



FELLOWS TRAINING SERIES GUIDE

2025-2026

Welcome to Fellows Training Series!

Welcome to Fellows Training Series, a comprehensive program from the Endocrine Society designed to support program directors and prepare the next generation of endocrinologists through targeted education and examination. In this guide you will find all the information needed to successfully enroll your fellows in the Fellows Training Series and administer the In-Training Exam (ITE).

Table of Contents

- Fellows Training Series Overview
- Key Dates for 2025 - 2026
- How to Purchase Vouchers
- Assigning Vouchers
- In-Training Exam Timeline
- Pre-Exam Checklist
- Technology Requirements and Support [△](#)
- In-Training Exam Day
- After the Exam
- Accessing the Score Reports
- ITE Live!
- Resources for Graduating Fellows
- FAQs

Fellows Training Overview

Vouchers are available in two subscription types. Purchase vouchers for one of our two subscription packages, [Basic](#) or [Premium](#), and gain access to the premier self-assessment tool in the field, the In-Training Exam (ITE). Each fellow that you intend to take the ITE needs their own voucher. Unfortunately, we are unable to mix subscription types within a program.

The Basic Subscription (\$195/fellow, per year) package includes:

- Each year's ITE and group performance reports
- Procedural assessment tools
- A small collection of teaching resources

The Premium Subscription (\$285/fellow, per year) package includes:

- Each year's ITE and group performance reports
- Post-Exam Resource: ITE Plus – a resource designed to allow learners to work through past In-Training Exams to re-test their knowledge, read through answer rationale, and access additional resources to better understand exam topics.
- Procedural assessment tools
- Topical modules.
- Teaching resources, slide decks, and more.

All FTS subscribers also receive access to **ITE Live**, a webinar series where exam authors review the most-missed questions from the exam. Registration links for ITE Live will be distributed prior to the webinar, and the recordings will be posted on the Center for Learning for those unable to attend.

Key Dates for 2025-2026

- Vouchers Become available for purchase – July 8, 2025
- Last Day to Purchase Vouchers – January 7, 2026
- ITE 2026 Opens for Proctoring – January 14, 2026
- ITE 2026 Closes for Proctoring – February 18, 2026
 - Your program will have until 11:59 CST on this date to complete the exam.
Once the exam window has closed, we will be unable to re-open it.
- Score Reports Released – March 18, 2026
- ITE Live – April 2026 (Dates TBA)

How to Purchase Vouchers

Follow these step-by-step instructions for how to purchase vouchers online using a credit card.

To purchase vouchers via check, please email info@education.org to request an invoice and include the number of vouchers and whether you would like to purchase premium or basic subscriptions.


Anyone listed as your program's Coordinator or Director has the ability to purchase and assign vouchers. If you need to change the contact listed as your Program Coordinator or Program Director, please contact education@endocrine.org.

To purchase vouchers:

1. Login to your Endocrine Society account at education.endocrine.org
2. Confirm that you are in the 'Coordinator View'. This can be accessed via the drop-down menu on the right hand side of your screen, next to your name (see image)



3. Determine which voucher type you would like to purchase for your program, and select the appropriate button

 Madeline Dozier

FELLOWS TRAINING SERIES

[Purchase Premium Vouchers](#)[Purchase Basic Vouchers](#)

Purchasing Vouchers for Fellows Training Series

Use these instructions for a step-by-step guide for purchasing vouchers online via credit card.
Need to pay by check? Email info@endocrine.org to request an invoice!
Having trouble? Email education@endocrine.org for assistance.

4. Select the number of subscriptions you would like to purchase for your program- **this should be equal to the number of fellows in your program**. Only those with a voucher will be able to access the course materials. Program Coordinators and Directors should not purchase a voucher for themselves.

[Home](#)[Courses](#)[Users](#)[Vouchers](#)

Endocrine Society Fellowship Program (for testing) / Managed Vouchers / Purchase

Vouchers

Course x

Summary

Unit Price	\$285.00
Voucher Count	x 1
Subtotal	\$285.00
Total	\$285.00

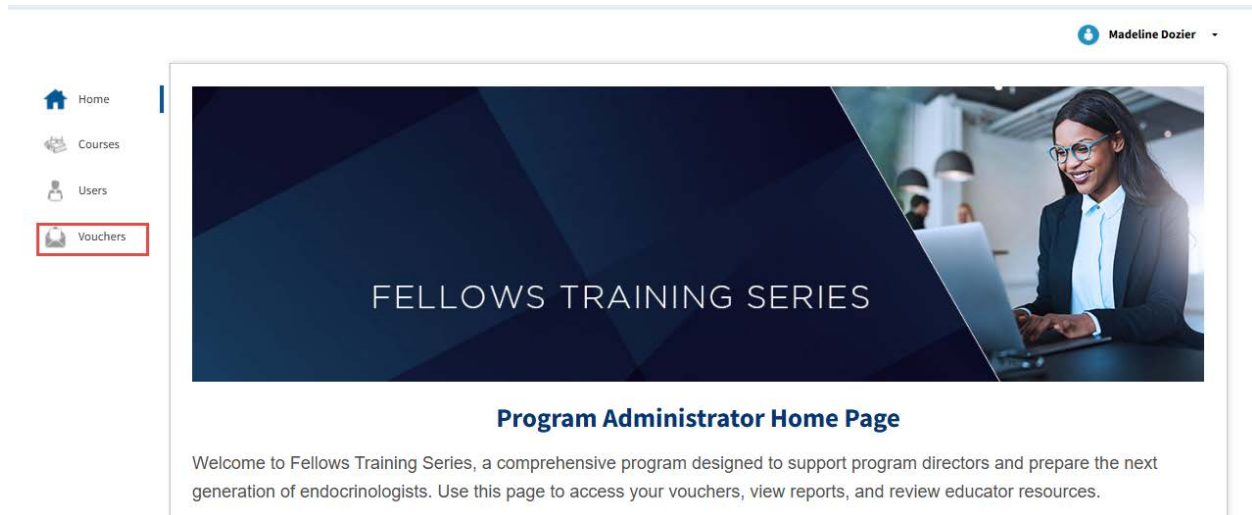
[Purchase](#)

