

October 1, 2003

MEMORANDUM

TO: David S. Watt, PhD  
Associate Provost for Academic Affairs  
Chair, Academic Council for the Medical Center  
Deans, Department Chairs and Members of the University Senate

FROM: Emery A. Wilson, M.D.  
Dean and Associate Vice President for Clinical Services

RE: Request for Change in College of Medicine Graduation Requirements

The Faculty Council of the College of Medicine has approved and submits for your consideration and approval the following request:

**Change in College of Medicine Graduation Requirement**

Description: The present policy of the United States Medical Licensing Examination (USMLE) requires only that students have a passing score on a written examination to graduate from medical school.

Justification: The United States Medical Licensing Examination (USMLE) issued a new policy, effective with the Class of 2005, requiring medical students to have passing scores on both a written examination and a clinical skills examination in order to receive their diplomas.

August 28, 2003

MEMORANDUM

TO: David Watt, PhD  
Associate Provost, Academic Affairs

FROM: Emery Wilson, MD  
Dean

Via

C. Darrell Jennings, M.D.  
Chair, College of Medicine Curriculum Committee

RE: Change in College of Medicine Graduation Requirement

The United States Medical Licensing Examination (USMLE) has issued a new policy effective with the graduating class of 2005. This policy requires students to have a passing score on both a written examination and a clinical skills examination. Passage of a clinical skills exam is a requirement for licensure by all 50 states. In order for students to comply with the new policy, students must fly or drive to a clinical skills testing site; closest testing location for our students is either Chicago, IL or Atlanta, GA.

In order for students to receive financial assistance in the form of federal loans to cover the cost of taking the clinical skills exam and transportation to and from the testing site, the clinical skills exam must be made a part of graduation requirements. Further, the Third and Fourth Year Course Directors' Committee, the Student Progress and Promotion Committee, and the Curriculum Committee embrace the concept of clinical competency assessment for all physicians. Therefore, the College of Medicine is requesting a change in graduation requirements:

**Old requirement for graduation from the College of Medicine**

Passing scores on both the Step 1 (taken at the end of Year 2) and Step 2 written examinations. Students have from the end of their third year through December 31 of their senior year to pass Step 2. Students have three attempts to pass before dismissal, with appeals.

Page 2

Memo-Change in College of Medicine Graduation Requirement  
August 28, 2003

**New requirement for graduation from the College of Medicine**

Passing scores on both the Step 1 written examination (taken at the end of Year 2), and Step 2 written examination and clinical skills examination. Students have from the end of their third year through December 31 of their senior year to pass both parts of the Step 2 examination. Students have three

attempts to pass before dismissal, with appeals. Students are not required to take Step 2 examinations in any particular order.

APPROVAL:

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College of Medicine Curriculum Committee  
C. Darrell Jennings, M.D., Chair

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College of Medicine Faculty Council  
Thomas Kelly, Ph.D., Chair

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Dean, College of Medicine  
Emery Wilson, M.D.

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# 2004 USMLE™

bulletin of information

A Joint Program of  
the Federation of State Medical  
Boards of the United States, Inc.,  
and the National Board of Medical Examiners®



<b>Overview</b> .....	1
Introduction .....	1
Purpose of the USMLE .....	1
The Three Steps of the USMLE .....	1
Examination Committees .....	2
Ownership and Copyright of Examination Materials .....	2
USMLE Step 2 Clinical Skills (CS) Examination .....	2
Computer-Based Testing (CBT) .....	2
<b>Eligibility</b> .....	3
Step 1, Step 2 CK, and Step 2 CS .....	3
Step 3 .....	3
Graduates of Unaccredited Medical Schools in the United States and Canada .....	4
Sequence of Steps .....	4
Time Limit and Number of Attempts Allowed to Complete All Steps .....	5
Formerly Administered Examinations .....	5
Retakes .....	5
Change in Eligibility Status .....	5
<b>Examination Content</b> .....	6
Step 1 .....	6
Step 2 Clinical Knowledge (CK) .....	7
Step 2 Clinical Skills (CS) .....	8
Step 3 .....	8
<b>Preparing for the Test</b> .....	9
Sample Test Materials .....	9
Test Lengths and Formats .....	9
Multiple-Choice Test Items .....	9
Primum® Computer-Based Case Simulations (CCS) ..	10
Practice at Prometric® Test Centers .....	10
<b>Applying for the Test and Scheduling</b>	
<b>Your Test Date</b> .....	11
Application Materials .....	11
Applying for Step 1 and Step 2 CK .....	11
Applying for Step 3 .....	11
Examinees with Disabilities .....	11
Obtaining an Eligibility Period for Step 1 and Step 2 CK .....	12
Testing Regions .....	12
Obtaining an Eligibility Period for Step 3 .....	12
Your Scheduling Permit .....	13
Scheduling Test Dates .....	13
Rescheduling Test Dates .....	14
Summary of Process .....	15
<b>Testing</b> .....	16
Test Centers and Testing Conditions .....	16
Admission to the Test .....	16
Testing Regulations and Rules of Conduct .....	17
Completing the Test .....	19
How Break Time Works .....	19
<b>Scoring and Score Reporting</b> .....	20
Examination Results and Scoring .....	20
Scoring for Multiple-Choice Items .....	20
Scoring for <i>Primum</i> CCS .....	20
Minimum Passing Scores .....	21

Official Examinee Score Reports . . . . .	21
Score Rechecks . . . . .	21
Score Reporting . . . . .	21
Official USMLE Transcripts and Providing Scores to Third Parties . . . . .	22
Electronic Residency Application Service (ERAS®) . . . . .	23
<b>Indeterminate Scores and Irregular Behavior . . . . .</b>	<b>24</b>
Validity of Scores . . . . .	24
Irregular Behavior . . . . .	24
<b>Communicating About USMLE . . . . .</b>	<b>26</b>
Application and Registration Inquiries . . . . .	26
Scheduling and Test Center Inquiries . . . . .	27
Problem Inquiries . . . . .	27
Test Administration Problems/Inquiries . . . . .	27
General Inquiries . . . . .	27
Step 3 and Medical Licensure Inquiries . . . . .	27

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**Introduction**

The United States Medical Licensing Examination™ (USMLE™) is a three-step examination for medical licensure in the United States and is sponsored by the Federation of State Medical Boards (FSMB) and the National Board of Medical Examiners (NBME). The Composite Committee, appointed by the FSMB and NBME, establishes rules for the USMLE program. Membership includes representatives from the following:

- FSMB,
- NBME,
- Educational Commission for Foreign Medical Graduates (ECFMG®),
- American public.

Changes in the USMLE program may occur after the release of this bulletin. If changes occur, information will be posted on the USMLE website. You must obtain the most recent information to ensure an accurate understanding of current USMLE rules.

**Purpose of the USMLE**

In the United States and its territories, the individual medical licensing authorities ("state medical boards") of the various jurisdictions grant a license to practice medicine. Each medical licensing authority sets its own rules and regulations and requires passing an examination that demonstrates qualification for licensure. Results of the USMLE are reported to these authorities for use in granting the initial license to practice medicine.

The USMLE provides them with a common evaluation system for applicants for medical licensure.

The USMLE assesses a physician's ability to apply knowledge, concepts, and principles, and to demonstrate fundamental patient-centered skills, that are important in health and disease and that constitute the basis of safe and effective patient care. Each of the three Steps complements the others; no Step can stand alone in the assessment of readiness for medical licensure. Because individual medical licensing authorities make decisions regarding use of USMLE results, you should contact the jurisdiction where you intend to apply for licensure to obtain complete information. Also, the FSMB can provide general information on medical licensure.

### **The Three Steps of the USMLE**

**Step 1** assesses whether you understand and can apply important concepts of the sciences basic to the practice of medicine, with special emphasis on principles and mechanisms underlying health, disease, and modes of therapy. Step 1 ensures mastery of not only the sciences that provide a foundation for the safe and competent practice of medicine in the present, but also the scientific principles required for maintenance of competence through lifelong learning.

**Step 2** assesses whether you can apply medical knowledge, skills, and understanding of clinical science essential for the provision of patient care under supervision and includes emphasis on health promotion and disease prevention. Step 2 ensures that due attention is devoted to principles of clinical sciences and basic patient-centered skills that provide the foundation for the safe and competent practice of medicine.

**Step 3** assesses whether you can apply medical knowledge and understanding of biomedical and clinical science essential for the unsupervised practice of medicine, with emphasis on patient management in ambulatory settings. Step 3 provides a final

1

**Note: You must become familiar with the information in this bulletin if you are an applicant with an eligibility period that has an ending date in 2004.** *Eligibility periods* are explained on page 12. To apply for the USMLE, you must contact the appropriate *registration entity* (see page 26).

**<http://www.usmle.org>**

Visit the USMLE website for up-to-date information.

See pages 26 and 27–32 for information on how to contact the FSMB and medical licensing authorities.

assessment of physicians assuming independent responsibility for delivering general medical care.

### **Examination Committees**

Examination committees composed of medical educators and clinicians prepare the examination materials. Committee members broadly represent the teaching, practicing, and licensing communities across the United States. At least two of these committees critically appraise each test item or case. They revise or discard any materials that are in doubt.

### **Ownership and Copyright of Examination Materials**

The USMLE parent organizations, the FSMB and NBME, own the examination materials used in the USMLE. The examinations are copyrighted. If you reproduce and/or distribute any examination materials, by any means, including memorizing and reconstructing them, without explicit written permission from the parent organizations, you violate the rights of the FSMB and NBME. In addition to actions described on page 25, the FSMB and the NBME will use every legal means available to protect USMLE copyrighted materials and secure redress against those who violate copyright law.

