

## USMLE Step 3 Flowchart

### USMLE Step 3 Application Process and Retrieving Score Timeline

- Step 1** Assess your annual rotation schedule and determine the best month in which you can take the two-day exam.
- Step 2** Advise your Program/Prog Coordinator when you anticipate taking the test.
- Step 3** Go to [http://www.fsmb.org/usmle\\_apply.html](http://www.fsmb.org/usmle_apply.html) to apply. Your fee can be paid by Visa, MasterCard or Bank transfer
- Step 4** Send paid receipt to your program coordinator who will send to Graduate Medical Education, who will reimburse you up to \$705.
- Step 5** Download the USMLE 2013 Step 3 Certification of Identity Form to sign and affix photo, notarize – **IMPORTANT!** *WHEN that Form is RECEIVED by FSMB – your 90 period begins – SO please hold and factor that part of the process in when you are looking at your best rotation months to take the exam*
- Step 6** You will use your USMLE Id/password and monitor your registration, print scheduling permit at USMLE Step 3 interactive site – *Candidate website*
- Step 7** To check the status of your 3-month registration go to [www.fsmb.org](http://www.fsmb.org). From Home page select Medical Professionals, under “Examination and Assessment Services” click “USMLE Step 3 Examination” and then “Candidate Website”. You will need your USMLE ID number and a password
- Step 8** Notify your program coordinator of the dates that you plan to take the exam and don’t forget to ask permission in advance for 2 days off from your affected rotation. Resident receives an email that score results are in from FSMB.
- Step 9** If resident misses email, go to [www.fsmb.org](http://www.fsmb.org) and download a score report copy. NOTE: If a copy is not obtained at this point, then a fee will be imposed when trying to obtain a copy later.
- Step 10** A copy of score report must be sent to GME Resident and Student Services within two weeks of receipt.
- Step 11** IF NECESSARY- To extend your 90 day ticket: If you are unable to test within your approved eligibility period , complete and mail the USMLE Step 3 Eligibility Request Form and include a \$65 check for this service. It must be received by FSMB no later than 10 days after the expiration of the 90 day period. **NO EXCEPTIONS.**
- Step 12** IF NECESSARY– Retakes: The USMLE program limits all individuals to 3 attempts per step within a 12 month period. For more details review examination rules on FSMB website.
- Step 13** Review PH GME Resident – USMLE Step 3 Policy to make sure you apply before June 30 in order to receive the \$705 reimbursement and note the time lines to complete the process for re-appointment.

**COMLEX**

**Note** DO's that plan to sit for COMLEX step 3 must apply through the NBOME on-line and send a receipt to GME Resident and Student Services for reimbursement.

**Resources (We are not promoting the following products but would like to provide this additional information for you to determine if it will assist you with your pre-exam preparation.)**

- Review the FSMB Bulletin and Content e-booklets provided to the resident that include test examples.
- Another option is the KAPLAN Center - can provide one free practice test upon request. Additional prep options are available at resident's expense: KAPLAN Center at 1717 Gervais Street, 256-0673.
- 3 Additional option is USMLE WORLD, an on-line service with question download capability to PC (1300 Practice question/simulations can be purchased)

February 20, 2014  
Date of Last GMEC Review