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
- Questions?
The Graduation Requirements

- Step 1 - Passing required for promotion to Core Clinical Year (MS3)
  - Must sit for exam before starting rotations
    - Students who failed a Unit(s) should speak with Dean Christoforou

- Step 2 CK &CS - Passing required for Grad

- Step 3 – Taken after you graduate usually during your 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
  
  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 one business day 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 2021

- Select an Eligibility Period
  - March 1 to May 31, 2019 - (The deadline to take Step 1 is March 31!)

- 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
**The Certification Page**

- **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 **$630**. 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 26th** (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 26th 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 17, 2018**
  - CLASS MEETING TO REVIEW STEP 1 REG PROCESS

- **OCTOBER 26, 2018**
  - Deadline for Completion of on-line Step 1 application.
  - Certification Page with Photo to Registrar’s Office

- **NOVEMBER 2018**
  - Receive Scheduling Permit via email notification

- **When you receive your Scheduling Permit**
  - Call Prometric Test Centers and schedule Step 1 examination date and location

- **Wk of MARCH 18, 2019**
  - Recommended period to sit for the Step 1 examination

- **MARCH 31, 2019**
  - 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 31, 2019**
  - TAKE A VACATION!!

- **WK of APRIL 1, 2019**
  - Transition to Clerkships

- **APRIL 8, 2019**
  - First Day of Clerkship Rotations
QUESTIONS?

registrar@downstate.edu