### **USMLE Step 2 Clinical Skills (CS) Examination**

A clinical skills examination was part of the original design of USMLE. The NBME was charged with including a test of clinical skills using standardized patients when such an examination was shown to be valid, reliable, and practical. NBME research and the work of other organizations administering clinical skills examinations demonstrate that clinical skills examinations measure skill sets different from those measured by traditional multiple-choice questions. Mastery of clinical and communication skills, as well as cognitive skills, by individuals seeking medical licensure is important to the protection of the public. Implementation of the clinical skills examination will occur in the second or third quarter of 2004. The clinical skills examination will be a separate component of Step 2, and will be referred to as Step 2 Clinical Skills, or Step 2 CS. The current Step 2 will be referred to as the Clinical Knowledge Component, or Step 2 CK. In order to be eligible to register for USMLE Step 3, students and graduates of LCME- or AOA-accredited medical schools will be required to not only meet current examination requirements (i.e., passing Step 1 and passing Step 2 CK) but also to pass Step 2 CS if they: (a) have graduation dates in 2005 or later, or (b) have graduation dates prior to 2005 and have not passed the CK

**component of Step 2 taken on or before June 30, 2005.**

When Step 2 CS is implemented, it will replace the Clinical Skills Assessment (CSA®) administered by the ECFMG and required for ECFMG certification of international medical graduates.

In order to be eligible to register for USMLE Step 3, international medical graduates will be required to not only meet current requirements (i.e., passing Step 1 and Step 2 CK and being certified by ECFMG), but also to pass Step 2 CS. However, international medical graduates who have passed the ECFMG CSA will not be required to pass Step 2 CS to register for USMLE Step 3.

To be eligible to register for Step 3, ECFMG-certified international medical graduates who have not passed the ECFMG CSA, as well as individuals who successfully complete a “Fifth Pathway” program, may also be required to pass Step 2 CS. These individuals should monitor the USMLE website for the effective date of this requirement.

You are responsible for determining whether this requirement applies to you, based on the rules stated in the paragraphs above.

This bulletin is written to include information available at the time of publication regarding the CS component of Step 2. As additional information about the implementation of Step 2 CS becomes available, details will be provided at the USMLE and your registration entity’s websites.

**Computer-Based Testing (CBT)**

Parts of the USMLE are administered by computer. Prometric®, part of The Thomson Corporation, provides scheduling and test centers for the USMLE.

Step 1 and Step 2 Clinical Knowledge Component are given around the world at Prometric Test Centers (PTCs). Step 3 is given at PTCs in the United States and its territories.

2

**Step 1, Step 2 CK, and Step 2 CS**

To be eligible, you must be in one of the following categories at the time of application and on the test day:

- a medical student officially enrolled in, or a graduate of, a US or Canadian medical school program leading to the MD degree that is accredited by the Liaison Committee on Medical Education (LCME),

- a medical student officially enrolled in, or a graduate of, a US medical school program leading to the DO degree that is accredited by

the American Osteopathic Association (AOA), a medical student officially enrolled in, or a graduate of, a medical school outside the United States and Canada and eligible for examination by the ECFMG for its certificate.

### **Step 3**

To be eligible for Step 3, prior to submitting your application, you must

meet the Step 3 requirements set by the medical licensing authority to which you are applying,

obtain the MD degree (or its equivalent) or the DO degree,

pass Step 1, Step 2 CK, Step 2 CS (if required based upon rules referenced on page 2), and

obtain certification by the ECFMG or successfully complete a “Fifth Pathway” program if you are a graduate of a medical school outside the United States and Canada.

3

**Note:** A physician whose basic medical degree or qualification was conferred by a medical school outside the United States and Canada may be eligible for certification by the ECFMG if the medical school and graduation year are listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER®). This applies to citizens of the United States who have completed their medical education in schools outside the United States and Canada, but not to foreign nationals who have graduated from medical schools in the United States and Canada. Specific eligibility criteria for students and graduates of medical schools outside the United States and Canada to take Step 1 and Step 2 are described in the *Information Booklet* provided by the ECFMG.

Application and other requests for services will not be processed if it is determined that doing so would be violative of any applicable federal laws or regulations.

**Note:** The USMLE program recommends that for Step 3 eligibility, licensing authorities require the completion, or near completion, of at least one postgraduate training year in a program of graduate medical education accredited by the Accreditation Council for Graduate Medical Education (ACGME) or the AOA. You should contact the FSMB or the individual licensing authority (see pages 26–32) for complete information on Step 3 eligibility requirements in the

state where you plan to seek licensure.

### **Graduates of Unaccredited Medical Schools in the United States and Canada**

If you are eligible for licensure by a medical licensing authority but are **not** in one of the eligibility categories listed on page 3, you may take the USMLE only upon specific request by that medical licensing authority. A licensing authority may sponsor you to take Step 1 and Step 2, followed by Step 3 if Step 1 and Step 2 are passed, if all of the following conditions apply to you:

You are a graduate of an unaccredited medical school in the United States or Canada.

You are an applicant for initial medical licensure in the jurisdiction of the sponsoring licensing authority.

The sponsoring licensing authority certifies that you have met all of the requirements for licensure in the jurisdiction except for the examination requirement.

If these conditions apply to you, the medical licensing authority should submit the request to sponsor you to the USMLE Secretariat at the address shown on page 27 in advance of your application for the Step.

### **Sequence of Steps**

Once eligibility requirements are met (see page 3), students and graduates of LCME- and AOA-accredited medical schools may take Step 1, Step 2 CK, and Step 2 CS in any sequence.

Students and graduates of medical schools outside the United States and Canada must pass Step 1 before registering for Step 2 CS.

4

**Note:** A "Fifth Pathway" program\* is an academic year of supervised clinical education provided by an LCME-accredited medical school and is available to persons who meet all of the following conditions:

- A. Have completed, in an accredited US college or university, undergraduate premedical work of the quality acceptable for matriculation in an LCME-accredited US medical school;
- B. Have studied medicine in a medical school located outside the United States and Canada that is listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER®), and that requires an internship and/or social service after completing the school's academic requirements and before

receiving the final medical credential;  
C. Have completed all of the formal requirements of the non-US medical school except internship and/or social service. (Those who have completed all of these requirements for graduation are not eligible.)

Students who have completed the academic curriculum in residence at a non-US medical school and who meet the above conditions may be offered the opportunity to substitute, for an internship and/or social service required by a non-US medical school, an academic year of supervised clinical training in a medical school accredited by the LCME.

Any medical school accredited by the LCME can provide "Fifth Pathway" education. As of the release of this bulletin, the only medical schools known to provide such education are New York Medical College in Valhalla, New York, and Ponce School of Medicine in Ponce, Puerto Rico.

\*Source: *GMED Companion: An Insider's Guide to Selecting a Residency Program, 2002/2003*, American Medical Association.

### **Time Limit and Number of Attempts Allowed to Complete All Steps**

Although there is no limit on the total number of times you can retake a Step you have not passed, the USMLE program recommends to medical licensing authorities that they

- require the dates of passing the Step 1, Step 2, and Step 3 examinations to occur within a seven-year period; and

- allow no more than six attempts to pass each Step examination without demonstration of additional educational experience acceptable to the medical licensing authority.

If you pass a Step, you are not allowed to retake it, except to comply with the time limit of a medical licensing authority for the completion of all Steps or a requirement imposed by another authority recognized by the USMLE program for this purpose. The medical licensing or other authority must provide information indicating that you are applying to retake the passed Step in order to comply with its requirement. If you are repeating a Step because of a time limit, you may apply to retake the Step only after the applicable time limit has expired, except if your current educational program leading to the award of the MD or DO degree will not be completed

until seven or more years after you initially passed your first Step and you are otherwise eligible to retake the Step.

The number of attempts allowed to pass each Step and the time allowed to complete all Steps vary among jurisdictions. To obtain specific information, you should contact the medical licensing authority in the jurisdiction where you intend to apply for medical licensure or the FSMB.

#### **Formerly Administered Examinations**

The NBME certifying examinations, Part I, Part II, and Part III, and the Federation Licensing Examination (FLEX) Components 1 and 2 are no longer administered. Use of the former NBME Parts or FLEX Components to fulfill eligibility requirements for Step 3 is no longer accepted. If you have passed all or a portion of these examinations and have never been granted a medical license by a US medical licensing authority, you may take any Step(s) for which you are otherwise eligible.

#### **Retakes**

If you fail or do not complete a Step and want to retake it, you must reapply by submitting a new application and fee. You may take the failed or incomplete Step no more than three times within a 12-month period.

No Step may be taken sooner than 60 days after your previous test date. For Step 1 and Step 2 CK, you may retake the Step no earlier than the first day of the month that begins at least 60 days after your previous test date. When you reapply to retake Step 3, the FSMB will assign an eligibility period to you that begins no earlier than 60 days after your previous test dates. Details on the retake policies for Step 2 CS will be provided on the USMLE website and the website of your registration entity.

#### **Change in Eligibility Status**

If your eligibility for a Step changes after you submit your application but before your scheduled test date(s), you must notify your registration entity promptly. Failure to notify your registration entity that you may no longer be eligible to take the Step may result in a determination of irregular behavior (see page 24). If you take a Step for which you are not eligible, scores for that Step will not be reported or, if previously reported, will be revoked.

5

See pages 26 and 27–32 for information on how to contact the FSMB and medical licensing authorities.

**Note:** *Eligibility periods* are explained on page 12. To apply for the USMLE, you must contact

the appropriate *registration entity* (see page 26).

### **Step 1**

Step 1 includes test items in the following content areas:

anatomy,  
behavioral sciences,  
biochemistry,  
microbiology,  
pathology,  
pharmacology,  
physiology,  
interdisciplinary topics, such as nutrition,

genetics, and aging.

Step 1 is a broadly based, integrated examination.

Test items commonly require you to perform one or more of the following tasks:

Interpret graphic and tabular material.

Identify gross and microscopic pathologic and normal specimens.

Apply basic science knowledge to clinical problems.

