate medical education (GME)
<b>Professional Development ECs</b>	Up to <b>3</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>
<b>Pre-Recorded Presentations or Webinar</b>	Maximum of 3 ECs <u>may be</u> earned through webinars or online qualifying modules

<b>Qualifying Activities</b>
Attendance (in-person or virtual) at national, regional, or state GME-related conferences or meetings
Participation in institutional retreats focused on GME or professional development
Attendance at Grand Rounds or presentations by external speakers related to GME or professional development
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>
Leadership or professional development courses that enhance performance in a qualifying GME role
College-level courses relevant to administration or leadership

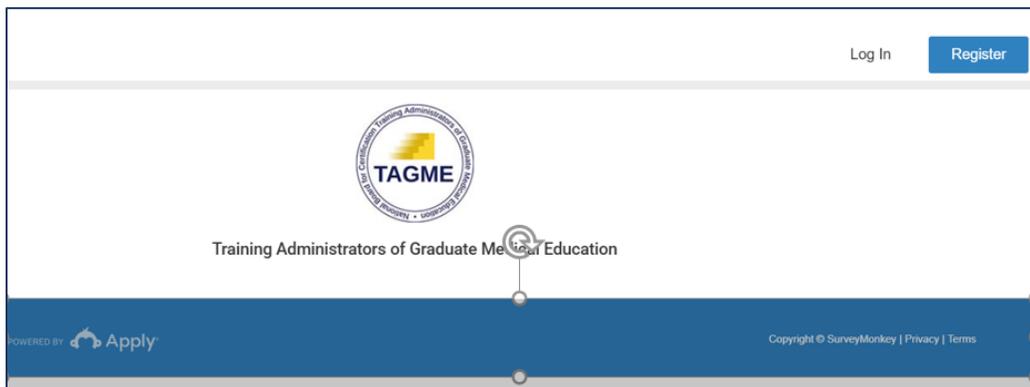
<b>NON-Qualifying Activities</b>
Attending or presenting at trainee orientation sessions
Participation in routine Program CCC, APE/PEC meetings
Attendance at GMEC meetings
Routine program or committee meetings within a division, department, or institution
Participation in ACGME Site Visits or Self-Study Visits
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 [www.TAGME.org](http://www.TAGME.org)  
We partner with SurveyMonkey for application administration and processing.

### 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 **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 accommodation for visual, physical, hearing, or learning disabilities, as well as nursing breaks, must submit a signed statement from a licensed physician on official letterhead that details the condition and requested modifications.
- Supporting documentation must be submitted to [applications@TAGME.org](mailto: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 to make arrangements for your requested accommodation.
- 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 the requested accommodation 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 applications. 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 provided during application submission.
- **Failure to provide a personal email address will delay the application process.**
- TAGME will not share, sell, or distribute personal email addresses.
- Applicants are responsible for updating their personal information to TAGME by emailing [applications@TAGME.org](mailto:applications@TAGME.org)

### 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 representative (online live proctor or testing center) during security check-in before the examination begins.
- **If the names do not match, the applicant will not be permitted to take the examination.**
- 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. Failure to comply may result in denial of the opportunity to take the examination as scheduled.

### Employment Verification Form (EVF) Requirement

- All Initial Applications require an Employment Verification Form (EVF) to be completed by one of the following :
  - Program Director
  - GME Director/Manager
  - DIO
  - Department Chair
  - Dean

- *We recommend completing the requested employment dates on the form before sending the EVF form to the person verifying your employment.*
  - Often, employers do not know your exact employment dates and will enter this information incorrectly, which will delay processing of your application.
  - Within the application, candidates will be able to select their preferred option for completing the form:
  - **On-Line Form:** An online form will be sent directly to the individual identified by the candidate to complete the EVF. 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 to complete the EVF. This individual is responsible for completing the form and returning it to the candidate for upload to the candidate's application.
  - Candidates selecting the PDF form option will be required to upload the completed form through their SurveyMonkey application to complete the process.
- **Applicants are responsible for ensuring their EVF is completed and uploaded by **June 1, 2026**.**
- **Failure to submit the completed EVF by this deadline will result in an incomplete application, the denial of your application, and your inability to sit for the exam this cycle.**

## Application Review Process

After the initial eligibility review, the Initial Applications Committee may request additional information.

