

**SUNY Downstate Health Sciences University  
Graduate Medical Education  
Policies and Procedures**

**Title**

**GME Policy on Completion of USMLE or COMLEX Licensing Examinations by residents and fellows.**

**Purpose:** To ensure that residents enrolled in graduate medical education programs meet eligibility requirements to obtain medical licensure beyond the level of the Physician in Training permit.

**Policy:**

The GME Committee at SUNY Downstate Health Sciences University believes that graduates of GMEC approved programs must be capable, by completion of their training, of performing competent and independent practice in that specialty. A medical license is necessary for independent medical practice. An essential parameter for obtaining a medical license is the satisfactory completion of the USMLE or COMLEX examinations.

**Entry into PGY-1 Year**

All residents in SUNY Downstate Health Sciences University GMEC approved programs are required to successfully complete and pass USMLE Step 1 or COMLEX Part 1 for appointment to a PGY-1 or higher position. Graduates of international medical schools must have passed both Steps 1 and Step 2 (CK and CS) of the USMLE and hold a valid ECFMG certificate or certificate indicating completion of an approved Fifth Pathway Program.

**Entry into PGY-2 Year**

All residents in SUNY Downstate Health Sciences University GMEC approved programs are required to successfully complete and pass USMLE Step 2 (CK and CS) or COMLEX Part 2 examinations by November 1<sup>st</sup> of the first post-graduate year of training. Successful completion and passing of USMLE Step 2 or COMLEX Part 2 examination is required for appointment to any advanced position, appointment to any program requiring completion of a preliminary year, to any fellowship position or to any PGY 2 or higher position. For residents or fellows already enrolled in a training program, failure to demonstrate passage within the stated timeframe will result in a notice of non-renewal of appointment to the training program which may be rescinded by the program if the resident passes the required examinations by the end of the academic year.

**Entry into PGY-3 Year**

All residents in SUNY Downstate Health Sciences University GMEC approved programs are required to successfully complete and pass USMLE Step 3 or COMLEX Part 3 examinations by November 1<sup>st</sup> in the second post-graduate year of training. Successful completion and passing of USMLE Step 3 or COMLEX Part 3 examination is required for appointment into the third post-graduate year. For residents or fellows already enrolled in a training program, failure to demonstrate passage within the stated timeframe will result in a notice of non-renewal of appointment by November 15th by the training program which may be rescinded by the program

if the resident passes the required examinations by the end of the academic year.

Individual residents who have received a statement of non-renewal are entitled to due process, which includes criteria established by each training program for remediation and withdrawal of the notification of non-renewal.

In addition, individual training programs reserve the right to establish more stringent written criteria as a determinant of eligibility for applicants to be selected for placement in a training program or for promotion to advanced levels by the training program.

These requirements apply to residents starting or transferring into SUNY Downstate sponsored and GME Committee approved core residency programs and residents entering into SUNY Downstate sponsored and GME Committee approved fellowship programs.

Exceptions to this policy require a written request for waiver from the respective Program Director to be sent to the GME Office(Lisa.Pierce@downstate.edu). If a letter of non-renewal is issued to the resident it must be sent to the GME Office (Lisa.Pierce@downstate.edu).

*Originally Approved by GMEC 3/8/2006.*

*Revised 08/17/2015.*

***Reviewed and re- approved by GMEC: September 16, 2015.***

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