Step 1 classifies test items along two dimensions, system and process, as shown at the right.

6

**<http://www.usmle.org>**

Sample Step 1 test materials and further information on Step 1 test content are available from your registration entity and at the USMLE website.

### **Table 1: USMLE Step 1 Specifications\***

#### **System\*\***

40%–50% General principles

50%–60% Individual organ systems

- hematopoietic/lymphoreticular
- nervous/special senses
- skin/connective tissue
- musculoskeletal
- respiratory
- cardiovascular
- gastrointestinal
- renal/urinary
- reproductive
- endocrine

#### **Process**

30%–50% Normal structure and function

30%–50% Abnormal processes

15%–25% Principles of therapeutics

10%–20% Psychosocial, cultural, occupational and environmental considerations

\* Percentages may be changed without notice.  
\*\* The general principles category includes test items concerning those normal and abnormal processes that are not limited to specific organ systems. Categories for individual organ systems include test items concerning those normal and abnormal processes that are system specific.

## **Step 2 Clinical Knowledge (CK)**

Step 2 CK includes test items in the following content areas:

- internal medicine,
- obstetrics and gynecology,
- pediatrics,
- preventive medicine,
- psychiatry,
- surgery,
- other areas relevant to provision of care under supervision.

Most Step 2 CK test items describe clinical situations and require that you provide one or more of the following:

- a diagnosis,
- a prognosis,
- an indication of underlying mechanisms of disease,
- the next step in medical care, including preventive measures.

Step 2 CK is a broadly based, integrated examination. It frequently requires interpretation of tables and laboratory data, imaging studies, photographs of gross and microscopic pathologic specimens, and results of other diagnostic studies. Step 2 CK classifies test items along two dimensions: disease category and physician task, as shown at the right.

Please note that much of the content that addresses normal growth and development and general principles of care is also related to the individual organ systems categories, so that the number of questions that deal solely with normal growth and development and general principles of care is relatively small.

7

**<http://www.usmle.org>**

Sample Step 2 CK test materials and further information on Step 2 CK test content are available from your registration entity and at the USMLE website.

### **Table 2: USMLE Step 2 CK Specifications\* Normal Conditions and Disease Categories**

Normal growth and development and general principles of care

Individual organ systems or types of disorders

- immunologic disorders
- diseases of the blood and blood-forming organs
- mental disorders
- diseases of the nervous system and special senses
- cardiovascular disorders
- diseases of the respiratory system
- nutritional and digestive disorders
- gynecologic disorders
- renal, urinary, and male reproductive systems
- disorders of pregnancy, childbirth, and the puerperium
- disorders of the skin and subcutaneous tissue
- diseases of the musculoskeletal system and connective tissue
- endocrine and metabolic disorders

**Physician Task**

15%–20% Promoting preventive medicine and health maintenance

20%–35% Understanding mechanisms of disease

25%–40% Establishing a diagnosis

15%–25% Applying principles of management

\* Percentages may be changed without notice.

**Step 2 Clinical Skills (CS)**

Step 2 CS assesses whether an examinee can demonstrate the fundamental clinical skills essential for safe and effective patient care under supervision. These clinical skills include taking a relevant medical history, performing an appropriate physical examination, communicating effectively with the patient, clearly and accurately documenting the findings and diagnostic hypotheses from the clinical encounter, and ordering appropriate initial diagnostic studies.

Step 2 CS uses standardized patients, i.e., people trained to portray real patients. Examinees are expected to establish rapport with the standardized patients, elicit pertinent historical information from them, perform focused physical examinations, answer questions, and provide counseling where appropriate. After each interaction with a standardized patient, examinees record pertinent history and physical examination findings, list diagnostic impressions, and outline plans for further evaluation, if necessary. The

cases cover common and important situations that a physician is likely to encounter in a general ambulatory setting.

Further details on the design and content of Step 2 CS will be provided at the USMLE website.

### **Step 3**

Step 3 is organized along two principal dimensions: clinical encounter frame and physician task, as shown at the right. Step 3 content reflects a data-based model of generalist medical practice in the United States.

Encounter frames capture the essential features of circumstances surrounding physicians' clinical activity with patients. They range from encounters with patients seen for the first time for nonemergency problems, to encounters with regular patients seen in the context of continued care, to patient encounters in (life-threatening) emergency situations. Encounters occur in clinics, offices, skilled nursing care facilities, hospitals, emergency departments, and on the telephone. Each test item in an encounter frame also represents one of the six physician tasks. For example, initial care encounters emphasize taking a history and performing a physical examination. In contrast, continued care encounters emphasize decisions regarding prognosis and management.

High-frequency, high-impact diseases also organize the content of Step 3. Clinician experts assign clinical problems related to these diseases to individual clinical encounter frames to represent their occurrence in generalist practice.

8

**<http://www.usmle.org>**

Sample Step 3 test materials and further information on Step 3 test content are available from your registration entity and at the USMLE website.

### **Table 3: USMLE Step 3 Specifications\***

#### **Clinical Encounter Frame**

20%–30% Initial care

50%–60% Continued care

15%–25% Emergency care

#### **Physician Task**

8%–12% Obtaining history and performing physical examination

8%–12% Using laboratory and diagnostic studies

8%–12% Formulating most likely diagnosis

8%–12% Evaluating severity of patient's problems

8%–12% Applying scientific concepts and

mechanisms of disease

45%–55% Managing the patient

- health maintenance
- clinical intervention
- clinical therapeutics
- legal and ethical issues

\* Percentages may be changed without notice.

### **Sample Test Materials**

The best preparation for the USMLE is a general, thorough review of the content reflected in the examination specifications in Tables 1–3. You should also review further information on the examination content and test formats available on the USMLE website or from your registration entity and run the sample test materials available on the USMLE website or on the 2004 USMLE compact disc (CD). The 2004 USMLE CD is available through your registration entity.

There are no test preparation courses affiliated with or sanctioned by the USMLE program. Information on such courses is **not** available from the ECFMG, FSMB, NBME, USMLE Secretariat, or medical licensing authorities.

### **Test Lengths and Formats**

Step 1 has approximately 350 multiple-choice test items, divided into seven 60-minute blocks, administered in one eight-hour testing session.

Step 2 CK has approximately 370 multiple-choice test items, divided into eight 60-minute blocks, administered in one nine-hour testing session.

Step 2 CS has 10 to 12 patient cases. You will have 15 minutes for your patient encounter and 10 minutes to record the post-encounter note.

Step 3 has approximately 480 multiple-choice test items, divided into blocks of 35 to 50 items. You will have 45 to 60 minutes to complete each of these blocks. There are approximately nine computer-based case simulations (see page 10), with one case in each block. You will have a maximum of 25 minutes to complete each of these blocks. Step 3 is administered in two eight hour testing sessions.

For Step 1, Step 2 CK, and Step 3 multiple-choice sections, during the defined time to complete the items in each block, you may answer the items in any order, review your responses, and change answers. After you exit the block, or when time expires, you can no longer review test items or change answers. Step 2 CS cases and Step 3 case simulations must be taken in the order presented. After you exit the case

or session, or when time expires, you can no longer review test items or cases, change answers, or collect additional information.

### **Multiple-Choice Test Items**

You should acquaint yourself with the test software well before your test date(s). Practice time is not available on the test day. A brief tutorial on the test day provides a review of the test software, including navigation tools and examination format, prior to beginning the test. It does not provide an opportunity to practice.

Sample test materials to practice with the software are available to eligible applicants from their registration entity and at the USMLE website.

NBME research has shown that, on average, experience with computers has no effect on performance on computer-based, multiple-choice examinations.

9

**<http://www.usmle.org>**

**Note:** The test descriptions, including test length and number of test items or cases, provided here may be changed at any time. Notice of any changes will be posted on the USMLE website.

### **Primum® Computer-Based Case Simulations (CCS)**

*Primum* CCS allows you to provide care for a simulated patient. You decide which diagnostic information to obtain and how to treat and monitor the patient's progress. The computer records each step you take in caring for the patient and scores your overall performance. This format permits assessment of clinical decision-making skills in a more realistic and integrated manner than other available formats.

In *Primum* CCS, you may request information from the history and physical examination; order laboratory studies, procedures, and consultants; and start medications and other therapies. Any of the thousands of possible entries that you type on the "order sheet" are processed and verified by the "clerk." When you have confirmed that there is nothing further you wish to do, you decide when to reevaluate the patient by advancing time. As time passes, the patient's condition changes based on the underlying problem and your interventions; results of tests are reported, and results of interventions must be monitored. You suspend the movement of time as you consider next steps. While you cannot go back in time, you can change your orders to reflect your updated management plan.

The patient's chart contains, in addition to the order

sheet, the reports resulting from your orders. By selecting the appropriate chart tabs, you can review vital signs, progress notes, nurses' notes, and test results. You may care for and move the patient among the office, home, emergency department, intensive care unit, and hospital ward.

Practice time with the *Primum* software is not available on the test day. Therefore, you must review the *Primum* CCS orientation materials and practice with all the sample cases well in advance of your testing day to have a thorough understanding of how the CCS system works. CCS sample cases are provided to Step 3 applicants on the 2004 USMLE CD and are available at the USMLE website.

#### **Practice at Prometric® Test Centers**

If you wish to experience some of the conditions of test administration for Step 1, Step 2 CK, or Step 3, you may schedule time to review sample test materials at a Prometric Test Center for a fee. Although shorter than an actual USMLE Step and containing the same sample test materials provided by the USMLE registration entities and at the USMLE website, this option allows you to experience USMLE sample test materials in the same environment as your actual test. After your registration for a Step is complete and you have received your Scheduling Permit, you may register for a practice session for that Step by following the instructions at the USMLE website or by contacting your registration entity.

10

**Note:** If you register for the practice session, you will receive a separate Scheduling Permit specifically for the practice session. You must have this Permit before you can contact Prometric to schedule the practice session.

