

**School of Medicine**

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Office of the Dean  
Registrar

Memorandum to: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Year Medical Students, Advanced Studies Program Students,  
Students on Leave of Absence, MD/PhD Students in PhD Track

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

Date: August 10, 2021

Re:

- 1) SOM Policy on the Timing and Passing of the United States Medical Licensing Examination (USMLE)
- 2) Applications for 2022 United States Medical Licensing Examination (USMLE)

1) Johns Hopkins School of Medicine Policy on the Timing and Passing of the United States Medical Licensing Examination (USMLE):

- Johns Hopkins University School of Medicine (JHUSOM) medical students must take and pass Step 1 USMLE® by graduation.
- JHUSOM medical students must schedule Step 2 Clinical Knowledge by December of their fourth year, and sit for the examination prior to graduation.
- JHUSOM medical students take Step 3 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) Registration for USMLE Step 1 and Step 2 CK in 2022 is expected to open starting August 11, 2021

To apply for either exam online, you should go to the USMLE page of the [NBME website](#) at and click on the “Register for USMLE” button. and follow the link for “NBME Licensing Examination Services.” 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 biographical information, a choice of exam, eligibility period, and region, and whether you are requesting test accommodations. The Certification of Identification and Authorization form requires a photograph (which will be provided by the Registrar’s Office), school seal, school signature (Associate Dean and Registrar) and applicant signature. 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. Everyone applying subsequently, whether for the same Step Exam or a different one, will not be required to complete this form again, except when there is a name change, transfer to another medical school, or the Certification of Identification expires after five years. As you prepare to begin applying to take USMLE exams next year, please be aware that NBME will continue to accept electronically submitted USMLE Certification of ID Forms (CIFs) from the Registrar’s Office.

There is considerable flexibility in the scheduling of 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. (e.g. July/August/September, August/September/October). After your application is accepted, you will receive a

scheduling permit which will allow you to contact a Prometric 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 recommended that the application be completed and returned to the Registrar's Office six weeks prior to the elected three-month period. The Registrar's Office will normally process applications within five business days, and NBME requires up to four weeks for processing. Students can check their registration status by logging into their USMLE accounts on the NBME Licensing Exam Services (NLES) website.

2021-2022 fees are as follows:

Step 1	- \$645
Step 2 (CK)	- \$645
Eligibility Period Extension	- \$70

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

cc: Katherine Chretien, M.D.