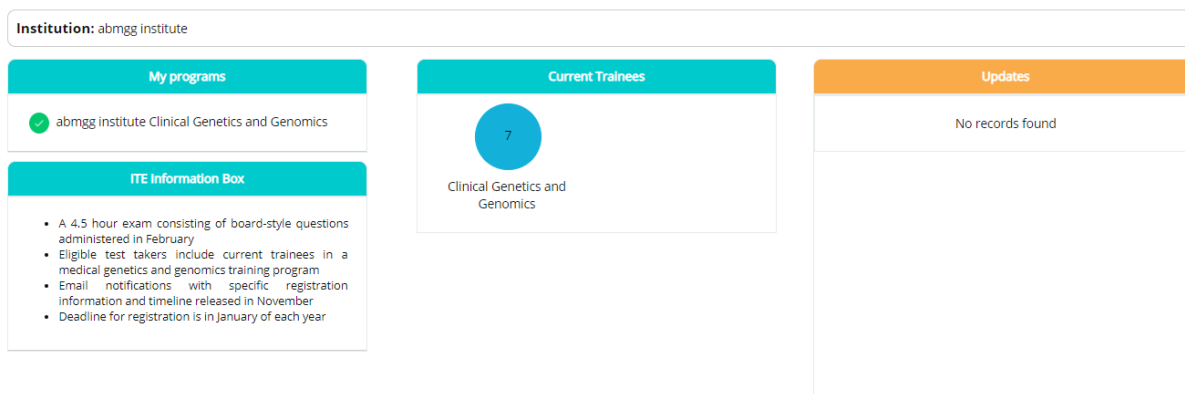


Program Director and Program Staff Portal Reference Sheet

Please use this sheet as a reference for your work in the ABMGG Portal. As new developments are made newer versions will be posted on the ABMGG website. If you have any questions please submit a ticket [here](#).

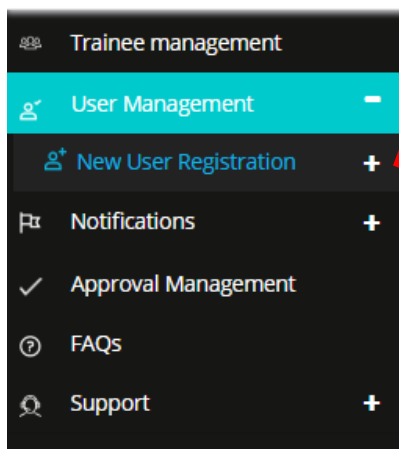
Dashboard

HOME • PROGRAM STAFF DASHBOARD



My programs:	Lists all the programs you are assigned to. Each specialty is listed as its own program (i.e. Clinical Genetics and Genomics and Laboratory Genetics and Genomics will be listed separately).
ITE Information Box:	Information about the ITE Exam will be updated here.
Current Trainees:	Lists your current trainees by specialty. If you are assigned more than one specialty, they will all show up here.
Updates:	ABMGG will use this to convey information to the programs.

Adding a Trainee



Click "User Management" and then select "New User Registration."

Role Information

ADD NEW ROLE

Note: Assign all roles associated with system user. Complete the information for each role before adding additional roles.

System Role:* Specialty:*

Program Name:* Program Director:* Start Date:*

End Date:*

Use the drop-down menus to select all the corresponding information. Note: You must use the blue calendar button to select a date, it will not save if you just type the date. The end date will auto-populate based off the set program duration for your program.

Enter the trainees full name as it appears on their government ID. Once done check this box.

Note: The rest of the form will not become unlocked until the box is checked.

Current Registration : ABMGG Test

Personal Information

Name:* Middle Name -- Select Suffix --

I attest that the name above is as it appears on the government ID.

Former Last Name: Preferred Pronoun: -- Select Preferred Pronoun -- Gender: -- Select Gender --

Date of Birth:* Race: Ethnicity: -- Select Ethnicity --

Degree type:* -- Select Degree Type -- Degree Year:* -- Select Degree Year -- Social Security Number:

ABMS ID:

LOGIN INFORMATION

Username:* Email Address:*

The required fields for adding a trainee are: Date of Birth, Degree Type (i.e. MD, PhD, etc.), Degree Year (the year they earned their doctorate degree), and email. The username will be auto-populated. Once all required fields are complete, press next to proceed.

Next, you will see the **Contact Information** screen. You can fill this out if you have the information or allow the trainee to fill it out. Nothing on this page is required information for you to enter.