#### **Application Materials**

If you meet the eligibility requirements on page 3, you can apply for the Step 1, Step 2 CK, or Step 3 at any time. Applications are available from the appropriate registration entity. You must use current application materials to apply.

Details on application procedures, once determined, for Step 2 CS will be described on the USMLE website and the website of your registration entity.

#### **Applying for Step 1 and Step 2 CK**

Students and graduates of LCME- and AOA-accredited medical schools should apply for Step 1 and Step 2 CK by following the instructions at the NBME website

(<http://www.nbme.org>). Review and follow the application instructions, complete your application, and submit it to the NBME.

Students and graduates of medical schools outside the United States and Canada should apply for Step 1 and Step 2 CK by following the instructions at the ECFMG website (<http://www.ecfm.org>) or obtaining application materials from the ECFMG. Review and follow the application instructions, complete your application, and submit it to the ECFMG.

### **Applying for Step 3**

To request information on Step 3 eligibility requirements and application procedures, follow the instructions at the FSMB website (<http://www.fsmb.org>), or contact the FSMB or the medical licensing authority to which you wish to apply.

Application procedures for Step 3 vary among jurisdictions. You should begin inquiries at least three months in advance of the dates on which you expect to take the test.

After you obtain application materials, review and follow the application instructions to complete your application and submit it to the medical licensing authority or the FSMB as directed in the instructions.

### **Examinees with Disabilities**

The USMLE program provides reasonable accommodations for examinees with disabilities who are covered under the Americans with Disabilities Act (ADA). If you are a disabled individual covered under the ADA and require test accommodations, the following guidelines apply to you:

You must obtain information regarding procedures and documentation requirements in advance of applying for each Step. This information is available from the USMLE website, from your registration entity if you are applying for Step 1 or Step 2 CK, or from the FSMB if you are applying for Step 3. Details on applying for test accommodations for Step 2 CS, once determined, will be described on the USMLE website.

Your application for the Step, your request for test accommodations, and accompanying documentation must be submitted at the same time to the appropriate mailing address.

When USMLE Steps are taken with test accommodations, score reports and transcripts may include an annotation that an accommodation was provided.

contact your registration entity to apply for a Step.  
**Note:** See pages 27–32 for information on how to contact medical licensing authorities.

### **Obtaining an Eligibility Period for Step 1 and Step 2 CK**

When applying for Step 1 or Step 2 CK, you must select a three-month period, such as January-February-March or February-March-April, during which you prefer to take the Step. A Scheduling Permit with instructions for making an appointment at a Prometric Test Center will be sent to you after your registration entity processes your application and determines your eligibility. The Scheduling Permit specifies the three-month eligibility period during which you must complete the examination. If the processing of your application is not completed in time to allow your preferred three-month period to be assigned, you will be assigned to the next three month period. Allow approximately four weeks for processing of your application. On receipt of your Scheduling Permit, you are able to contact Prometric immediately to schedule a test date.

Prometric schedules testing appointments for Steps 1 and 2 CK up to six months in advance of the assigned eligibility period. If your application is submitted more than six months in advance of your requested eligibility period, it will be processed, but your Scheduling Permit will be sent no more than six months before your assigned eligibility period begins. If you are unable to take the test within your eligibility period, contact your registration entity to inquire about a contiguous three-month eligibility period extension. A fee is charged for this service. Visit your registration entity's website (see page 26) for more information. If you do not take the test within your eligibility period and wish to take it in the future, you must reapply by submitting a new application and fee(s).

### **Testing Regions**

Step 1 and Step 2 CK are administered in the United States and Canada and in more than 50 other countries. International testing locations are distributed among defined international testing regions. These regions are noted in ECFMG application materials along with instructions for choosing a region and paying the additional international test delivery surcharge. Within each region, Prometric has a central scheduling office known as the "Regional Registration Center" to contact for

scheduling test dates.

**Step 2 CS will be delivered at regional test sites within the United States.**

### **Obtaining an Eligibility Period for Step 3**

Step 3 eligibility periods are assigned once your application has been processed and approved. In deciding when to apply for Step 3, allow approximately two to four weeks for processing. Time for processing will vary depending on the particular medical licensing authority and the volume of applications. Upon complete processing of your Step 3 application and confirmation of eligibility, a Scheduling Permit is sent to you with instructions for making an appointment at a Prometric Test Center. On receipt of your Scheduling Permit, you should contact Prometric immediately to schedule the test dates. The Scheduling Permit specifies the eligibility period (beginning immediately and extending for approximately 90 calendar days) during which you must complete the examination. If you are unable to take the test within your eligibility period, contact the FSMB to inquire about a contiguous three month eligibility period extension. A fee is charged for this service, and some restrictions may apply. Visit the FSMB website (<http://www.fsmb.org>) for more detailed information. If you do not take the test within your original or extended eligibility period and wish to take it in the future, you must reapply by submitting a new application and fee(s).

12

### **<http://www.prometric.com>**

Use the Prometric Test Center Locator for up-to-date information on the locations of Prometric Test Centers.

Details about eligibility periods, locations of test sites, and scheduling for Step 2 CS, when determined, will be provided at the USMLE website and the website of your registration entity.

Application and scheduling information for Step 2 CS, when determined, will be available on the USMLE website and the website of your registration entity. The following application and scheduling information pertains to Step 1, Step 2 CK, and Step 3.

### **Your Scheduling Permit**

You should verify the information on your Scheduling Permit before scheduling your appointment.

Your Scheduling Permit includes the following:

- your name (see page 17) and mailing address,
- the examination for which you registered,

your eligibility period,  
your testing region,  
your Scheduling Number,  
your Candidate Identification Number (CIN).

### **Scheduling Test Dates**

When applying for the USMLE (Steps 1, 2 CK, and 3) or scheduling test dates, please keep the following in mind:

You must have your Scheduling Permit before you contact Prometric to schedule a testing appointment. Appointments are assigned on a "first-come, first-served" basis; therefore, you should contact Prometric to schedule as soon as possible after you have received your Scheduling Permit.

You may take the test on any day that it is offered during your assigned eligibility period, provided that there is space at the Prometric Test Center you choose.

Prometric Test Centers are closed on major local holidays.

USMLE Steps 1, 2 CK, and 3 are not available during the first two weeks of January.

The busiest testing times in the Prometric testing network in the United States and Canada are May through July and November through December.

Some, but not all, Prometric Test Centers are open on weekend days. When you schedule your Step 3 test dates, the two days on which you take the test will be consecutive days unless the center is closed on the day that follows your first day of testing. In that event, Prometric will assign you to the next day the center is open for your second day of testing. In all other cases, you must take Step 3 on two consecutive days at the same test center.

13

**Note: You will not be able to take the test if you do not bring your official Scheduling Permit to the test center** (see page 16). Please keep it in a secure location. If you lose your permit, contact your registration entity immediately. A fee may be charged to issue a replacement, and you may be required to reschedule your appointment.

**Note:** Your Scheduling Number is needed when you contact Prometric to schedule test dates. It differs from your **Candidate Identification Number (CIN)**, which is your private key needed to start the test and to initiate each test block. Prometric does not have access to your CIN.

Your Scheduling Permit includes specific information for contacting Prometric to schedule your test date(s) at the test center of your choice.

You will be required to provide information found only on your Scheduling Permit. When you schedule your appointment, you will receive the following specific information:

- the confirmed test day(s), date(s), and time;
- the address and telephone number of the Prometric Test Center where you will test; and
- your Prometric Confirmation Number.

Scheduling a testing appointment for a specific date at a Prometric Test Center is not a guarantee that the scheduled test time or location will remain available. The Prometric Test Center at which you are scheduled may become unavailable after you have scheduled your appointment. In that event, Prometric will attempt to notify you in advance of your scheduled testing appointment and to schedule you for a different time and/or center. However, on rare occasions, rescheduling your appointment for a different time or center may occur at the last minute. To avoid losses you would incur as a result, you should try to maintain flexibility in your travel arrangements.

#### **Rescheduling Test Dates**

If you are unable to keep your testing appointment on the scheduled date(s) or at the scheduled location, you may change your date(s) or center by contacting Prometric. You will need to provide your Prometric Confirmation Number when you reschedule.

To avoid a rescheduling fee, you must make the request to reschedule your appointment at least five business days before your appointment. If you are testing in the United States or Canada, you must make your request by noon eastern time at least five business days before your appointment. If you are testing outside the United States or Canada, you must make your request by noon local time of the call center you are contacting to schedule your appointment at least five business days before your appointment.

When contacting Prometric, you must speak with a representative. Leaving a voice mail message does not satisfy the requirement to provide advance notice.

If you provide less than five business days' notice, Prometric will charge you a fee to reschedule your test date(s). Your rescheduled test date(s) must fall within your assigned eligibility period.

**<http://www.prometric.com>**

Use the Prometric Test Center Locator for up-to-date information on the locations of Prometric Test Centers.

15

### **Summary of Process**

In summary, to take Steps 1, 2 CK, and 3, you must meet the eligibility requirements shown on page 3 and do the following:

- Contact the appropriate registration entity for application materials (see page 26).

- Complete your application materials and submit them to your registration entity.

- Receive a Scheduling Permit verifying your eligibility and authorizing you to schedule the examination.

- Follow the instructions on your Scheduling Permit to schedule your test date(s) at a specific Prometric Test Center.

- On the scheduled test date(s) and at the scheduled time, bring to the Prometric Test Center your Scheduling Permit and the required identification described on it (see page 16).

- Take the test.

Specific details on testing for Step 2 CS, once determined, will be available at the USMLE website and the website of your registration entity. The following testing information pertains to Step 1, Step 2 CK, and Step 3.

### **Test Centers and Testing Conditions**

Prometric provides computer-based testing services for academic assessment, professional licensure, and certification. USMLE Step 1 and Step 2 CK are given at Prometric Test Centers around the world. Step 3 is given at Prometric Test Centers in the United States and its territories.