- 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, 2026.
- Notification of your application status will be sent via email on or before June 30, 2026, directly from SurveyMonkey.
- If additional time is needed to provide the 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 a 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 2027 exam cycle.**
- **You will receive a refund of your application fee, minus a \$150 administrative fee.**

## Application and Examination Fee(s)

Once your application is complete, the final step is to submit the application and examination fee.

- A **secure payment link** will be provided in 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 is unable to accept institutional checks, personal checks, money orders, or cash. No exceptions will be considered.**

2026 TAGME Examination Fees	
Initial Certification	\$425.00
Retakes	\$225.00
Measure Learning Reschedule Fee of appointment with less than 48 hours' notice	\$35.00
Declined Application (Exam fee refunded minus administrative fee)	\$150.00
<b>No Show</b> for scheduled on-Line or testing center Exam. Fee to reschedule exam	\$150.00
Failure to schedule and/or sit for an exam before the stated deadlines	<b>No Refunds</b>

### 2026 Exam Fee Increase

*Over the past five years, vendor costs for exam administration, proctoring, technology, and security have steadily increased. During that period, TAGME intentionally kept our exam fees low to minimize the financial impact and preserve accessibility for the GME community.*

*After careful review and thoughtful consideration, a modest fee adjustment has been implemented for the 2026 cycle. This decision supports the continued delivery of a high-quality, secure, and nationally recognized certification process and ensures the credential's long-term sustainability.*

*We remain committed to keeping TAGME certification accessible while upholding the standards that define excellence in GME administration.*

*We appreciate your understanding and your continued commitment to professional excellence in Graduate Medical Education.*

Best Regards,

**TAGME Executive Committee and Board of Directors**

## Preparing for the Examination

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

Subtle nuances in the wording of an exam question can significantly affect the meaning and the correct response. These questions are designed to test not only your knowledge base but also your ability to apply that knowledge in complex scenarios, a crucial skill for a GME professional's career.

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

- Memorization is not required; however, candidates should be proficient at locating information within the provided TAGME study guide.
- **All examination questions are sourced from the official TAGME Study Guide**, available only at [www.TAGME.org](http://www.TAGME.org).
- The Initial examination consists of 150 questions and up to 5 hours to complete.
- It is strongly recommended that candidates thoroughly review these materials and practice navigating them efficiently.
- Preview a sample test on the Meazure Learning website. This will allow you to see how the testing environment works before your actual exam day.
  - <https://www.meazurelearning.com/candidate-services>

### Accessing Study Materials During the Examination

- Printed copies of the Study Guide should be used during the examination.
  - **TAGME strongly encourages the use of a hardcopy study guide placed in a binder with tabs indicating each major section for ease of use during the exam and while preparing.**
- No other printed or electronic materials will be allowed.
- Testing Centers or ProctorU (live remote) **will allow only ONE computer monitor for the duration of the examination.**
- PDF versions of the Study Guide will also be available 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 to retrieve or view the Study Guide.
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## Authorized Study Materials

The TAGME Study Guide is the sole official resource for certification preparation. It covers the entire body of knowledge required to successfully earn 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 [www.TAGME.org](http://www.TAGME.org), to prepare for the examination.

Unauthorized materials may result in misinformation and do not guarantee examination success.

Proper preparation enables candidates to quickly and accurately find information, enhancing their ability to successfully complete the examination within the 5-hour time limit.

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## 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**.

TAGME will not release application details or related correspondence without the candidate's explicit written consent. However, successful candidates may be recognized for their achievement on **TAGME's website and/or social media platforms**.