Current Registration:- **ABMGG Test**

Prior Training Information

Where did you complete your medical degree or PhD degree?*

Have you done residency training in another specialty? * Yes No



Note: Laboratory specialties will not see this question.

Are you board certified by an ABMS-member board in another specialty? * Yes No

CANCEL

SAVE

The last page is the **Prior Training Information**. It uses the terms “you/your” as if you are filling it out as the trainee. These fields are required to be filled out by the staff member adding the trainee to the portal.

Clicking “Save” automatically registers this trainee with your program. Each trainee added goes to the Administrator for final approval.

Trainee Management

HOME • TRAINEE MANAGEMENT • **TRAINEE LIST**


Trainee Management

ONGOING TRAINING BOARD ELIGIBLE

Programs:*

SEARCH

Trainee Name	Program Name	Profile Approval Status	Start Date	End Date	Year In Training	ITE Registration Year	ITE Payment Status	Verification of Completion	Modify Trainee Record
<input type="checkbox"/> ABMGG Test	abmgg institute Clinical Genetics and Genomics	Verification pending	01/01/2018	12/31/2021	1	--	--	--	Send Request
<input type="checkbox"/> test staff	abmgg institute Clinical Genetics and Genomics	Verification pending	10/30/2018	10/29/2022	1	--	--	--	Send Request
<input type="checkbox"/> Madhuri P	abmgg institute Clinical Genetics and Genomics	Verification pending	10/30/2018	10/29/2022	1	--	--	--	Send Request
<input type="checkbox"/> Test Trainee	abmgg institute Clinical Genetics and Genomics	Approved	11/14/2017	11/19/2018	COMPLETED	--	--	--	Send Request
<input type="checkbox"/> test trainee	abmgg institute Clinical Genetics and Genomics	Approved	10/09/2018	10/08/2022	1	--	--	--	Send Request
<input type="checkbox"/> test trainee	abmgg institute Clinical Genetics and Genomics	Approved	10/08/2018	10/07/2022	1	--	--	--	Send Request
<input type="checkbox"/> test trainee uat	abmgg institute Clinical Genetics and Genomics	Approved	10/03/2018	10/02/2022	1	--	--	--	Send Request
<input type="checkbox"/> UAT trainee	abmgg institute Clinical Genetics and Genomics	Verification pending	08/30/2018	08/29/2022	1	2018	Done	--	Send Request



REGISTER FOR ITE

In the **Trainee Management** section you are able to view all trainees in each of your “Programs” or specialties. Using the Programs drop down, you can select a specialty to view trainees in one specialty at a time.

At the top of the page, there is a switch button between **Ongoing Training** and **Board Eligible**. The **Ongoing Training** tab will show all trainees who are currently in training or have completed training, but have not been verified yet. The **Board Eligible** tab will show those who have completed training and have a Verification of Completion of Training form complete. Board eligible individuals will remain in the **Board Eligible** tab until they pass the ABMGG Certification Exam or if their board eligibility status expires.

Trainee Name:	Clicking the trainee name will link you to the trainee profile. You are able to modify all aspects of the trainee Personal Information, Contact Information, and Prior Training.
Profile Approval Status:	When a trainee is created by a member of the program, the profile status will read Verification Pending . After the trainee is approved by the administrator, it will change to Approved . Clicking the icon next to the status will allow you to have a dialogue with the Administrator if they or you have any questions about that trainee.
Start Date:	Date the trainee started training
End Date:	Date the trainee will end or has ended training
Year in Training:	The program year in which the trainee is currently in. Will show COMPLETED if the end date has passed.
ITE Registration Year:	Year in which the trainee was last registered for ITE.
ITE Payment Status:	Will show Done once payment has been received.
Verification of Completion:	This section is for Program Directors only to complete. Once the End Date has passed a Verify button will appear which is where you will complete the Verification of Completion of training form. See more details about that form in the next section.
Modify Trainee Record:	Once a trainee is approved, if you need to change the Start Date or End Date you must click Send Request . This will allow you to describe the change to the administrator. The Profile Approval Status will change to Verification Pending once submitted.

Verification of Completion of Training

To complete this form go to the **Ongoing Training** tab in **Trainee Management**. Once a trainee’s end date has passed, the **Verify** button in the **Verification of Completion** column will link you to the form to be completed.



Trainee Name	Program Name	Profile Approval Status	Start Date	End Date	Year in Training	ITE Registration Year	ITE Payment Status	Verification of Completion	Modify Trainee Record
<input type="checkbox"/> Test Abmgg	A Test Institute Clinical Cytogenetics and Genomics	Review pending	07/01/2016	06/30/2018	COMPLETED	-	-	VERIFY	Send Request

The **Program Director Attestation of Completion of Training** form will then open. All trainee information will be automatically copied from the trainee profile to the top part of the form. As the program director, you will have to individually check all the boxes the trainee meets.