These centers provide the resources necessary for secure administration of the USMLE, including video and audio monitoring and recording, and use of digital cameras to record the identity of examinees.

The USMLE program has established rules to govern administration of the examinations to ensure that no examinee or group of examinees receives unfair advantage on the examination, inadvertently or otherwise.

The rules include standard test administration conditions consistent with the principles on which the examinations are developed and scored. However, if there is a reason to believe that the integrity of the examination process is jeopardized, the USMLE parent organizations may invalidate all or any part of an examination.

If information indicates that continued testing would jeopardize the security of examination materials or the integrity of scores, the USMLE parent organizations reserve the right to suspend or cancel test administration.

Individual examinations are drawn from large pools of content-parallel test forms, which are in turn created from very large banks of test materials. Individual examinations vary within and across test centers, and within and across test days. Electronic encryption is employed to protect the security of item banks, test forms, and test responses. Physical security at test centers is maintained by proctoring and video surveillance and recording.

### **Admission to the Test**

You should arrive at the Prometric Test Center 30 minutes before your scheduled testing time on your testing day(s). If you arrive late, you may not be admitted. If you arrive more than 30 minutes after your scheduled testing time, you will not be admitted.

In that event, you must pay a fee to Prometric to reschedule your test. Your rescheduled test date(s) must fall within your assigned eligibility period.

When you arrive at the test center, you must present your Scheduling Permit and the required identification described on your Scheduling Permit.

Acceptable forms of identification include the following forms of unexpired identification:

- passport,
- driver's license with photograph,
- national identity card,
- other form of unexpired, government-issued identification,
- ECFMG-issued identification card.

Your identification must contain both your signature and photograph. If it contains your photograph but not your signature, you can use another form of unexpired identification that contains your signature, such as a student/employee identification card or a credit card, to supplement your photo-bearing, government-issued identification.

16

### **<http://www.prometric.com>**

Use the Prometric Test Center Locator for up-to-date information on the locations of Prometric Test Centers.

Upon arrival at the test center, you must present the required identification, sign a test center log, be photographed, and store your personal belongings in your assigned locker. Test center staff will detach the

bottom of your Scheduling Permit, which includes your Candidate Identification Number, and hand it to you to keep with you at all times for the duration of the examination. They will give you a marker and laminated writing surfaces, escort you to your assigned testing station, and provide brief instructions on use of the computer equipment. You must enter your Candidate Identification Number to start the examination. You may then take a brief tutorial prior to starting the first test block.

### **Testing Regulations and Rules of Conduct**

Test center staff monitor all testing sessions for USMLE Steps. You must follow the instructions of test center staff throughout the examination. Failure to do so may result in a determination of irregular behavior (see page 24).

Test center staff are not authorized to answer questions from examinees regarding examination content, testing software, or scoring.

If staff observe you violating test administration rules or engaging in other forms of irregular behavior during an examination, the center staff will not necessarily tell you of the observation at the time of the examination. Center staff report such incidents to the USMLE program; each is fully investigated.

You may not bring any personal belongings into the testing area, including the following:

- mechanical or electronic devices, such as personal digital assistants (PDAs), calculators, digital watches, watches with computer communication and/or memory capability, electronic paging devices, recording or filming devices, radios, cellular telephones;
- coats, jackets, headwear;
- book bags, backpacks, handbags, briefcases, wallets;
- books, notes, study materials, or scratch paper;
- food or beverages.

If you bring any personal belongings to the test center, you must store them in a designated locker outside the testing room. You should keep in mind that the lockers are small and that mechanical or electronic devices stored in lockers must be turned off. Upon reasonable suspicion, your personal belongings and their contents may be inspected. Any materials that reasonably appear to be reproductions of any USMLE examination materials will be confiscated. Making notes of any kind during an examination, except on the laminated writing surface provided at the test center, is not permitted.

**Important Note:** Your name as it appears on your Scheduling Permit must match the name on your form(s) of identification exactly. If the name listed on your Scheduling Permit is not correct, contact your registration entity immediately. If you do not bring your Scheduling Permit and acceptable identification, you will not be admitted to the test. In that event, you must pay a fee to Prometric to reschedule your test. Your rescheduled test date(s) must fall within your assigned eligibility period.

18

### **Rules of Conduct**

When you register to take the USMLE, you are agreeing to the following Rules of Conduct:

1. You are the person named on the Scheduling Permit for the examination.
2. You will not give, receive, or obtain any form of unauthorized assistance during the examination or during breaks.
3. You will not have in your possession any formulas, study materials, notes, or papers of any kind unless you are out of the examination room on a break between blocks of the examination.
4. Before entering the testing room, you will place any formulas, study materials, notes, or papers in your possession in a locker. All personal belongings, including your purse and/or wallet, must also be placed in a locker before you enter the testing room.
5. You will not leave your testing station for breaks unless the break screen is visible on your monitor.

It will be considered a violation of Rules of Conduct if you indicate on the test center log that your break screen is visible when it is not.

6. You will not use a telephone or other communication device at any point during the examination, including breaks, for any purpose related to test content.
7. You will not remove materials in any form (written, printed, recorded, or any other type) from the test center.
8. All examination materials remain the property of the USMLE parent organizations, and you will maintain the confidentiality of the materials, including the multiple-choice items and *Primum* CCS. You will not reproduce or attempt to reproduce examination materials through memorization or any other means. Also, you will not provide information relating to examination content that may give or attempt to give unfair advantage to individuals who may be taking the examination. This includes postings regarding examination items and/or answers on the Internet.

**If you violate these Rules of Conduct, you may be directed to leave the test center before you**

**complete the examination. Also, evidence of violation of any test administration rule, including these Rules of Conduct, will result in actions being taken under USMLE policies and procedures on irregular behavior. If you are found to have engaged in irregular behavior, your score report and transcripts will include this finding, and you may be barred from taking the USMLE in the future.**

### **Completing the Test**

Once you begin a block of the test, no breaks are provided during the block. Each block lasts approximately 30 to 60 minutes. During blocks, the clock continues to run even if you leave the testing room for a personal emergency. If you leave during a block, the test center staff will report that fact as an irregular incident, and your results may be analyzed as described on page 24. Each time you take a break during the testing day, you are required to sign out if you leave the testing room and sign in when you return. You must take the bottom portion of your Scheduling Permit with you each time you leave the testing room. You must present your identification and the bottom of your Scheduling Permit each time you sign in. Each block ends when its time expires or when you exit from it.

If you fill the laminated writing surface provided, please inform test center staff. Replacement laminated writing surfaces will be provided. You will not be provided with material to erase the laminated writing surfaces; do not wipe them clean yourself.

The test session ends when you have started and exited all sections or the total time for the test expires.

You will sign out as you leave the test center, hand in the bottom of your Scheduling Permit and the laminated writing surfaces, and receive a notice that you appeared for the test. If your test is scheduled for multiple days, you must take the bottom portion of the Scheduling Permit with you and return with it the following day(s). The bottom portion will be collected at the end of your last testing day.

After you start taking an examination, you cannot cancel or reschedule that examination unless a technical problem requires rescheduling. If you experience a computer problem during the test, notify test center staff immediately. In the rare event of a technical problem, testing software is designed to allow the test to restart at the point it was interrupted. In most cases, your test can be restarted at the point of interruption with no loss of testing time. However, it is

possible that a technical problem may occur that does not permit you to complete your examination. In that event, contact the NBME or registration entity in writing. Arrangements will be made to allow you to test at a later date at no additional charge.

### **How Break Time Works**

Your entire testing session is scheduled for a fixed amount of time. The computer keeps track of your overall time and the time allocated for each block of the test. Fifteen minutes is allotted to complete the tutorial and 45 minutes for break time. The 45 minutes for breaks can be divided in any manner, according to your preference. For example, you can take a short break at your seat after you complete a block, or you can take a longer break for a meal outside the test center after you complete a few blocks. If you do not use the entire 15 minutes for the tutorial or if you complete a block of the test early, the remaining time will be available for breaks. It will not be available to complete other blocks of the test.

As you progress through the blocks of the test, you should monitor how many blocks are remaining and how much break time is remaining. **If you take too much break time and exceed the allocated or accumulated break time, your time to complete the last block(s) in the testing session will be reduced.**

If a test question is displayed on your monitor when the time allotted for that section runs out, you will be able to enter a response for only that question before the section will end; you will not be allowed to answer any additional questions in that section. A mouse click or keyboard entry is required before the section actually ends. Please note that the session time is still running prior to the mouse click or keyboard entry, which will reduce your break time and/or the total time that you have remaining to complete the test.

After you complete or run out of time for each block during the test, you must respond when the computer asks you to indicate whether you want to take a break or continue. After your test, you may be asked to complete an additional block that contains survey questions about your testing experience.

19

### **Examination Results and Scoring**

When you take Step 1, Step 2 CK, or Step 3, the computer records your responses. After your test ends, your responses are transmitted to the NBME for scoring. The number of test items you answer

correctly is converted to two equivalent scores, one on a three-digit score scale and one on a two-digit score scale. Both scales are used for score-reporting purposes.

On the three-digit scale, most scores fall between 160 and 240. The mean score for first-time examinees from accredited medical schools in the United States is in the range of 200 to 220, and the standard deviation is approximately 20. Your score report will include the mean and standard deviation for recent administrations of the Step.

The two-digit score is derived from the three-digit score. It is used in score reporting because some medical licensing authorities have requirements that include language describing a "passing score of 75." The two-digit score is derived in such a way that a score of 75 always corresponds to the minimum passing score.

For Step 2 CS, examinees are assessed on their data gathering, physical examination, and communication skills by the standardized patient, and on their ability to complete an appropriate post-encounter note by physician raters. Performance on Step 2 CS will be reported as pass or fail, with no numerical score. Further details on scoring and reporting for Step 2 CS will be provided, as they become available, on the USMLE website.

