


School of Medicine

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Office of the Dean / Registrar

Memorandum to: 1st, 2nd, 3rd and 4th Year Medical Students, Students-in-Residence,
Students on Leave of Absence, M.D.-Ph.D. Students in Ph.D. Track

From: Mary E. Foy, Associate Dean/Registrar 

Date: August 11, 2009

Re:

- 1) SOM policy on taking National Boards
- 2) Applications for 2009 United States Medical Licensing Examination (USMLE)
Computer-based Testing (CBT) (November 2009 – December 2010 cycle)

1) The Educational Policy Committee of the School of Medicine has endorsed the following policy:

Students are required to sit for, but not necessarily pass, the NBME Step 1 examination and both components of Step 2—one component is the CK (Clinical Knowledge) and the other CS (Clinical Skills). Each student must declare to the Registrar's Office of the School of Medicine the period or date of the scheduled examinations by December 1st of their senior year. Students must sit for the examinations prior to graduation.

Having this requirement allows the cost associated with taking the exam to be included in the annual financial aid budget.

2) Applications for the 2009 USMLE Step 1, Step 2CK and Step 2CS are available on the National Board website @ www.nbme.org and applications for the 2010 USMLE Step 1, Step 2CK and Step 2CS will be available in the near future. In order to apply for the USMLE, you will be required to establish new accounts or log in to existing accounts on the NBME Licensing Examination Services page of the NBME website.

The USMLE must be passed in order to be licensed to practice medicine. Step 1 is usually taken after completion of the basic science curriculum; Step 2 CK and Step 2 CS after completion of most of the clinical curriculum and Step 3 after one year of postgraduate training. The application for Step 3 is processed by the State Board through which licensure is applied. Applicants for Step 3 must meet USMLE program requirements as well as state-specific eligibility requirements.

To apply on line, you should go to the USMLE page of the NBME website at www.nbme.org and click on "NBME Licensing Examination Services" and then select "Apply for USMLE." Applicants are asked to complete and submit Part A on the website and then print out the Certification of Identification and Authorization form. Part A asks for biographic information, a choice of step, eligibility period, and region, and whether you are requesting test accommodations. The Certification of Identification and Authorization form requires a picture, school seal, school signature (Registrar) and applicant signature. This form is used to verify your identity and will be valid for five years. You will sign the Applicant Authorization and Signature section to permit the NBME to use your USMLE ID# and password in lieu of a signature for future transactions. This Authorization and Signature section will not expire. Everyone applying subsequently, whether for the same Step or a different one will not be required to complete this form again, except when there is a name change, you transfer, or the Certification of Identification expires. The Registrar's Office has photographs on file for applications.

There is considerable flexibility in scheduling the dates for Step 1 & Step 2CK. On the application you will select a three-month period during which you prefer to take the examination. (i.e. July, August, September; August, September, October, etc.) You will be assigned to that period if the application is processed in time; otherwise the next three-month period will be assigned. Allow four weeks for processing an application. After your application is accepted you will receive a scheduling permit which will allow you to contact a Prometric, Inc. Test Center for an examination time. Examination times can be scheduled up to six months in advance in order to secure a preferred date and site.

Since the processing of Step 1 and Step 2CK applications must be completed prior to the three-month period in which you elect to take the examination, it is suggested that the application be completed and returned to the Registrar's Office six weeks in advance of the elected three-month period. The Registrar's Office makes every effort to process applications within four days of receipt.

Step 2CS is offered regularly throughout the year. Demand for test dates/centers at certain times during the year may exceed the number of testing spaces available. Current exam cities are: Philadelphia, Los Angeles, Atlanta, Chicago and Houston. Please note that the demand for Philadelphia site is great, as many international graduates select that site. **2010 graduates are encouraged to visit the National Board website and to apply for the Step 2 CS exam as soon as possible.**

2009 fees are as follows:	Step 1 - \$495	2010 fees are as follows:	Step 1 - \$505
	Step 2 (CK) - \$495		Step 2 (CK) - \$505
	Step 2 (CS) - \$1,055		Step 2 (CS) - \$1,075
	Extension period - \$55		Extension period - \$55

If you have any questions please contact Molly O'Brien at 443-287-2196 or visit the USMLE website.

cc. Thomas Koenig, M.D.

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