

**INSTRUCTIONS FOR APPLYING FOR THE
2019 USMLE STEP 1 EXAMINATION**

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

The **first part** is done on-line and the **second part** is a certification page you print out after completing the on-line part. You will bring the **Certification page** to the Office of the Registrar with a 2x2 photo for an official School signature.

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

<http://examinee.nbme.org/interactive>

Follow the instructions for "First Time User?" under the Log-in box. Click "Register Here".

2. You will be directed to enter your:

First name, Last name, Birth Date

E-mail Address, Medical School: New York-**SUNY** Downstate Medical Ctr Coll of Med

Graduation Year: 2021 (If you are MD/PhD – enter 2024),

Last 4 digits of Social Security Number (optional), AAMC ID# if known (optional)

3. Once you submit, **you will receive an email within one business day** 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. To start a new application, click on "**NEW**".

6. You will be asked to read the application instructions. Then hit "next".

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

8. **The first part of the application:**

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

March 1 to May 31, 2019 recommended.

(See recommended dates to take Step 1 on 2019 Timeline.)

Confirm Medical School:

Date Enrolled: Use **August 2017** 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 2021 (Except for MD/PhDs who should use May 2024)

Region: The default is US and Canada.

Address/Contact Information/Biographic Information:

Note – Scheduling permits are released electronically. Also, Step 1 scores are released electronically to the student and also sent by mail. Use a permanent address that is stable **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 Part A 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**. However, 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. However, 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 (marriage license, official name change 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 the online application, 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.

CERTIFICATION

After submitting the online application, and making your payment, you will be prompted to print out **the Certification page**.

The Fee is **\$630.00** 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. You will be prompted to print a payment form.

You will need to bring the following to the Office of the Registrar with your Certification page:

1. **PHOTO**

- PRINT your **full name** on the **BACK** of your color 2 X 2 photograph (please, no copies)
- Use GLUE to secure on square in the appropriate spot on the Certification page
- **Sign** your name in the designated place at the end of the application **only in front of an Office of the Registrar staff member**.

DON'T FORGET TO SIGN & DATE YOUR APPLICATION!

The Office of the Registrar will be sending the Certification pages by overnight delivery service to the National Board of Medical Examiners (NBME). The deadline to have your application included in the delivery is **Friday, October 26, 2018**.

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

VERY IMPORTANT: You MUST sign your Certification page in front of an Office of the Registrar staff member.

USMLE Step 1 TIMELINE 2019

October 26, 2018	Deadline for Completion of Step 1 application on-line. Certification page to the Office of the Registrar
November 2018	Receive Scheduling Permit via email notification
When you receive your Scheduling Permit	Call Prometric Test Centers and schedule Step 1 exam date/location. Sites open up 6 months in advance.
Week 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!!
Week of APRIL 1, 2019	Transition to Clerkships
APRIL 8, 2019	First Day of Clerkship Rotations

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/>

You will only be able to schedule a date within your approved eligibility period, March 1 - May 31 (recommended), on your Step 1 application. **According to school policy, you must sit for the Step 1 examination by March 31st in order for you to begin clinical rotations including Core Year electives. For further information about any of the above, check the National Board of Medical Examiners website: www.nbme.org and/or the [2018-2019 Student Handbook](#).**

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