Applying for the USMLE Step 1 Examination
Today’s Meeting Agenda

- Step exams and your Graduation Requirements
- Step 1 Application
  - Part 1 - Completing the application
  - Part 2 – Printing Certification Page – bring to Registrar’s Office for signature
- Review of Timeline
The National Board of Medical Examiners (NBME) Licensing Examinations

- Step 1 - first in a series of three (3) national licensing exams you will take during your medical education.
- Required for promotion into the Core Clinical Year (MS3)
- Must be taken before starting clinical rotations
  - Students who failed a Unit(s) should speak with Dean Christoforou
NBME (con’t)

- Step 2 CK – Clinical Knowledge
- Step 2 CS – Clinical Skills
  - Must be registered for by August 1st of senior year
  - Must be taken by November 1st of senior year
  - Passing is a graduation requirement
- Step 3 – taken after receiving MD usually during intern year
Important Points

- Completing the Step 1 application is done in two parts.

- **Part 1**: Go to the NBME Interactive Web Site for Applicants at [http://examinee.nbme.org/interactive](http://examinee.nbme.org/interactive)

  And follow the instructions for “First Time User?” under the Log-in Box.
NLES (NBME Licensing Examination Services website):

Log In:

USMLE ID

Password

Forgot your USMLE ID or Password

Log in

First-time user? Register here »
Important Points

- Enter your First Name, Last Name, Birth Date, Email Address, Medical School and Grad Year, your AAMC (if known), your last 4 digits of SSN (optional).
- Receive an email within 24-48 hours with your USMLE Identification Number and temporary password.
- You will be prompted to change your password.
- Apply for the USMLE.
IMPORTANT POINTS

- You will be required to read the Application Instructions and click in a check box that confirms that you have read the material.

- Click the box “Next” to begin an application.
The On-line Portion of the Application

- Confirm Medical School and Expected Graduation Date Information – for most May 2022
- Select an Eligibility Period
  - March 1 to May 31, 2020 - (The deadline to take Step 1 is March 27!)
- Confirm Your Name
  - Pre-populated from Medical School Application
  - Must match government issued ID EXACTLY!
- Submit on-line application and receive Reference Number – make note of this number
The On-line Portion of the Application

- If you need to change your name:
  - First-time applicants may make changes without submitting a name change form
  - Not a first-time user print out Name Change Authorization form and submit it with your Part B portion. Must include supporting documentation.
The On-line Portion of the Application

- Testing Accommodations
  - Documented disability covered under ADA
  - Review information on the USMLE website under Request for Test Accommodations for Examinees with Disabilities
  - Contact the Office of Student Affairs
Part 2: Print the Certification page and bring it and a color 2x2 photograph (passport photo) to the Office of the Registrar.

The cost is $645. If you are not paying by credit card (check or money order) you must print a payment form for which you will be prompted. Do not attach the check/money order to your Certification page. You will send it to a different address listed on the payment form.

Check the box to authorize the NBME to accept your NBME online services password and USMLE ID# in lieu of your signature for 5 years.
Applications Sent by the Office of the Registrar

- Bring your completed Certification Page with 2X2 sized photo to the Office of the Registrar by **October 25th** (close of business) and we will certify and overnight mail all complete applications within a few days.

- **You must sign your Certification page in front of a Registrar’s Office staff member.**

- Print your full name on the back of your photo.

- All applications received after October 25th will be certified and returned to student to mail on their own.

- Once application is received and processed by the National Board, they will email you with instructions to retrieve your scheduling permit.
Review Timeline

- **October 2019**: REVIEW STEP 1 REG PROCESS

- **OCTOBER 25, 2019**: Deadline for Completion of on-line Step 1 application. Certification Page with Photo to Registrar’s Office

- **NOVEMBER 2019**: Receive Scheduling Permit via email notification

- When you receive your Scheduling Permit: Call Prometric Test Centers and schedule Step 1 examination date and location. Sites open 6 months in advance

- **Wk of MARCH 16, 2020**: Recommended period to sit for the Step 1 examination

- **MARCH 27, 2020**: Last day to take the USMLE Step 1 examination in order to be eligible to begin clerkship rotations

- Day after you sit for the exam through MARCH 29, 2020: TAKE A VACATION!!

- **WK of March 30, 2020**: Transition to Clerkships

- **APRIL 6, 2020**: First Day of Clerkship Rotations
QUESTIONS?

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