

**INSTRUCTIONS FOR APPLYING FOR THE
2010 USMLE STEP 1 EXAMINATION**

Completing the Step 1 Application process is done in two parts:

Part A is done on-line and **Part B** is a certification page you print out after completing Part A. You will bring **Part B** to the Office of the Registrar for signature with your photo and check (if you didn't pay by credit on-line).

1. **Go to the NBME Interactive Web Site for Applicants:**

<https://apps.nbme.org/ciw2/prod/jsp/login.jsp?snid=>

Please note: Use of the NBME Interactive Website requires at least Internet Explorer Version 5.0 or Netscape Version 4.73. Internet Explorer is recommended.

Follow the instructions for "First Time User?" in the Log-in box.

2. You will be directed to enter your:

Social Security Number, Last name, First name, Birth Date, E-mail Address

Medical School: New York-SUNY Downstate Medical Ctr Coll of Med

Graduation Year: 2012 (If you are MD/PhD – enter 2015)

3. Once you submit, **you will receive an email immediately** with your **USMLE Identification Number** and a temporary password from the National Board. You will use the USMLE ID# in all future correspondence regarding USMLE.

4. Once you receive this information, you should log in to the menu item: **Apply for the USMLE**. You will be required to change your password at this time and will be prompted for clues in case you forget your password.

5. You will then hopefully be successfully logged on to the NBME Interactive Website. Proceed to: Apply for USMLE.

6. You will be asked to read the application instructions.

7. The examination you are applying for is: **Step 1**

8. **Part A of the application:**

Confirm Medical School:

Date Enrolled: Use **August 2008** if you enrolled with this class.

If you entered in a different year, enter August and the year in which you enrolled.

Date Medical Degree Expected: **May 2012** (Except for MD/PhDs who should use May 2015)

Eligibility Period: *(Period of time you are eligible to take the exam.)*

May 1 to July 31, 2010 will cover those students who may want or need to take the exam in late May, and covers the entire month of June.

(See recommended dates to take Step 1 on 2010 Timeline.)

Region: The default is US and Canada.

Address: Use the address you wish to receive your Score.

Note – Scheduling permits are released electronically only. Also, Step 1 scores are now released electronically to the student and sent by mail. Use a permanent address if you think you will move between second and third year **OR** be certain to change your address on the NBME website if you move.

Your Name:

It is essential that the name on your USMLE Step 1 application (and therefore your Scheduling Permit) matches your medical school record and your picture ID.

The name that will “pre-populate” your on-line USMLE Step 1 application is in most cases your name as it appeared in your medical school record at the time of acceptance. If you have changed your name since you matriculated, your name with the National Board may need to be changed.

In addition, **you will need to make sure that your picture ID (driver’s license or passport) matches your first and last name EXACTLY.** According to the National Board, middle names and initials will not be questioned at the testing sites, if they are consistent.

For example: If your name is **Michael Jonah Gold** on your USMLE Application/Scheduling Permit and the name on your driver’s license is **Michael J. Gold**, you should have **no problem**.

If your name is **Maryanne Smith** on your USMLE Application/Scheduling Permit and the name on your driver’s license is **Mary Smith**, you **will have a problem** and may not be able to get into the testing center on the day you are scheduled to take the test.

What to do if you need to change your first or last name with the National Board

- **For first-time applicants only:** your name change/correction will be accepted automatically, so you may by-pass the Name Change Authorization Form. You must click on the Name Changed box.
- If you are not a first-time applicant, after you print out the Part B portion of the application, also print out a Name Change Authorization form.
- Submit this form and supporting documentation to the Office of the Registrar with Part B of your application.

TEST ACCOMMODATIONS

If you have a documented disability covered under the Americans with Disabilities Act (ADA) and require test accommodations, you must check that item on your application to indicate that you are submitting a request for accommodations with supporting documentation.

For complete information on procedures and documentation requirements, consult the *Request for Test Accommodations for Examinees with Disabilities* information, which can be downloaded from the USMLE website. It would be in your best interest to make an appointment with Dr. Terracina to discuss the mechanism for this procedure.

Once you have entered all the information for Part A, you will see a summary page. After checking the information carefully, you will SUBMIT.

MAKE NOTE OF YOUR **REFERENCE NUMBER** BEFORE SUBMITTING IN CASE SOMETHING GOES WRONG AND YOU HAVE TO GO BACK IN.

PART B

After submitting Part A, you will be prompted to print out **PART B** of the application.

You will need to bring the following to the Office of the Registrar with your Part B form:

1. Fee - \$505.00 U.S. Dollars Check or Money Order payable to "NBME"
if you did not pay by credit card on-line is submitted separately.

2. PHOTO
 - PRINT your **full name** on the **BACK** of your color 2 X 2 photograph
 - Use GLUE to secure on square in the appropriate spot on the Part B form
 - **Sign** your name in the designated place at the end of the application.

DON'T FORGET TO SIGN & DATE YOUR APPLICATION!

The Office of the Registrar will be sending the applications overnight delivery service to the National Board of Medical Examiners (NBME) on November 20, 2009.

Applications received after this date will be certified by the Office of the Registrar and returned to students to mail directly to the NBME.

