

JOHNS HOPKINS
UNIVERSITY

School of Medicine

Edward D. Miller Research Building, Suite 147
733 North Broadway
Baltimore, MD 21205-2196
(410) 955-3080 / FAX (410) 955-0826

Office of the Dean
Registrar

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

From: William Bryant Faust IV, EdD, Associate Dean and Registrar

Date: May 1, 2019

Re: 1) SOM policy on taking the USMLE
2) Applications for 2020 United States Medical Licensing Examination (USMLE)

1) The School of Medicine policy on taking the USMLE:

JHUSOM medical students must take and pass Step 1 USMLE by graduation, effective with the Class of 2020. Students must schedule both components of Step II (Clinical Skills and Clinical Knowledge) by December of their senior year and sit for the examination prior to graduation.

It is advantageous, but not required, to take Step II, Clinical Skills around the start of Quarter 2 of year four and Clinical Knowledge by the end of December of year four; as more hospitals are encouraging students to successfully pass both components of Step II in order to rank applicants in the match.

Step 3 is taken after graduation. 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. The USMLE must be passed in order to be licensed to practice medicine.

2) Applications for the 2020 USMLE Step 1, Step 2CK and Step 2CS will be available in the second half of September 2019 on the [National Board website](#). 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.

To apply online, you should go to the USMLE page of the [NBME website](#) 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 (the Registrar's Office has photographs on file for applications), 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 to another medical school, or the Certification of Identification expires.

There is considerable flexibility in scheduling the dates for Step 1 and 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 NBME to process your 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. Step 2CS must be taken within 12 months of registration, otherwise NBME will charge you an additional registration fee. 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 the Philadelphia site is great, as many international graduates select that site.

2019 fees are as follows:	Step 1 - \$630	2020 fees are as follows:	Step 1 - \$645
	Step 2 (CK) - \$630		Step 2 (CK) - \$645
	Step 2 (CS) - \$1,290		Step 2 (CS) - \$1,300
	Extension period - \$70		Extension period - \$70

Please see [USMLE website](#) for increase in rescheduling fees for Step 2 (CS).

If you have any questions, please contact [Dawn Timmons](#) in the Registrar's Office at 410-614-7014 or visit the [USMLE website](#).

cc: Thomas Koenig, M.D.