USMLE score reports and transcripts (described on pages 21 and 22) show your scores (for Step 1, Step 2 CK, and Step 3) and an indication of whether you passed or failed (for all Steps). The same information is sent to medical licensing authorities for their use in granting the initial license to practice medicine.

Except as otherwise specified below, to receive a score on Step 1, Step 2 CK, and Step 3, you must begin every block of the test. If you do not begin every block, no final results are reported, and the "incomplete examination" attempt appears on your USMLE transcript. If you register for but do not take a Step, no record of the test will appear on your transcript. Details on incomplete Step 2 CS examinations will be provided on the USMLE website and the website of your registration entity.

If your Step 1, Step 2 CK, or Step 3 examination is incomplete, you may request that a score be calculated and reported, with all missed test items or cases scored as incorrect. This score is likely to be lower than the score you would have achieved had you completed all sections of the examination. If you receive notification that your examination resulted in an incomplete attempt, contact the NBME in writing

no later than 45 days after the date the notification is mailed to you if you would like further information on having the score calculated and reported. If you decide to request calculation and reporting of your score, the score will appear on your USMLE transcript as though it were complete; it will remain the permanent score for the examination administration. If it is determined that you took a Step for which you were not eligible, results for that test will not be reported or, if previously reported, will be revoked (see pages 5 and 24).

Some examination materials are included in the USMLE to enhance the examination system and to investigate the measurement properties of the examinations. Such materials are not scored.

#### **Scoring for Multiple-Choice Items**

Each Step includes multiple-choice items in blocks of approximately 45 to 60 minutes (see page 9). Blocks of items are constructed to meet specific content specifications. As a result, the combination of blocks of items creates a form of the Step that is comparable in content to all other forms.

#### **Scoring for *Primum* CCS**

The CCS scoring process compares your patient management strategy with policies obtained from experts. Actions resembling a range of optimal strategies will produce a higher score. You must balance  
20

thoroughness, efficiency, avoidance of risk, and timeliness in responding to the clinical situation.

Dangerous and unnecessary actions will detract from your score.

#### **Minimum Passing Scores**

The USMLE program recommends a minimum passing score for each Step. Recommended performance standards for the USMLE are based on a specified level of proficiency. As a result, no predetermined percentage of examinees will pass or fail the examination. The recommended minimum passing level is reviewed periodically and may be adjusted at any time. The Step 1 and Step 3 minimum passing scores are expected to be reviewed during 2003–2004. Notice of such review and any adjustments will be posted on the USMLE website. On the Steps containing multiple-choice items, the percentage of correctly answered items required to pass varies from form to form. However, examinees typically must answer 60 to 70 percent of items correctly to achieve a passing score.

A statistical procedure ensures that the performance required to pass each test form is equivalent to that

needed to pass other forms; this process also places scores from different forms on a common scale. For Step 3, your performance on the case simulations will affect your Step 3 score and could affect whether you pass or fail. The proportional contribution of the score on the case simulations is no greater than the amount of time you are allowed for the case simulations.

### **Official Examinee Score Reports**

For Steps 1, 2 CK, and 3, the official examinee score report you receive after you take a Step includes a pass/fail designation, numerical scores, and graphical performance profiles summarizing areas of strength and weakness to aid in self-assessment. These profiles are developed solely for your benefit and will not be reported or verified to any third party.

In the past, Step results typically have been available in time to mail your report within three to four weeks after your test date. However, delays are possible for various reasons. In selecting your test date and inquiring about results, you should allow at least six weeks after your test date to receive your score report.

Expected timelines for reporting Step 2 CS results will be posted on the USMLE website.

### **Score Rerechecks**

For Steps 1, 2 CK, and 3, standard procedures ensure that the scores reported for you accurately reflect the responses recorded by the computer. A change in score based on a rerecheck is an extremely remote possibility. However, a rerecheck will be done if you submit a written request and service fee to the entity that registered you for the Step (see page 26). Your request must be received by your registration entity no later than 90 days after your score report release date.

### **Score Reporting**

After you take Step 1, Step 2 CK, or Step 3, you should allow at least six weeks after your test date to receive your score report. If you do not receive your original score report or you receive a damaged score report, a request for a duplicate score report will be honored up to 90 days after your score report release date. You must make your request to the entity that registered you for the test. If more than 90 days have passed since your score report release date, scores will be reported to you only in the form of a USMLE transcript (see page 22) after you submit a signed request and pay the required fee.

The NBME reports the results on the USMLE to LCME- and AOA-accredited medical schools for their students and graduates.

**Note:** Visit the USMLE website for up-to-date information at <http://www.usmle.org>.

**Note:** To avoid misinterpretation and protect your privacy, scores or pass/fail outcomes are not provided by telephone or fax to anyone. You should retain your official score report for your records.

If you are a student or graduate of an LCME- or AOA-accredited medical school and you do not want your Step 1, Step 2 CK, or Step 2 CS results reported to your medical school, you must send a signed request to the NBME. Your request must be postmarked or faxed at least two weeks before your scheduled test date. If you make this request, the score information provided to the medical school will list your name and the notation "record withheld at the request of the examinee." If you want your scores reported to your medical school subsequently, you must submit a signed request and pay the required fee (see below).

If you are a graduate of an LCME- or AOA-accredited medical school, you must indicate on your Step 3 application your preference for reporting your Step 3 score to the school from which you graduated.

#### **Official USMLE Transcripts and Providing Scores to Third Parties**

If you want to send your USMLE scores to a third party, you must submit a signed request and pay a fee. Your scores will be provided in the form of a USMLE transcript.

Examination data (including score information) from USMLE Steps may be used by the USMLE program or made available to third parties for research. In such instances, the data will be confidential, and individual examinees will not be identifiable in any publication.

If you do not wish your score to be made available for research purposes, you must advise the USMLE Secretariat in writing (see page 27).

Except as described in this bulletin, USMLE results will not be reported to you or third parties without your signed request and payment of the transcript fee.

Your USMLE transcript includes the following:

- your name and other personal identification information including your date of birth;
- your complete results history of all Steps that you took;
- your history of any examinations for which no results were reported (see "Change in Eligibility Status" on page 5, "Completing the Test" on

page 19, or "Validity of Scores" on page 24);  
indication of whether you have previously taken  
the former NBME Parts I, II, or III, or Federation  
Licensing Examination (FLEX);

annotation(s) if you were provided with test  
accommodations (see page 11);

annotation(s) and information documenting  
classification of any scores as indeterminate  
(see page 24);

annotation(s) and information documenting  
any irregular behavior (see page 24); and

notation(s) of any actions taken against you by  
medical licensing authorities or other  
credentialing entities that have been reported  
to the FSMB Board Action Databank.

To obtain your USMLE transcript or have it sent to a  
third party, you must contact the ECFMG, FSMB, or  
NBME. Which entity you contact depends on which  
Steps you have taken and where you want your transcript  
sent. Contact the FSMB if you want your transcript  
sent to a medical licensing authority at any  
time. If you have not registered for or taken Step 3  
and want your transcript sent to anyone other than a  
medical licensing authority, the request should be  
sent to the last entity that registered you.

22

**Note:** Graphical performance profiles, which are  
included on your original score reports, are not  
included in your USMLE transcript.

### **Electronic Residency Application Service (ERAS®)**

If you use ERAS, you may request electronic transmittal  
of your USMLE transcript to residency programs  
that participate in ERAS. Information on electronic  
transmittal of transcripts through ERAS is  
available for students and graduates of LCME- and  
AOA-accredited medical schools from the medical  
schools, and for students and graduates of medical  
schools outside the United States and Canada from  
the ECFMG. The Association of American Medical  
Colleges (AAMC) and ECFMG websites also  
include information on ERAS and/or links to the  
ERAS website.

23

Visit these websites for information on ERAS:

**<http://www.aamc.org>**

**<http://www.ecfm.org>**

### **Step(s) Taken Recipient of Transcript Contact**

**(see page 26)**

One or more USMLE Steps Medical licensing authority **FSMB**

All three USMLE Steps; and Any recipient **FSMB**  
Step 1 and Step 2 only  
when registered for Step 3  
Step 1 and/or Step 2 only, Any recipient other than a medical **ECFMG**  
registered by ECFMG licensing authority  
Step 1 and/or Step 2 only, Any recipient other than a medical **NBME**  
registered by NBME licensing authority  
**Requesting USMLE Transcripts**

### **Validity of Scores**

The USMLE program assures the validity of scores reported for USMLE Steps by every means available. Your scores may be classified as *indeterminate* if the scores are at or above the passing level and the USMLE program cannot certify that they represent a valid measure of your knowledge or competence as sampled by the examination. The USMLE program may make such a determination when aberrancies in performance are detected for which there is no reasonable and satisfactory explanation. A classification of indeterminate may result from irregular behavior (see following section) or from other factors, such as unexplained inconsistency in performance within a Step or between takes of the same Step.

The performance of all examinees is monitored and may be analyzed statistically to detect aberrancies indicating that your scores may be indeterminate. In addition, evidence of irregular behavior may suggest that your scores do not represent a valid measure of your knowledge or competence as sampled by the examination. In these circumstances, your score report may be delayed, pending completion of further analysis and investigation. If your score report is delayed, you and any other party to whom scores would normally be reported will be notified. You will be provided with a copy of the USMLE *Policies and Procedures Regarding Indeterminate Scores*, which describes the process for reaching final decisions. You will have an opportunity to provide information that you consider relevant.

After review and analysis of all available information, scores will be classified as valid and will be reported, or scores will be classified as indeterminate. If the scores are classified as indeterminate, you will be advised of the options for retaking the examination. Scores classified as indeterminate do not appear on your transcript; rather, an annotation indicates that the scores were classified as indeterminate. Scores classified as indeterminate will not be reported to anyone. Anyone who has received a report of scores

that are later classified as indeterminate will be notified of the indeterminate classification. The USMLE *Policies and Procedures Regarding Indeterminate Scores* describes the circumstances in which information about the indeterminate classification will be provided to entities that receive or have received your USMLE transcript.