USMLE Step 1 TIMELINE 2010

NOVEMBER 20, 2009	Deadline for Completion of Step 1 application Part A on-line. Part B to the Office of the Registrar
MID-DECEMBER 2009	Receive Scheduling Permit via email notification
JANUARY 2010	Call Prometric Test Centers and schedule Step 1 examination date and location.
JANUARY 2010	USMLE Step 1 Review Sessions begin (run by senior med students)
MAY 7, 2010	Official Last Day of MS 2 Exams
JUNE 7 – 23, 2010	Recommended period to sit for the Step 1 examination
JUNE 30, 2010	Last day to take the USMLE Step 1 examination in order to be eligible to begin third year.
Day after you sit for the exam through July 4 th –	TAKE A VACATION!!
Week of July 6, 2010 July 12, 2010	Transition to Clerkship Orientation First Day of Clerkship Rotations

Scheduling Permits

- Scheduling Permits are sent to you electronically.
- **It is essential that you telephone the Prometric Test Scheduling number to schedule your exam date as soon as you receive your Scheduling Permit from the NBME.**
- Keep your Scheduling Permit in a **safe** location (where you can find it!) as you will **NOT** be able to enter the test center on the day of the exam without the permit.

Scheduling the Exam

- Once you receive your Scheduling Permit, you will immediately call the Prometric toll-free number on the permit. You will need information from your scheduling permit to schedule your appointment.
- Before you call Prometric, **select a preferred test date and location** and have alternate test dates and locations ready for back-up. A Prometric customer service representative will search dates or sites as directed by the examinee until a satisfactory result is obtained. Prometric will attempt to find a test seat within two weeks (plus/minus) of the desired date and within 50 miles of the primary location.
- The **list of Prometric Test Centers** (you must take Step 1 at a Prometric Center) is available on the web site <http://www.prometric.com/>
- You will only be able to schedule a date within your approved eligibility period, May 1 - July 31, on your Step 1 application. **According to school policy, you must sit for the Step 1 examination by June 30th in order for you to begin third year.**

For further information about any of the above, check the National Board of Medical Examiners website: www.nbme.org

UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) REQUIREMENTS

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Step 1, USMLE

1. Beginning with the Class of 1994, all second year students must take and pass the United States Licensure Examination (USMLE) Step 1 in order to officially matriculate into the third year.

2. All students (including MD/Ph.D. students) in the second year medical school class are required to take Step 1, USMLE by June 30 of their second year of medical school, unless granted specific permission in writing, from the Dean of the College of Medicine, to defer the exam. Students who anticipate taking a leave of absence prior to the third year must also take Step 1 by June 30 following their second year of medical school, unless granted permission in writing, prior to June 30th, from the Dean of the College of Medicine, to defer the exam.

Students will commence clerkships before the results of the exam are received. Continuation in clerkships and third year courses is contingent upon passage of Step 1, USMLE.

3. No student will be allowed to defer taking the exam unless specifically exempted in writing by the Dean of the College of Medicine. A student must submit a written request to the Dean of the College of Medicine with full justification for a deferral no later than May 1, and must receive written approval from the Dean. A student who receives approval to defer cannot start the first clerkship until documentation is presented to the Associate Dean of Students or the Dean of Students that Step 1, USMLE has been taken. Academic failure in second year course work does not constitute an acceptable reason for deferring the exam. A student who does not take the exam, unless specific permission to for a later date has been granted by the Dean, will be in default of school policy and will be administratively suspended from school until an official Step 1, USMLE score is received by the school which documents the exam has been taken and passed.

4. Students who do not receive a passing score on the Step 1 exam by August 31 will be required to:

- a. retake the Step 1 exam prior to January,
- b. discontinue their third year clerkships as of September 1 until they have provided documentation of taking a second administration of Step 1, USMLE, and
- c. maintain matriculated student status by enrollment in an off-campus commercial review course (approved by the school) at their own expense, to prepare for the exam (expenses for a required review course may be included on a case-by-case basis in educational expenses eligible for student financial aid). A student may also maintain matriculation by participating in a structured study program through the Office of Academic Development, if that option is deemed by the College to be in the best interest of the student. This period taken for remediation would also be eligible for financial aid consideration. These options are to be determined by the school, working with the student, but each student will be required to participate in one of them.

5. Students who fail the second administration of Step 1, USMLE will be withdrawn from their clerkships as soon as the score is received by the school, and may be placed on an administrative leave of absence until documentation has been received that they have taken and passed Step 1.

6. The third attempt of Step 1, USMLE must be taken within 12 months of the first attempt unless written approval for an alternative test date has been approved by the Dean of the College of Medicine, due to documented extenuating circumstances, which would warrant such a delay.

7. Students who fail Step 1 in the third sitting will be dismissed from the College.

Step 2, USMLE

8. All students are required to register for and take both the Step 2 Clinical Knowledge Exam (written) and Step 2 Clinical Skills Exam (standardized patient), no later than January 31 of the year of graduation. Both exams must be taken by January 31.

Effective with the Class of 2010, by November 1 of the senior year, all students are required to register and schedule a test date for Step 2CK and Step 2CS. **Students who have not scheduled an exam date for both exams by November 1 will be suspended from their course work.**

Only written petitions (email or hard copy) to delay taking one or both exams due to illness (with documentation) or extraordinary circumstances will be considered. Petitions may be submitted to the Office of Student Affairs and must be approved by the Dean of the College of Medicine.

Only one attempt at both the written and the clinical exam will be included in the senior year financial aid budget. It is recommended that senior medical students take both exams during the fall semester of the senior year.

[USMLE policy established February, 1994; Revised Spring, 1996; Revised Summer, 1999, Revised January, 2004, Revised July 2005, Revised July 2009]