

INSTRUCTIONS FOR APPLYING FOR THE 2021 USMLE STEP 1 EXAMINATION

If you know now that you will not be taking USMLE Step 1 until 2022, you do not fill out the Step 1 application at this time. You will apply in December 2021.

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

The first part is done on-line and the second part is a certification page you print out after completing the on-line part. You will scan and send your signed certification page with a 2x2 COLOR photo included through Downstate email to registrar@downstate.edu for an official School signature.

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

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

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

2. You will be directed to enter your:

First name, Last name, Birth Date, E-mail Address,
Medical School: New York-SUNY Downstate Medical Ctr Coll of Med
Graduation Year: 2023 (If you are MD/PhD – enter 2026)
Last 4 digits of Social Security Number (optional), AAMC ID# if known (optional)

3. Once you submit the above information, you will receive an email within 24 hours with your USMLE Identification Number and a temporary password from the National Board. You will use the USMLE ID# as your log-in and in all future correspondence regarding USMLE.

4. Once you receive your USMLE ID# and temporary password, you should log in and go to the menu item: **Apply for the USMLE**. You will be required to change your password at this time and will be prompted for clues in case you forget your password.

5. You will then (hopefully) be successfully logged on to the NBME Interactive Website. To start a new application, click on "NEW".

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

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

8. The first part of the application:

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

March 1 to May 31, 2021 recommended for those taking exam prior to Core Year.

(See recommended dates to take Step 1 on 2021 Timeline.)

Confirm Medical School: New York-SUNY Downstate Medical Ctr Coll of Med

Date Enrolled: Use **August 2019** if you enrolled with this class.

If you entered in a different year, enter August and the year in which you enrolled.

Date Medical Degree Expected: **May 2023** (Except for MD/PhDs who should use May 2026)

Region: The default is US and Canada.

Address/Contact Information/Biographic Information:

Note – Scheduling permits are released electronically. Make sure to use the email address you most often check.

Your Name:

It is essential that the name on your USMLE Step 1 application (and therefore your Scheduling Permit) matches your medical school record and your official government-issued picture ID (ie: driver's license, passport).

The name that will "pre-populate" your on-line USMLE Step 1 application is in most cases your name as it appeared in your medical school record at the time of **acceptance**. If you have changed your name since you matriculated, your name with the National Board may need to be changed.

In addition, **you will need to make sure that your official picture ID (driver's license or passport) matches your first and last name EXACTLY**. According to the National Board, middle names and initials will not be questioned at the testing sites, if they are consistent.

For example: If your name is **Michael Jonah Gold** on your USMLE Application/Scheduling Permit and the name on your driver's license is **Michael J. Gold**, you should have **no problem**. However, if your name is **Maryanne Smith** on your USMLE Application/Scheduling Permit and the name on your driver's license is **Mary Smith**, you **will have a problem** and may not be able to get into the testing center on the day you are scheduled to take the test. (See Test Center Policies at <https://www.prometric.com/covid-19-update/test-center-policies>.)

What to do if you need to change your first or last name with the National Board

- For first-time applicants only: your name change/correction will be accepted automatically, so you may by-pass the Name Change Authorization Form. However, you **must** click on the Name Changed box.
- If you are not a first-time applicant, after you print out the Certification page of the application, also print out a Name Change Authorization form.
- Submit this form and supporting documentation (marriage license, official name change documentation) electronically to the Office of the Registrar with your Certification page of your application.

TEST ACCOMMODATIONS

If you have a **documented disability** covered under the Americans with Disabilities Act (ADA) and require test accommodations, you must check that item on your application to indicate that you are submitting a request for accommodations with supporting documentation.

For complete information on procedures and documentation requirements, consult the *Request for Test Accommodations for Examinees with Disabilities* information, which can be downloaded from the [USMLE website](#). It would be in your best interest to make an appointment with the Office of Student Affairs to discuss the mechanism for this procedure.

Once you have entered all the information for the online application, you will see a summary page. After checking the information carefully, you will SUBMIT.

MAKE NOTE OF YOUR **REFERENCE NUMBER** BEFORE SUBMITTING IN CASE SOMETHING GOES WRONG AND YOU HAVE TO GO BACK IN.

CERTIFICATION

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

The Fee is **\$645.00** U.S. Dollars (for more information see <https://www.nbme.org/examinees/united-states-medical-licensing-exam-usmle>)

- If you are paying by Check or Money Order, it is payable to "NBME". Information about that is on the interactive website. You will be prompted to print a payment form and send it on your own.

