

JOHNS HOPKINS  
UNIVERSITY

**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, M.D.-Ph.D. Students in Ph.D. Track

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

Date: August 1, 2023

Re: 1) SOM policy on taking the USMLE  
2) Applications for 2023 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.

Students must schedule Step II Clinical Knowledge by December of their senior year and sit for the examination prior to March 31<sup>st</sup> of their final year. It is advantageous, but not required, to take Step II Clinical Knowledge by the end of December of year four; as more hospitals are encouraging students to successfully pass 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 2023 USMLE Step 1, Step 2CK will be available in the second half of September 2022 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.

Once you have completed, signed, and dated the document, then submit the Certification of Identification form to [medstdsk@jhmi.edu](mailto:medstdsk@jhmi.edu). Your permanent record photo will be affixed, the Associate Dean

and Registrar will sign the form, and then the completed form will be forwarded to NBME within five business days.

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.

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.

2023 fees are as follows: Step 1 - \$660  
Step 2 (CK) - \$660  
Extension period-\$70

2024 fees are as follows: Step 1 - \$670  
Step 2 (CK) - \$670  
Extension period-\$70

If you have any questions, please contact [Dawn Timmons](#) in the Registrar's Office at 410-614-7014 or visit the [USMLE website](#). Links to JHUSOM USMLE policies are available here;

[MSPP011 Independent Study for USMLE](#)  
[MSPP017 Policy on the Timing and Passing of USMLE](#)

The full text of the policies are linked above and published on the Hopkins Policy & Document Library at; <https://hpo.johnshopkins.edu/som/>.

Cc: Katherine Chretien, M.D.