5. Proceed to the payment screen using the “Purchase” Button. Review your order. Then, confirm your billing and shipping information and select your payment type. Input your payment information and select ‘Continue’.

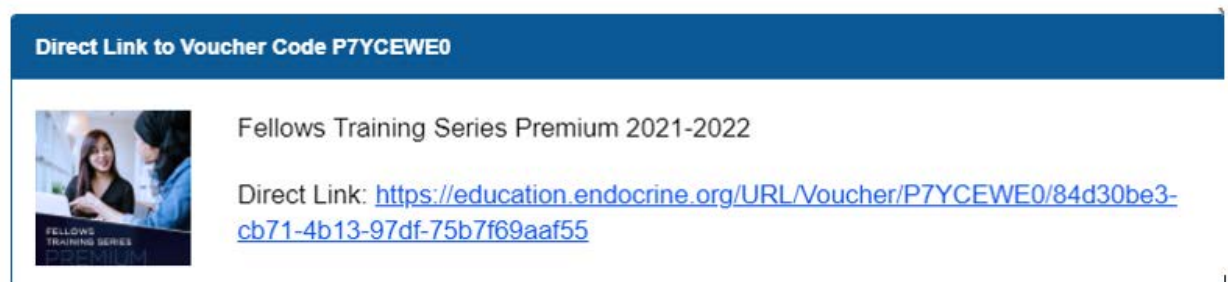
You have now successfully purchased vouchers for the Fellows Training Series! **The next step is to assign the vouchers to your fellows**. If you do not assign the vouchers to your fellows, they will not have access to the course materials, and **their In-Training Exam scores will not appear in your program’s score reports**

Providing Vouchers to Your Fellows

1. From your homepage on education.endocrine.org, navigate to the 'Vouchers' tab on the left control panel. Anyone listed as the Program Director or Program Coordinator has access to the vouchers tab, not just the person who purchased them

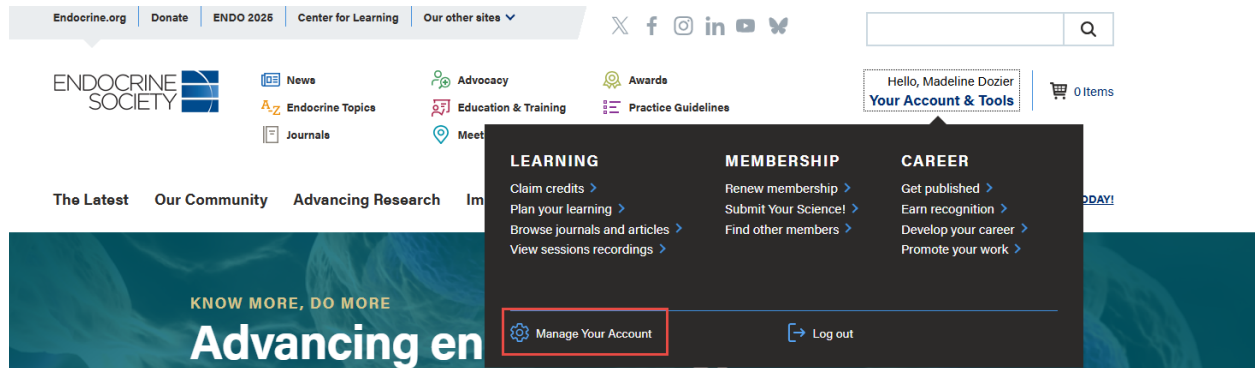


2. Select the 'Direct Link' button to view your program's unique voucher link, which your fellows will use to claim a voucher and enroll in the course material.



3. Copy and paste this link into an email and share it with your fellows directly. Please **do not click** the link yourself, as this will claim a voucher.

Note: your fellows may have an existing Endocrine Society account with an email address not associated with your institution. Please have your fellows claim the voucher link with the account (and email address) on their existing account. Please do not have your fellows create a new account if they already have an existing account. If they would like to change the email address associated with their account, this can be done on endocrine.org by navigating to the ‘Manage Your Account’ screen.



Fellows with multiple accounts may experience difficulties receiving their In-Training Exam Score. If your fellow does have multiple accounts on the Center for Learning, please contact education@endocrine.org. Be sure to include the usernames of both accounts and let us know which the fellow would like to use to login moving forward.