If irregular behavior appears to have contributed to a decision that your scores are indeterminate, action will also be taken as described below.

### **Irregular Behavior**

Irregular behavior includes any action by applicants, examinees, potential applicants, or others when solicited by an applicant and/or examinee that subverts or attempts to subvert the examination process.

If you have information or evidence indicating that any type of irregular behavior or any infringement of legal rights has occurred, you should submit a written report to or telephone the USMLE Secretariat (see page 27) or the registration entity (see page 26).

Specific examples of irregular behavior include, but are not limited to, the following:

- seeking and/or obtaining unauthorized access to examination materials;

- falsifying information on application forms, Scheduling Permits, or other USMLE-related documents;

- taking an examination without being eligible for it or attempting to do so;

- impersonating an examinee or engaging someone else to take the examination for you;

- giving, receiving, or obtaining unauthorized assistance during the examination or attempting to do so;

- making notes of any kind during an examination except on the laminated writing surfaces provided at the test center;

- failing to adhere to any USMLE policy, procedure, or rule, including instructions of the test center staff;

24

- disruptive behavior at a test center;
- possessing unauthorized materials, including photographic equipment, or communication or recording devices, including electronic paging devices and cellular telephones, during an examination;

- altering or misrepresenting examination scores;
- any unauthorized reproduction by any means, including reconstruction through memorization,

and/or dissemination of copyrighted examination materials; and

providing or attempting to provide any information, including that relating to examination content or answers, that may give or attempt to give unfair advantage to individuals who may be taking the examination.

If information received suggests that irregular behavior has occurred, statistical analyses may be conducted and additional information may be gathered.

You will be advised of the alleged irregular behavior, and you will have an opportunity to provide information that you consider relevant to the evaluation of the allegation. Your scores may be withheld, if they have not been reported previously. Step applications will not be processed, and you may not be permitted to take subsequent examinations until a final decision regarding irregular behavior is made. You will be provided with a copy of the *USMLE Policies and Procedures Regarding Irregular Behavior*, which describes in detail the process for reaching final decisions regarding irregular behavior. If the evidence suggests that the alleged irregular behavior affects score validity, the score will also be reviewed as described on page 24.

If it is determined that you engaged in irregular behavior, information regarding this determination becomes part of your USMLE record. Your score report (if applicable) and USMLE transcript will contain a notation regarding the irregular behavior. Information about the irregular behavior will be provided to third parties that receive or have received your USMLE transcript. Such information may also be provided to other legitimately interested entities upon request. If it is determined that the irregular behavior is egregious and/or threatens the integrity of the examination system, you may be barred from future USMLE Steps. The USMLE program reserves the right to bar an individual from the USMLE or to have special test administration procedures implemented when information regarding behavior of examinees on the USMLE or predecessor examinations indicates such actions may be necessary to ensure the security of the USMLE.

25

**NOTE:** Looking in the direction of another examinee's computer monitor or talking to another examinee during the examination may be reported as evidence of giving, receiving, or obtaining unauthorized assistance. The report may result in a determination of irregular behavior,

as described below. Discussion of examination content or answers on the Internet may also result in a determination of irregular behavior.

### **Application and Registration Inquiries**

You must contact the appropriate registration entity (see above) for the following:

- information on how to apply for the USMLE, application materials,
- information on the status of your application or Scheduling Permit,
- information on obtaining replacement Scheduling Permit (due to loss).

26

### **Examination Type of Applicant Registration Entity to Contact**

Step 1 Students and graduates of medical **NBME**

or schools in the United States and Examinee Support Services

Step 2 Canada accredited by the Liaison 3750 Market Street

(CK or CS) Committee on Medical Education Philadelphia, PA 19104-3190

or the American Osteopathic Association Website: <http://www.nbme.org>

Telephone: (215) 590-9700

Fax: (215) 590-9457

Email: [webmail@nbme.org](mailto:webmail@nbme.org)

Step 1 Students and graduates of medical **ECFMG**

or schools outside the United States 3624 Market Street

Step 2 and Canada Philadelphia, PA 19104-2685

(CK or CS) Application materials:

Website: <http://www.ecfm.org>

Telephone: (215) 386-5900

Fax: (215) 386-9196

Step 3 All medical school graduates who have **FSMB**

passed Step 1 and Step 2 Department of Examination Services

PO Box 619850

Dallas, TX 75261-9850

Website: <http://www.fsmb.org>

Telephone: (817) 868-4041

Fax: (817) 868-4098

Email: [usmle@fsmb.org](mailto:usmle@fsmb.org)

or

**Medical licensing authority**

(see page 27)

<http://www.usmle.org>

Visit the USMLE website for up-to-date information.

### **Scheduling and Test Center Inquiries**

For Steps 1, 2 CK, and 3, your Scheduling Permit includes instructions on how to contact Prometric to schedule your appointment to test. Inquiries about your appointment, such as a request to reschedule an

appointment within your eligibility period, must be directed to Prometric. For current information on the locations of Prometric Test Centers, visit the Prometric website.

After you have received your Scheduling Permit, you can contact Prometric directly, as instructed on the Permit, for current information on a particular test center.

Details on registering and scheduling for Step 2 CS, once determined, will be provided on the USMLE and ECFMG websites.

### **Problem Inquiries**

If you have received a Scheduling Permit but experience a problem that Prometric is unable to resolve in scheduling your appointment or in administering your test on the testing day, you may contact your registration entity (see page 26).

### **Test Administration Problems/Inquiries**

If you wish to report a problem experienced during the administration of the examination that Prometric staff were unable to resolve, you may forward a written description of your experience to your registration entity or directly to the NBME (see page 26), by mail, e-mail, or fax. Your correspondence should also include your name, your USMLE ID number, the examination name (Step 1, 2, or 3), date of administration, test center location, and a detailed description of the difficulty experienced. Your report will be evaluated and thoroughly investigated. You will receive written notification of the results of the investigation.

Details on how to report Step 2 CS problems will be provided on the USMLE website.

### **General Inquiries**

Complete information on the USMLE is available at the USMLE website. General inquiries regarding the USMLE or inquiries for the USMLE Secretariat may be directed to the NBME (see page 26) or the USMLE Secretariat:

USMLE Secretariat  
3750 Market Street  
Philadelphia, PA 19104-3190  
Telephone: (215) 590-9700

### **Step 3 and Medical Licensure Inquiries**

General inquiries for information on Step 3 application and medical licensure may be directed to the FSMB. Specific inquiries regarding licensure may be directed to the following medical licensing authorities or their representatives at the telephone numbers listed below.

Alabama State Board of Medical Examiners

PO Box 946  
Montgomery, AL 36101-0946  
(334) 242-4116 or (800) 227-2206  
Alaska State Medical Board  
550 West Seventh Avenue, Suite 1500  
Anchorage, AK 99501  
(907) 269-8163  
Step 3 inquiries: call FSMB at (817) 868-4041  
Arizona Board of Medical Examiners  
9545 E Doubletree Ranch Road  
Scottsdale, AZ 85258  
(480) 551-2700  
Step 3 inquiries: call FSMB at (817) 868-4041  
27

**<http://www.prometric.com>**

Use the Prometric Test Center Locator for up-to-date information on the locations of Prometric Test Centers.

Arizona Board of Osteopathic Examiners  
in Medicine and Surgery  
9535 E Doubletree Ranch Road  
Scottsdale, AZ 85258-5539  
(480) 657-7703  
Arkansas State Medical Board  
2100 Riverfront Drive  
Little Rock, AR 72202-1793  
(501) 296-1802  
Step 3 inquiries: call FSMB at (817) 868-4041  
Medical Board of California  
1426 Howe Avenue, Suite 54  
Sacramento, CA 95825-3236  
Licensure inquiries: (916) 263-2389  
Step 3 inquiries: call FSMB at (817) 868-4041  
Colorado Board of Medical Examiners  
1560 Broadway, Suite 1300  
Denver, CO 80202-5140  
(303) 894-7690  
Step 3 inquiries: call FSMB at (817) 868-4041  
Connecticut Department of Public Health  
Physician Licensure Department  
410 Capitol Avenue  
PO Box 340308 MS 13 PHO  
Hartford, CT 06134-0308  
(860) 509-7648  
Step 3 inquiries: call FSMB at (817) 868-4041  
Delaware Board of Medical Practice  
Cannon Building, Suite 203  
861 Silverlake Boulevard  
Dover, DE 19904  
(302) 739-4520

Step 3 inquiries: call FSMB at (817) 868-4041  
District of Columbia Board of Medicine  
825 Capital Street, NE, 2nd Floor  
Washington, DC 20002  
(202) 442-9200

Florida Board of Medicine  
4052 Bald Cypress Way  
BIN #C03  
Tallahassee, FL 32399-3253  
(850) 245-4131

Step 3 inquiries: call FSMB at (817) 868-4041  
Florida Board of Osteopathic Medicine  
4052 Bald Cypress Way  
BIN #C06  
Tallahassee, FL 32399-1753  
(850) 245-4161

Georgia Composite State Board  
of Medical Examiners  
2 Peachtree Street, NW, 36th Floor  
Atlanta, GA 30303  
(404) 656-3913

Step 3 inquiries: call FSMB at (817) 868-4041  
Guam Board of Medical Examiners  
Health Professions Licensing  
1304 E Sunset Boulevard  
Hagatna, GU 96913  
(671) 475-0251

Hawaii Board of Medical Examiners  
Department of Commerce and Consumer Affairs  
1010 Richards Street  
Honolulu, HI 96813  
(808) 586-3000

