INSTRUCTIONS FOR APPLYING FOR THE
2014 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.

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 Licensing Examination Services Website requires Internet Explorer Version 6.0 or higher, Safari 2.0.4, or Firefox Version 2.0.0.10. Best when viewed with screen resolution no smaller than 1024 x 768.
   Follow the instructions for “First Time User?” in the Log-in box.

2. You will be directed to enter your:
   Social Security Number, First name, Last name, Birth Date, E-mail Address
   Medical School: New York-SUNY Downstate Medical Ctr Coll of Med
   Graduation Year: 2016 (If you are MD/PhD – enter 2019)

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 2012 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 2016 (Except for MD/PhDs who should use May 2019)

   Eligibility Period: May 1 to July 31, 2014 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 2014 Timeline.)
The default is US and Canada.

Note – Scheduling permits are released electronically. 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 official government-issued picture ID (ie; driver’s license, passport).

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. (See Admission to the Test Center at the end of this document.)

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 the Office of Student Affairs 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. **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.

The **Fee** is **$580.00** U.S. Dollars
   - If you are paying by Check or Money Order, it's payable to “NBME”. **Do NOT** attach to your Certification page. You will send that separately to a different address. Information about that is on the interactive website.

**DON’T FORGET TO SIGN & DATE YOUR APPLICATION!**

The Office of the Registrar will be sending the applications by overnight delivery service to the National Board of Medical Examiners (NBME). The deadline to have your application included in the delivery is Monday, November 18, 2013.

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  2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 18, 2013</td>
<td>Deadline for Completion of Step 1 application</td>
</tr>
<tr>
<td></td>
<td>Part A on-line. Part B to the Office of the Registrar</td>
</tr>
<tr>
<td>JANUARY 2014</td>
<td>Receive Scheduling Permit via email notification</td>
</tr>
<tr>
<td>JANUARY 2014</td>
<td>Call Prometric Test Centers and schedule</td>
</tr>
<tr>
<td></td>
<td>Step 1 examination date and location</td>
</tr>
<tr>
<td>JANUARY 2014</td>
<td>USMLE Step 1 Review Sessions begin (run by senior med students)</td>
</tr>
<tr>
<td>April 25, 2014</td>
<td>Official Last Day of MS 2 Exams</td>
</tr>
<tr>
<td>JUNE 2 – 20, 2014</td>
<td>Recommended period to sit for the Step 1 examination</td>
</tr>
<tr>
<td>JUNE 30, 2014</td>
<td>Last day to take the USMLE Step 1 examination in order to be eligible</td>
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<tr>
<td></td>
<td>to begin third year.</td>
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<tr>
<td>Day after you sit for</td>
<td>TAKE A VACATION!!</td>
</tr>
<tr>
<td>the exam through June</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
<tr>
<td>July 1, 2014 - TENTATIVE</td>
<td>Transition to Clerkships/First Day of Clerkship Rotations</td>
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</table>

### Scheduling Permits
- Scheduling Permits are sent 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/](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](http://www.nbme.org)
UNITED STATES MEDICAL LICENSING EXAMINATION (USMLE) REQUIREMENTS

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 (or designee), 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 (or designee), to defer the exam.

Students who are granted an initial deferral or extension of the June 30 deadline must take the first attempt of Step 1 on the agreed upon extension date, but no later than November 1 of the same year even with extenuating circumstances; or it will be considered that they have forfeited one of their three attempts to pass Step 1.

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 (or designee). A student who receives approval to defer cannot start the first clerkship until documentation is presented to the Office of Student Affairs that Step 1, USMLE has been taken.

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 (or by the deadline specified by the Academic Promotions Committee) unless written approval for an alternative test date has been approved by the Academic Promotions Committee due to documented extenuating circumstances, which would warrant such a delay.

7. Students who fail Step 1 in the third sitting or who have not passed Step 1 within the specified 12 months, will be dismissed from the College.

Step 2, USMLE
8. All students are required to register 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 Step2CS. 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.

ADMISSION TO THE TEST CENTER

You must bring your scheduling permit and an unexpired, government-issued form of ID (such as a driver’s license or passport) that includes both your recent photograph and signature. The name on your ID must match the name on your permit exactly. The only acceptable differences are variations in capitalization; the presence of a middle name, middle initial or suffix on one document and its absence on the other; or the presence of a middle name on one and middle initial on the other. The name on your ID must appear in the Latin alphabet, i.e., in “English language letters.” If the names on your ID and permit differ, contact the NBME immediately. You cannot make a name change or correction within seven business days of your scheduled test date. If you are required to carry a Permanent Residency Card, be sure to bring it with you along with the other required form of ID as note above.

Source: Sample Step 1 Scheduling Permit from 12/21/11