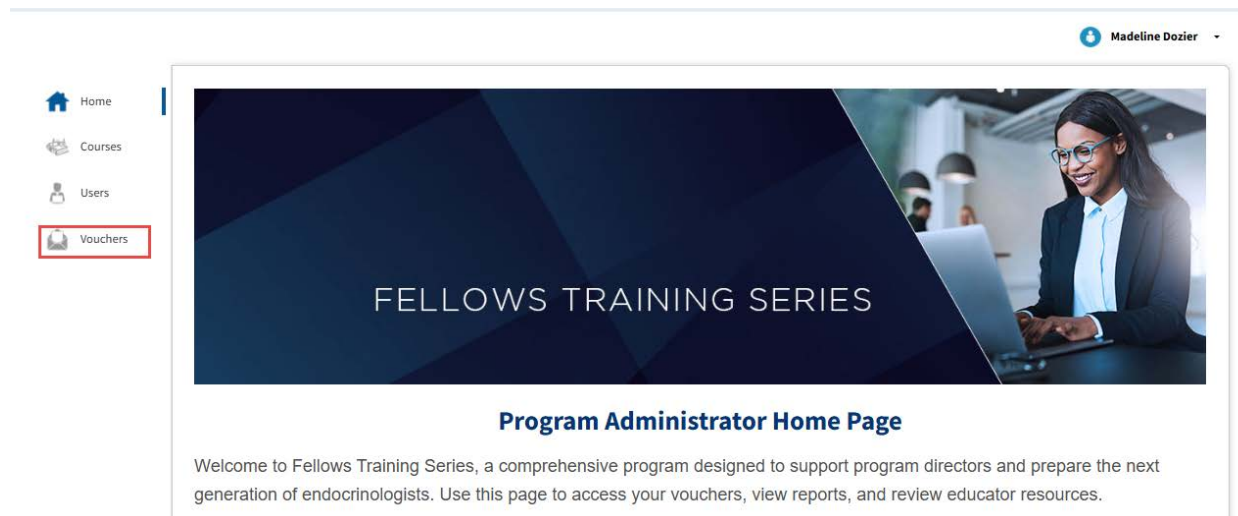
In-Training Exam Timeline

Endocrine Society staff will be in contact throughout the process with important updates about the In-Training Exam. Everyone listed as a Program Coordinator or Program Director will receive email correspondence. Reach out to education@endocrine.org to change or verify the contact information listed for your program at any time.

- Last Day to Purchase Vouchers – January 7, 2026
- ITE Guide and Invitation Codes Distributed – January 12, 2026
- ITE 2026 Opens for Proctoring – January 14, 2026
- ITE 2026 Closes for Proctoring – February 18, 2026
 - Your program will have until 11:59 CST on this date to complete the exam. Once the exam window has closed, we will be unable to re-open it.
- Score Reports Released – March 18, 2026
- ITE Live – April 2026 (Dates TBA)
 - Registration links will be distributed one month before the webinars

Pre-Exam Checklist

1. **Double check that your fellows have claimed a voucher and are enrolled in the Fellows Training Series.** If your fellow has not claimed a voucher, their exam score will not appear in your program’s score report. Confirm voucher assignments by navigating to the ‘Vouchers’ tab from your homepage on education.endocrine.org.



2. Decide when your program will take the exam. Since the exam is online, your fellows can either take the exam at home or gather in one place to take the exam on individual computers with the proctor in the room. **There is no need to notify the Endocrine Society of your chosen exam date, however, please note that staff support is available Monday-Friday from 9am-5pm EST.** Endocrine Society offices will be closed Monday, January 19th and Monday, February 16th in observance of US Federal Holidays.

- i. Since the exam is online you may prefer to administer the exam on different days for your fellows. This is fine, however please reinforce with your fellows to not discuss the exam until everyone in your program has completed it.
- ii. If you are not proctoring in-person, proctors can opt to have the fellows call into a virtual meeting (like Zoom) to proctor them this way, or ask the fellows to check in at the beginning of the exam to provide the invitation code and exam instructions

3. Receive your ITE Guide and invitation code from the Endocrine Society.

Endocrine Society staff will send an email with your program's unique invitation code to all Program Directors and Program Coordinators listed for your program. If you do not receive your program's invitation code and ITE Guide by January 12, 2026, please reach out to education@endocrine.org

- i. Included with the invitation code is the **Fellows Guide for Navigating the ITE**, a sharable document with detailed instructions for your fellows on how to access the exam.

⚠ Technology Requirements and Support for ITE ⚠

Proactive coordination with your institution's IT department is key to a successful proctoring and examination experience. If fellows are taking the exam on your institution's Wi-Fi network and using an institution-approved browser, please coordinate with your IT department to ensure that security settings do not block access to our website and its assets. This will help avoid any connectivity issues during the exam. **Please be aware that the Endocrine Society cannot provide assistance to bypass your institution's internet settings.**

Please note that the recommended browsers are Google Chrome and Mozilla Firefox. The site is also mobile responsive, and the exam can be completed on any tablet or smartphone, but laptops and desktop computers are still preferred.

In-Training Exam Day

Fellows will have 4 hours to complete the exam; however most will not need the full time. If your fellow requires an additional time accommodation, please reach out to education@endocrine.org at least one week prior to your chosen exam date. Be sure to include the name of the fellow who needs the accommodation in your email.

