



Training Administrators of  
Graduate Medical Education

## MAINTENANCE OF CERTIFICATION PROCEDURAL INFORMATION

### Documentation for Maintenance of Certification to be submitted to TAGME for review will include:

- 1) completion of Maintenance of Certification Tool, sent via email, to be completed at your desk and returned on or before the required deadline

### Application dates:

March 1 – April 30:

for expiration dates between August 1 - December 31

September 1 – October 31:

for expiration dates between January 1 – June 30

### **Reimbursement Policy:**

- \$50.00 non-refundable fee
- Requests for reimbursement must be received on or before the application deadline. All fees will be forfeited for requests postmarked after that deadline.

### Procedural Information

- 1) Submit maintenance of certification application materials and fee for renewal along with appropriate documentation to verify continuation of the initial criteria.
- 2) Receive an email confirming receipt of your application and your eligibility status.
- 3) Receive the Maintenance of Certification Tool via email.
- 4) Return completed Maintenance of Certification Tool via email to your specialty contact on or before the deadline (strict adherence to deadlines). *Tools received after the deadline will be reviewed in the next scheduled Application/Review Board cycle.*
- 5) Receive email confirming receipt of your completed tool; *maintain this receipt as your proof of submission.*
- 6) You will be notified of your certification status by mail within 8-10 weeks following the deadline for submission of the Maintenance of Certification Tool.

### Submission of Maintenance of Certification Application Materials

Application materials should be mailed to:

**Ellen Greenberger, C-TAGME**  
Applications Manager, TAGME  
University Hospital Case Medical Center  
Department of Orthopaedics  
11100 Euclid Avenue – HH 5043  
Cleveland, Ohio 44106  
Email: [applications@tagme.org](mailto:applications@tagme.org)

### Submission of Maintenance of Certification Tool

Return completed Maintenance of Certification Tool to your specialty contact via email on or before the required deadline (specialty contact information is noted on the cover of the tool). Receive email confirming receipt of your completed tool; *maintain this receipt as your proof of submission*.

Note: Strict adherence to deadline. Tools received after the deadline will be reviewed in the next scheduled Application/Review Board cycle.

### **Notification of Certification Status**

You will be notified of your certification status by mail within 8-10 weeks following the deadline for submission of the Maintenance of Certification Tool. It is the candidate's responsibility to notify the Board Office via email if he or she does not receive a certificate.

### **Duration of Certification:**

Certification is valid for five years including the year of certification. All TAGME time-limited certificates, regardless of their exact dates of issuance, are considered to expire five years later on December 31. To keep your certification current, you will need to recertify every five years. Refer to [www.tagme.org](http://www.tagme.org) for information on Maintenance of Certification.

### **Unsuccessful Completion**

The Maintenance of Certification Tool is designed for successful completion. However, in the event of an unsuccessful completion, the applicant will have one additional opportunity to successfully complete the Maintenance of Certification Tool at no additional cost. The 2<sup>nd</sup> attempt must take place during the next scheduled application cycle. If the 2<sup>nd</sup> attempt is unsuccessful, the applicant must redo the initial certification process, including payment of appropriate fees.

## SPECIAL ACCOMODATIONS POLICY

TAGME supports the intent of the Americans with Disabilities Act (ADA). TAGME will provide reasonable accommodations during the monitored assessment to provide equal opportunity for persons with disabilities. Applicants are reminded, however, that TAGME will not offer a particular auxiliary aid if doing so would fundamentally alter the measurement of the skills or knowledge the monitored assessment is intended to measure or would result in an undue burden.

Requests for special accommodations must include:

- Documentation substantiating the disability must be submitted with the application materials.
- A letter diagnosing the applicant's disability and identifying one or more major life activities that the disability substantially limits. The letter should particularly describe the ways in which the disability substantially limits the identified major life activities. The letter must be written by a licensed professional qualified to evaluate the disability, printed on the certified examiner's letterhead, with the examiner's credentials, address and telephone number given in the letterhead or title, and the examiner must sign it.
- Specific recommended accommodations with a rationale for why each accommodation is needed. A description of any functional limitations associated with the disability is important to TAGME's evaluation of the request.
- The applicant will be notified of the decision within 10 business days following receipt of the application materials.