Sample form:

- Satisfactorily followed the course of instruction designed for this program.
- Satisfactorily met the program competencies/milestones in each of the following areas:
 - Patient Care
 - Medical Knowledge
 - Practice Based Learning
 - Professionalism
 - System-Based Practice
 - Interpersonal and Communication Skills

- Not taken leaves of absence or vacation exceeding those allowed by the Board and training program.
- Completed and submitted to the program director a logbook that meets all requirements.
- achieved the appropriate knowledge, skills, ability and judgment to provide competent clinical care in medical genetics and genomics specialty.
- demonstrated good moral and ethical character.
- I attest that this person is ready to move on to the independent practice in their specialty of their medical genetics and genomics.

At the bottom of the form there is a comment box. If you do not check one of the boxes, please describe in the comments why you omitted. Please review the form before you submit, because **once the form is submitted it cannot be edited**. After you submit, the trainee will automatically switch to the **Board Eligible** screen.

Verification of Ongoing Training

During a Certification Examination year (odd years only), you will be required to submit an Ongoing Training form for trainees who will complete training between January 1 and July 31 of that year AND submitted his/her application for the examination.

NOTE: If a trainee has not submitted a Certification Examination Application, you will receive an error. You do **NOT** need to fill out the Ongoing Training form for non-applicants.

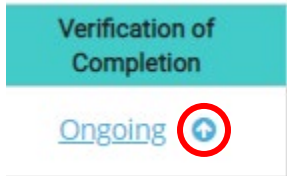
You will find the form as you would the Verification of Completion of training form. Go to the **Ongoing Training** tab in **Trainee** Management. Once a trainee's end date has passed, the **Verify** button in the **Verification of Completion** column will link you to the form to be completed.



Trainee Name	Program Name	Profile Approval Status	Start Date	End Date	Year in Training	ITE Registration Year	ITE Payment Status	Verification of Completion	Modify Trainee Record
<input type="checkbox"/> Test Abmgg	A Test Institute Clinical Cytogenetics and Genomics	Review pending	07/01/2016	06/30/2018	COMPLETED	--	--	VERIFY	Send Request

Once that button is clicked you will see a dropdown at the top, after **Select the status** with the option to either fill out the Ongoing Training or Completion of Training form. For trainees who have not yet completed, you will select **Ongoing Training**.

NOTE: You must click both attestations on the form. If, for any reason, you cannot attest to either statement, please email ABMGG@abmgg.org.



After submission, you can click on Ongoing in the Verification of Completion column and view the completed Ongoing Training form. When you are ready to submit the Verification of Completion form, click the blue arrow and it will open the form.

ITE Registration

To register your trainees for the In-Training Exam (ITE) go to the Trainee Management section of the portal.

Trainee Management

Programs:*

ONGOING TRAINING

Note: You must select a program from the dropdown meaning all specialties will have to be registered separately.

Trainee Name	Program Name	Profile Approval Status	Start Date	End Date	Year in Training	ITE Registration Year	ITE Payment Status
<input type="checkbox"/> Live Testing	A Tes t Institute Clinical Cytogenetics and Genomics	Approved	11/06/2018	11/05/2020	1	--	--

[REGISTER FOR ITE](#)

Once a program is selected you use the check box next to the trainee’s name(s) you wish to register. After you select all eligible trainees that you wish to register click the **Register for ITE** button at the bottom of the chart. You will get a pop up that says “Are you sure? Do you want to register for next year” with a Yes and No option. To proceed, press yes.

After selecting **Yes** you will see a screen with all selected trainees. If you are paying by Credit Card you will be prompted to pay here. If you are paying my check, you have the option to enter the check number, but do not have to. This is also where you will indicate if ADA Accommodations are required.

After submitting, the trainees whom you registered will have **2020** in the **ITE Registration Year** column. If you paid by Credit Card, the **ITE Payment Status** will say **Done** or **Received**; if you are paying by check it will say **Pending** until the check has been received.

Trainee Name	Program Name	Profile Approval Status	Start Date	End Date	Year in Training	ITE Registration Year	ITE Payment Status
<input type="checkbox"/> Test Abmgg	A Second Test Institute Clinical Genetics and Genomics	Approved	11/19/2018	11/18/2020	1	2019	Pending