On the day of the exam, share your program's invitation code and the Fellows Guide for Navigating the ITE with the fellows for them to log into the platform and access the exam. Please do not share the invitation code until your proctoring date and time, as we do not want the fellows to access the exam until they are taking it.

If you are not proctoring in-person, proctors can opt to have all the fellows call into a virtual meeting (like Zoom) to proctor them this way or ask the fellows to check in at the beginning of the exam to provide the invitation code and exam instructions.

Remind your fellows that this exam is intended to provide a benchmark of their current knowledge and provide opportunities for remediation with an instructor. If the fellows take the exam at home, please remind them to take the exam **closed book** as they would if they were in person.

If you experience any difficulties on the day of the exam, please reach out to education@endocrine.org for assistance. Staff are available to troubleshoot Monday-Friday from 9am-5pm ET. Please note that the Endocrine Society will be closed Monday, January 19th and Monday, February 16th in observance of US Federal Holidays.

Post-Exam Score Reports

Exam results will be available mid-March following the exam. These results can be used to guide remedial learning for your fellows, as they outline the specific topic areas and learning objectives your fellows could improve in.

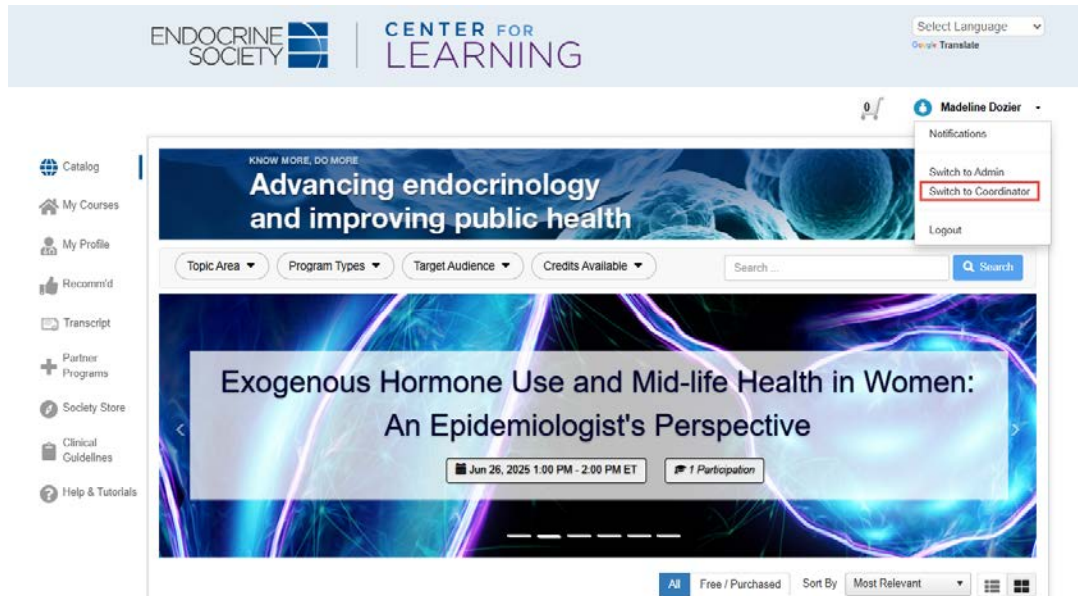
The exam results be available via the following reports:

- The **group report** includes statistics comparing your overall program to the other programs participating in the exam, both overall and by fellowship year. It also includes how your program performed overall within each topic area; the individual scores of each of your fellows; and how many fellows answered each individual question correctly.
- The **individual report**, available for each fellow, includes the fellow's score, how many questions they answered, and how they did compared to other fellows in their cohort. It also includes how that fellow did within each topic area, compared to how other fellows did in that area; and which questions they got correct along with the learning objectives.

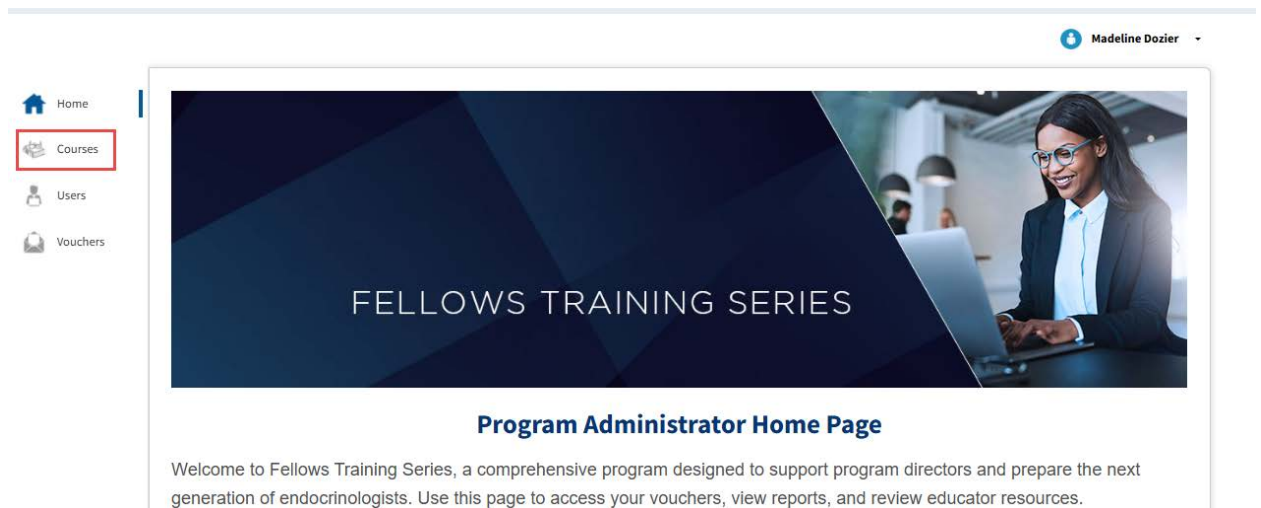
Exam results can only be accessed by program administrators - the director, associate director, or coordinator. Fellows must request their reports from their program administrator, and we strongly encourage the program director to review the report with the fellow to facilitate the remediation process.