Step 3 inquiries: call FSMB at (817) 868-4041  
Idaho State Board of Medicine  
1755 Westgate Drive #140  
Boise, ID 83704  
(208) 327-7000

Step 3 inquiries: call FSMB at (817) 868-4041  
Illinois Department of Professional Regulation  
100 W Randolph Street, Suite 9-300  
Chicago, IL 60601  
(312) 814-4500

28

Indiana Health Professions Bureau  
402 W Washington Street, Room 041  
Indianapolis, IN 46204  
(317) 232-2960

Step 3 inquiries: call FSMB at (817) 868-4041  
Iowa State Board of Medical Examiners  
400 SW 8th Street, Suite C

Des Moines, IA 50309

(515) 281-5171

Step 3 inquiries: call FSMB at (817) 868-4041

Kansas Board of Healing Arts

235 S Topeka Boulevard

Topeka, KS 66603-3068

(785) 296-7413

Kentucky Board of Medical Licensure

Hurstbourne Office Park

310 Whittington Parkway, Suite 1B

Louisville, KY 40222

(502) 429-8046

Step 3 inquiries: call FSMB at (817) 868-4041

Louisiana State Board of Medical Examiners

630 Camp Street

New Orleans, LA 70190-0250

(504) 568-6820

Step 3 inquiries: call FSMB at (817) 868-4041

Maine Board of Licensure in Medicine

137 State House Station

Augusta, ME 04333-0137

(207) 287-3601

Step 3 inquiries: call FSMB at (817) 868-4041

Maine Board of Osteopathic Licensure

142 State House Station

Augusta, ME 04333-0142

(207) 287-2480

Maryland Board of Physician Quality Assurance

4201 Patterson Avenue, 3rd Floor

Baltimore, MD 21215-0095

(410) 764-4777 or (800) 492-6836

Step 3 inquiries: call FSMB at (817) 868-4041

Massachusetts Board of Registration in Medicine

560 Harrison Avenue, Suite G4

Boston, MA 02118

(617) 654-9800

Step 3 inquiries: call FSMB at (817) 868-4041

Michigan Board of Medicine

611 W Ottawa, 4th Floor

Lansing, MI 48909-8170

(517) 373-6873

Step 3 inquiries: call FSMB at (817) 868-4041

Michigan Board of Osteopathic Medicine and Surgery

611 W. Ottawa, 1st Floor

Lansing, MI 48909-8170

(517) 373-6873

Minnesota Board of Medical Practice

2829 University Avenue, SE, Suite 400

Minneapolis, MN 55414-3246

(612) 617-2130

Step 3 inquiries: call FSMB at (817) 868-4041

Mississippi State Board of Medical Licensure  
1867 Crane Ridge Drive, Suite 200B  
Jackson, MS 39216  
(601) 987-3079

Step 3 inquiries: call FSMB at (817) 868-4041

Missouri State Board of Registration  
for the Healing Arts  
3605 Missouri Boulevard  
Jefferson City, MO 65109  
(573) 751-0098

Montana Board of Medical Examiners  
301 S Park Avenue, 4th Floor  
Helena, MT 59620-0513  
(406) 841-2361

Step 3 inquiries: call FSMB at (817) 868-4041

Nebraska Health and Human Services System  
PO Box 94986  
301 Centennial Mall  
Lincoln, NE 68509-4986  
(402) 471-2118

Step 3 inquiries: call FSMB at (817) 868-4041  
29

Nevada State Board of Medical Examiners  
1105 Terminal Way #301  
Reno, NV 89502  
(775) 688-2559

Nevada State Board of Osteopathic Medicine  
2860 E Flamingo Road, Suite G  
Las Vegas, NV 89121-5208  
(702) 732-2147

Step 3 inquiries: call FSMB at (817) 868-4041

New Hampshire Board of Medicine  
2 Industrial Park Drive, Suite 8  
Concord, NH 03301-8520  
(603) 271-1203 or (800) 780-4757

Step 3 inquiries: call FSMB at (817) 868-4041

New Jersey State Board of Medical Examiners  
140 E Front Street, 2nd Floor  
Trenton, NJ 08625-0183  
(609) 826-7100

Step 3 inquiries: call FSMB at (817) 868-4041

New Mexico State Board of Medical Examiners  
Lamy Building, 2nd Floor  
491 Old Santa Fe Trail  
Santa Fe, NM 87501  
(505) 827-5022

Step 3 inquiries: call FSMB at (817) 868-4041

New Mexico Board of Osteopathic  
Medical Examiners  
2055 S Pacheco, Suite 400

Santa Fe, NM 87504  
(505) 476-7120  
New York State Board for Medicine  
89 Washington Avenue, 2nd Floor, West Wing  
Albany, NY 12234  
(518) 474-3817  
Step 3 inquiries: call FSMB at (817) 868-4041  
North Carolina Medical Board  
PO Box 20007  
Raleigh, NC 27619-0007  
(919) 326-1100  
North Dakota State Board of Medical Examiners  
City Center Plaza  
418 E Broadway, Suite 12  
Bismarck, ND 58501  
(701) 328-6500  
Step 3 inquiries: call FSMB at (817) 868-4041  
Northern Mariana Islands  
Medical Profession Licensing Board  
1336 Capital Housing Cap Hill  
Saipan, MP 96950  
(670) 664-4811  
State Medical Board of Ohio  
77 S High Street, 17th Floor  
Columbus, OH 43215-6127  
(614) 466-3934 or (800) 554-7717  
Step 3 inquiries: call FSMB at (817) 868-4041  
Oklahoma State Board of Medical Licensure  
and Supervision  
5104 N Francis Avenue #C73118  
Oklahoma City, OK 73154-0256  
(405) 848-6841  
Oklahoma Board of Osteopathic Examiners  
4848 N Lincoln Boulevard, Suite 100  
Oklahoma City, OK 73105-3321  
(405) 528-8625 or (800) 381-4519  
Oregon Board of Medical Examiners  
620 Crown Plaza  
1500 SW First Avenue  
Portland, OR 97201-5826  
(503) 229-5770  
Step 3 inquiries: call FSMB at (817) 868-4041  
Pennsylvania State Board of Medicine  
124 Pine Street  
Harrisburg, PA 17105-7769  
(717) 787-2381  
Step 3 inquiries: call FSMB at (817) 868-4041  
Board of Medical Examiners of Puerto Rico  
Call Box 13969  
San Juan, PR 00908  
(787) 782-8949

Rhode Island Board of Medical Licensure  
and Discipline

Department of Health  
Cannon Building, Room 205  
Three Capitol Hill  
Providence, RI 02908-5097  
(401) 222-3855

Step 3 inquiries: call FSMB at (817) 868-4041

South Carolina Department of LLR  
Board of Medical Examiners  
Department of Labor, Licensing and Regulation

110 Centerview Drive, Suite 202  
Columbia, SC 29210-1289  
(803) 896-4500

Step 3 inquiries: call FSMB at (817) 868-4041

South Dakota State Board of Medical  
and Osteopathic Examiners  
1323 S Minnesota Avenue  
Sioux Falls, SD 57105  
(605) 334-8343

Step 3 inquiries: call FSMB at (817) 868-4041

Tennessee Board of Medical Examiners  
425 5th Avenue, N  
Cordell Hull Building, 1st Floor  
Nashville, TN 37247-1010  
(615) 532-3202

Step 3 inquiries: call FSMB at (817) 868-4041

Tennessee Board of Osteopathic Examiners  
425 5th Avenue, N  
Cordell Hull Building, 1st Floor  
Nashville, TN 37247-1010  
(615) 532-3202

Texas State Board of Medical Examiners

333 Guadalupe, Tower 3, Suite 610  
Austin, TX 78701  
(512) 305-7010

Step 3 inquiries: call FSMB at (817) 868-4041

Utah Department of Commerce  
Division of Occupational and Professional Licensing  
Heber Wells Building  
1st Floor, 160 E 300 South  
Salt Lake City, UT 84102  
(801) 530-6628

Step 3 inquiries: call FSMB at (817) 868-4041

Vermont Board of Medical Practice  
108 Cherry Street  
PO Box 70  
Burlington, VT 05402-0070  
(802) 828-2673

Step 3 inquiries: call FSMB at (817) 868-4041  
Vermont Board of Osteopathic Physicians and Surgeons

26 Terrace Street, Drawer 09  
Montpelier, VT 05609-1106  
(802) 828-2373 or (800) 439-8683  
Virginia Board of Medicine  
6603 W Broad Street, 5th Floor  
Richmond, VA 23230-1717  
(804) 662-9908

Step 3 inquiries: call FSMB at (817) 868-4041  
Virgin Islands Board of Medical Examiners  
Virgin Islands Department of Health  
48 Sugar Estate  
St. Thomas, VI 00802  
(340) 774-0117

Washington Medical Quality Assurance Commission  
PO Box 47866  
Olympia, WA 98504-7866  
(360) 236-4788

Step 3 inquiries: call FSMB at (817) 868-4041  
Washington State Board of Osteopathic  
Medicine and Surgery  
Department of Health  
PO Box 47870  
Olympia, WA 98504-7870  
(360) 236-4943

Step 3 inquiries: call FSMB at (817) 868-4041  
31

West Virginia Board of Medicine  
101 Dee Drive  
Charleston, WV 25311  
(304) 558-2921

Step 3 inquiries: call FSMB at (817) 868-4041  
West Virginia Board of Osteopathy  
334 Penco Road  
Weirton, WV 26062  
(304) 723-4638

Wisconsin Medical Examining Board  
Department of Regulation and Licensing  
1400 E Washington Avenue, Room 178  
Madison, WI 53703  
(608) 266-2112

Wyoming Board of Medicine  
Colony Building, 2nd Floor  
211 W 19th Street  
Cheyenne, WY 82002  
(307) 778-7053

Step 3 inquiries: call FSMB at (817) 868-4041  
32