Accessing the Score Reports

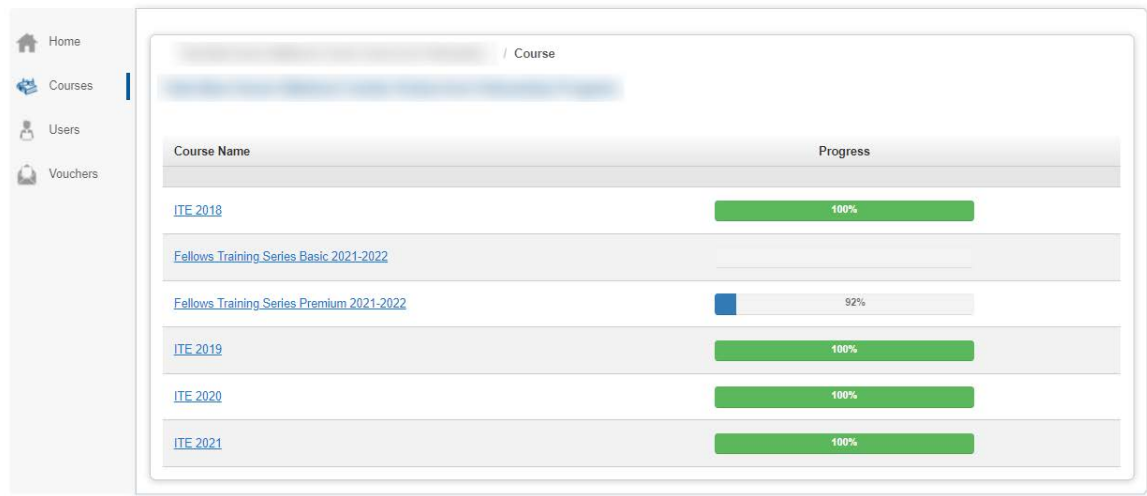
1. Login to your account at education.endocrine.org and confirm you are in the 'Coordinator View'. This can be accessed next to your name in the upper right corner of your screen.



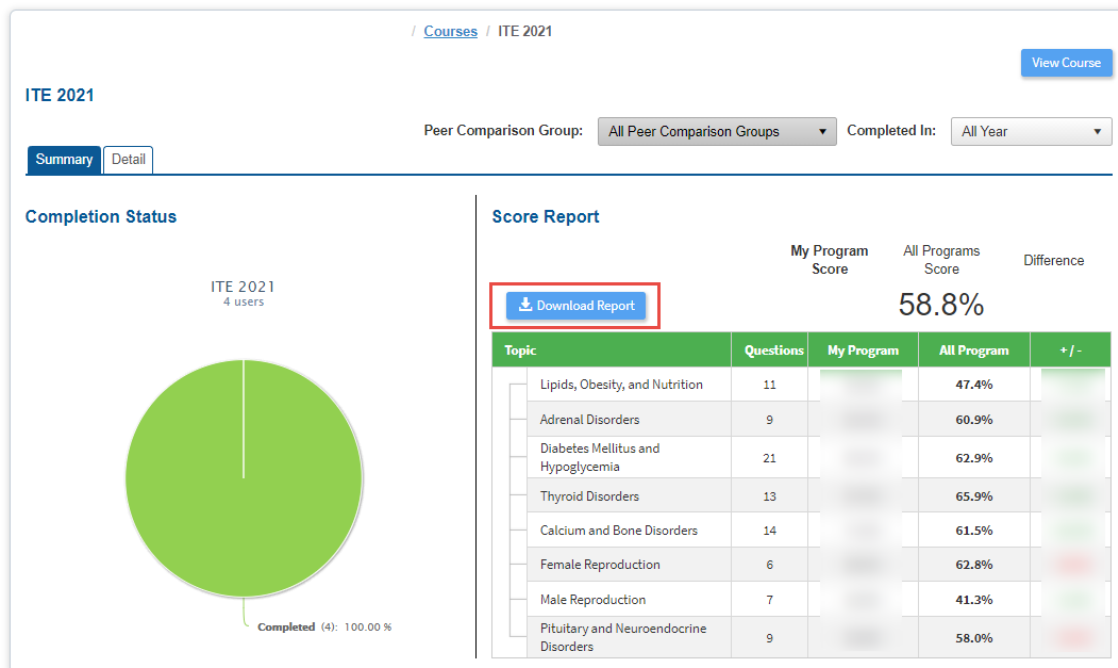
2. Navigate to the 'Courses' tab on the left-hand side of the page



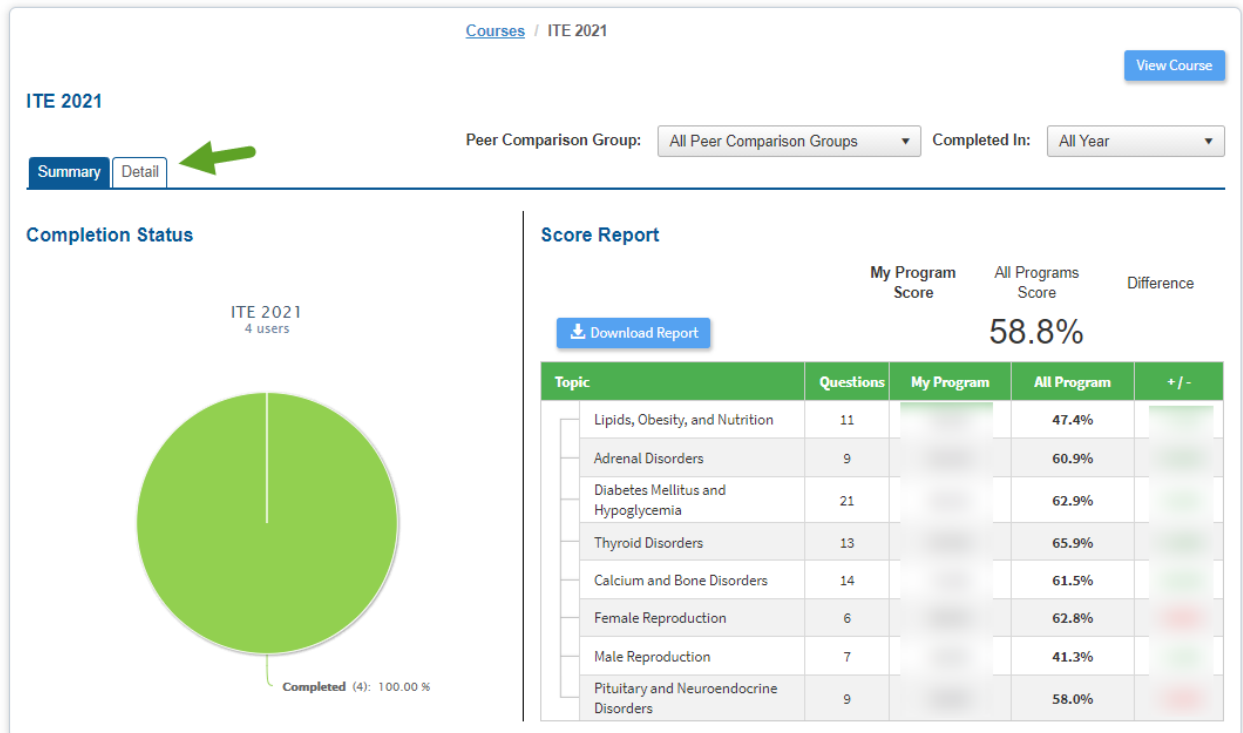
3. Select this year's ITE from the list of courses available.



4. Here you will find the Score Report Landing Page, showing an overview of how your program performed compared to other programs. Select the 'Download Report' for a more detailed report for your program.



5. To access the individual report, navigate to the 'Details' tab.



Here you will see a list of all the fellows listed in your program who took the In-Training Exam. **If a fellow is missing from your score report it is likely that they either have not claimed a voucher, or they took the exam under a different account.** Please verify they have been enrolled in the Fellows Training Series by navigating to your 'Vouchers' tab in your Coordinator View on the Center for Learning.

- From this view you can download individual scores. Once downloaded, you will see each question number, the learning objective, the topic, and the correct answer. You will also see what the selected fellow chose and their overall score. You can also get a closer look by heading directly to the fellows' report page. You can do so by clicking on any fellows' name.

ITE 2021 View Course

Peer Comparison Group: All Peer Comparison Groups Completed In: All Year

Summary **Detail**

Status: All items checked Download Exam Responses Download All Progress Email Selected User

Additional details are available via download

*The ranking displayed is against all participants who took the exam.
Select the desired peer comparison group (above) to see peer-group specific ranking.*

<input type="checkbox"/>	User Name	User Email	Progress	Rank Percentile	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	48% 52%	15.3%	Completed
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	69% 31%	83.2%	Completed
<input type="checkbox"/>	[Redacted]	[Redacted]	53% 47%	29.8%	Completed
<input type="checkbox"/>	[Redacted]	[Redacted]	47% 53%	12.7%	Completed
<input type="checkbox"/>	[Redacted]	[Redacted]	67% 33%	78.2%	Completed
<input type="checkbox"/>	[Redacted]	[Redacted]	57% 43%	44.4%	Completed
<input type="checkbox"/>	[Redacted]	[Redacted]	68% 32%	80.8%	Completed
<input type="checkbox"/>	[Redacted]	[Redacted]	69% 31%	83.2%	Completed
<input type="checkbox"/>	[Redacted]	[Redacted]	50% 50%	20.4%	Completed

Page size: 20 9 items in 1 pages

7. On this page, you will see the individual score, the overall rank percentile, and the rank percentile (peer comparison). The report also includes scores and rank percentile (both overall and peer comparison) for each of the topic areas. You can click on each of the percentiles to load a histogram, which breaks down score percentiles further.

Score Report Peer Group: ITE 2022 - Y2

Completed on February 04, 2022

Download Report Download Exam Response

Rank % vs. Peer	Overall Rank %	Score	Program Score	Difference
15.9%	32.9%	54.4%	61.2%	- 6.8%

Topic	Questions	Correct	Rank % vs. Peer	Overall Rank %	Score	Program Score	+ / -
Lipids, Obesity, and Nutrition	11	4	6.5%	11.0%	36.4%	58.2%	- 21.8%
Adrenal Disorders	9	4	20.5%	32.2%	44.4%	63.3%	- 18.9%
Diabetes Mellitus and Hypoglycemia	22	13	22.7%	37.4%	59.1%	63.2%	- 4.1%
Thyroid Disorders	14	10	75.0%	82.5%	71.4%	68.6%	+ 2.8%
Calcium and Bone Disorders	13	8	73.9%	78.5%	61.5%	60.0%	+ 1.5%
Female Reproduction	6	4	73.6%	77.7%	66.7%	56.7%	+ 10.0%
Male Reproduction	6	3	58.0%	68.5%	50.0%	50.0%	-
Pituitary and Neuroendocrine Disorders	9	3	6.3%	9.8%	33.3%	58.9%	- 25.6%

8. The Topic Score Breakdown report can be downloaded by clicking on 'Download Report'. This will generate an excel report with the exam score and percentile

breakdowns for the overall exam and the topic areas. This report can be used to track areas of improvement on a programmatic level (i.e., if there was one area all of your fellows struggled with) and on an individual fellow level (i.e., to guide remedial learning)

<div> <div></div> <div>Score Report</div> </div> <div>Completed on February 04, 2022</div>		Peer Group: ITE 2022 - Y2					
<div> <div>Download Report</div> <div>Download Exam Response</div> </div>		Rank % vs. Peer	Overall Rank %	Score	Program Score	Difference	
		15.9%	32.9%	54.4%	61.2%	- 6.8%	
Topic	Questions	Correct	Rank % vs. Peer	Overall Rank %	Score	Program Score	+ / -
Lipids, Obesity, and Nutrition	11	4	6.5%	11.0%	36.4%	58.2%	- 21.8%
Adrenal Disorders	9	4	20.5%	32.2%	44.4%	63.3%	- 18.9%
Diabetes Mellitus and Hypoglycemia	22	13	22.7%	37.4%	59.1%	63.2%	- 4.1%
Thyroid Disorders	14	10	75.0%	82.5%	71.4%	68.6%	+ 2.8%
Calcium and Bone Disorders	13	8	73.9%	78.5%	61.5%	60.0%	+ 1.5%
Female Reproduction	6	4	73.6%	77.7%	66.7%	56.7%	+ 10.0%
Male Reproduction	6	3	58.0%	68.5%	50.0%	50.0%	-
Pituitary and Neuroendocrine Disorders	9	3	6.3%	9.8%	33.3%	58.9%	- 25.6%

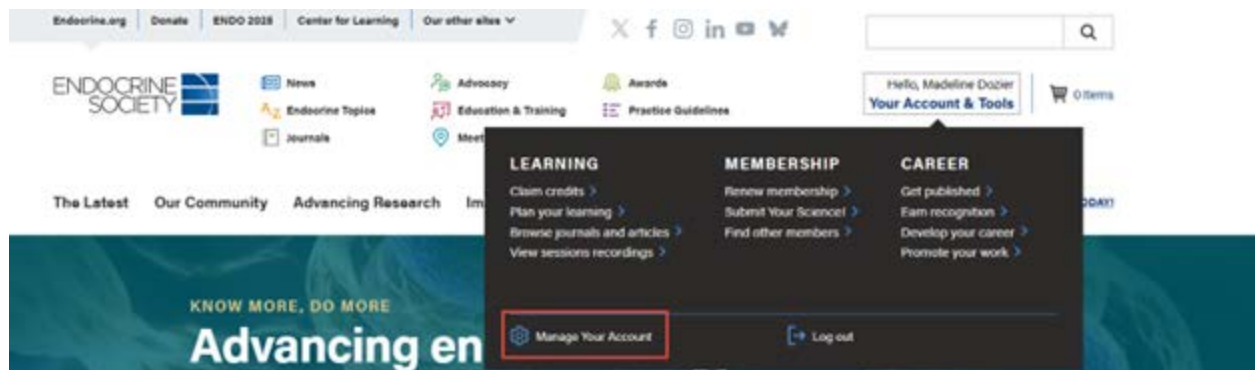
ITE Live

All Fellows Training Series subscribers receive access to **ITE Live**, a webinar series where exam authors review the most-missed questions from the exam. Registration links for ITE Live will be distributed prior to the webinar, and the recordings will be posted on the Center for Learning for those unable to attend.

Resources for Graduating Fellows

Fellows who graduate fellowship in 2026 are eligible for access to the Graduate Bundle once their Fellows Training Series expires on 6/30/2026 to assist in studying for their board exams. The Graduate Bundle contains identical content to the Fellows Training Series and will be available through the end of 2026. To enroll your graduating fellow in the Graduate Bundle please send an email to education@endocrine.org with their name and email address.

If your graduating fellow will lose access to the institution email address associated with their Endocrine Society account, they can change their login credentials on endocrine.org at any time using the 'Manage Your Account' button shown below.



FAQs

How many vouchers do I need for my program?

You should purchase a voucher for each fellow that will take the ITE. Only those with a voucher will be able to access the course materials. Program Coordinators and Directors should not purchase a voucher for themselves.

How long is the exam?

Fellows will have 4 hours to complete the exam; however most will not need the full time. If your fellow requires an additional time accommodation, please reach out to education@endocrine.org at least one week prior to your chosen exam date. Be sure to include the name of the fellow who needs the accommodation in your email.

What website do I use to proctor the exam?

There is no specific website required for proctors. Since the exam is online, your fellows can either take the exam at home on their own computers or gather in one place to take the exam on individual computers with the proctor in the room. If you choose to administer the exam remotely, you may choose to have all the fellows call into a virtual meeting (like Zoom) to proctor them this way or ask the fellows to check in at the beginning of the exam to provide the invitation code and exam instructions.

How do I proctor the exam?

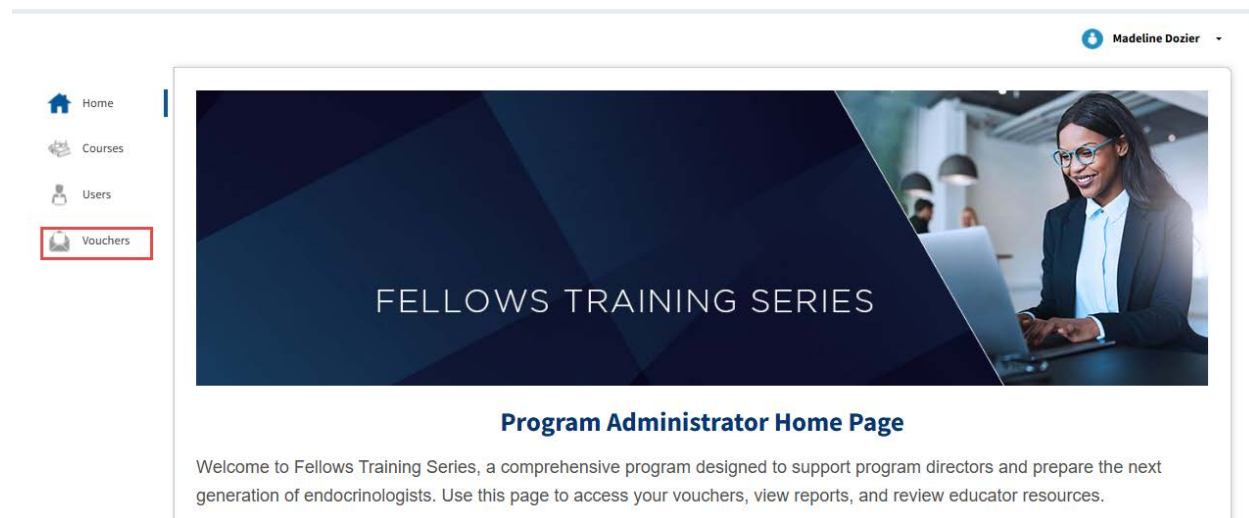
Ensure the fellows know the date and time of their exam, and ask them to arrive or sign on 30 minutes prior to starting. At the date and time of your exam, ask everyone to login to education.endocrine.org, click on the "By Invitation" tab, and enter the Invitation Code provided by Program Administrator and click "Enroll." **(Invitation codes will be provided to Program Directors and Coordinators in early January.)** After fellows enter the Invitation Code they will be taken to the In-Training Exam course page, where they can view instructions and other information. When they are ready to proceed, they should click on "Get Started".

How many vouchers do I need to purchase?

You should purchase one voucher for every fellow in your program that will take the In-Training Exam. You do not need to purchase a voucher for yourself as a Program Administrator. Unfortunately, we are unable to mix subscription types for a program.

How do I know if my fellow is registered for the ITE?

If your fellow has claimed a voucher for the Fellows Training Series, they are automatically registered for the In-Training Exam. To verify if your fellow has claimed a voucher, please navigate to the 'Vouchers' tab on the left hand side of your screen.



Can I proctor the exam on more than one date for different fellows?

We strongly encourage programs to proctor the In-Training Exam for all of their fellows at the same time, to ensure the fellows do not discuss the exam until everyone has completed it. That being said, we understand that clinical schedules may not allow all of your fellows to take the exam at the same point and you may select multiple proctoring dates if needed. Should you need to do this, please ask your fellows to avoid discussing the exam until everyone has completed it.

Why isn't my fellows score appearing in the score report?

If a fellow is missing from your score report it is likely that they either have not claimed a voucher, or they took the exam under a different account. Please verify they have been enrolled in the Fellows Training Series by navigating to your 'Vouchers' tab in your

Coordinator View on the Center for Learning. If they have claimed a voucher but are still not appearing in your program's score report, please contact education@endocrine.org. Be sure to include the name of the missing fellow in your email.

I purchased the wrong number of vouchers; can I have a refund?

Endocrine Society is able to modify your purchase within 24 hours of purchase. After 24 hours, we are unable to make changes and we do not offer refunds, per our [refund policy](#). Please reach out to education@endocrine.org to facilitate your refund.