Your Certification page:

- Include a color 2 X 2 **PHOTO**. Your photo **must** be a passport sized/quality photo and will not be accepted otherwise.
- Check that you would like the NBME to use your photo for future registrations.
- **Sign in ink** your name in the designated place at the end of the application.

DON'T FORGET TO SIGN & DATE YOUR APPLICATION!

The NBME has authorized us to submit your Certification forms through our Downstate email.

VERY IMPORTANT:

- Your photo **MUST** be in color and **MUST** be a 2 X 2 passport sized/quality photo.
- You **MUST** sign your Certification page with your handwritten signature. Otherwise, we will have to return the form to you to resubmit. This is an NBME requirement.
- Once your completed Certification page is received by the Office of the Registrar at registrar@downstate.edu allow 3 business days to process.
- The NBME has informed us that once your Certification page is received by them, allow up to two weeks to process due to high volume.

USMLE Step 1 TIMELINE 2021

November 2020	Read Step 1 Registration process instructions
November/December 2020	Complete Step 1 application on-line. Send certification page to registrar@downstate.edu
December 2020/January 2021	Receive Scheduling Permit via email notification
When you receive your Scheduling Permit	Call Prometric Test Centers and schedule Step 1 exam date/location.
Week of March 29, 2021	Recommended period to sit for the Step 1 examination if you plan to take it prior to beginning Core Clinical Year.
April 3, 2021	Last day to take the USMLE Step 1 examination prior to start of Core Clinical Year. You are <u>not</u> permitted to take Step 1 during Core Clinical Year. **If you plan to take the USMLE Step 1 examination after Core Clinical Year, you must take it after completing all Core Clinical Year coursework and <u>prior</u> to beginning Advanced Clinical Year. You will <u>not</u> be permitted to start your Advanced Clinical Year until you have taken USMLE Step 1.
Week of April 5, 2021	Mandatory Transition to Clerkships Course
APRIL 12, 2021	First Day of Core Year Clerkship Rotations

Scheduling Permits

- Scheduling Permits are sent electronically.
- Keep your Scheduling Permit in a **safe** location (where you can find it!) as you will **NOT** be able to enter the test center on the day of the exam without the permit (see **What to Bring to the Testing Center below**).

Scheduling the Exam

- It is essential that you contact the Prometric Test Scheduling number on your Scheduling Permit to schedule your exam date as soon as you receive your Scheduling Permit from the NBME. You may also schedule your exam on line, however we have heard that the available dates are more up-to-date if you call.
- Before you call Prometric, **select a preferred test date and location** and have alternate test dates and locations ready for back-up. A Prometric customer service representative will search dates or sites as directed by the examinee until a satisfactory result is obtained. Prometric will attempt to find a test seat within one week (plus/minus) of the desired date and within 50 miles of the primary location.
- The **list of Prometric Test Centers** (you must take Step 1 at a Prometric Center) is available on the web site <http://www.prometric.com/>

You will only be able to schedule a date within your approved eligibility period, March 1 - May 31 (recommended). (See USMLE at <https://www.nbme.org/examinees/united-states-medical-licensing-exam-usmle>) **According to school policy, you must sit for the Step 1 examination by April 3, 2021 if you plan to take Step 1 prior to beginning Core Clinical Year.**

What to Bring to the Testing Center

You will not be admitted to the testing room without your Scheduling Permit and an unexpired, government-issued form of identification. You must either print your Scheduling Permit and bring it to the test center, or present it electronically (e.g., via Smartphone). The identification, such as a current driver's license, passport, national identity card, or ECFMG-issued identification card, must include both your recent photograph and signature. 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, unexpired government-issued identification. The names on your identification must exactly match the names on your permit. The only acceptable differences are variations in capitalization; the presence of a middle name, middle initial, or suffix on one document and its absence on the other; or the presence of a middle name on one and middle initial on the other. If your name is misspelled or differs from your name as it appears on your identification, contact your registration entity immediately. **Name changes or corrections cannot be made within 7 business days of your scheduled testing date.** If you are required to carry a Permanent Residency Card for identification, please be sure to bring this card with you to the test center along with the other required unexpired form of identification as noted above.

Please Note- The name on your ID must appear in the Latin alphabet, i.e., in "English language letters.

Source: <https://securereg3.prometric.com/ProgramInformation.aspx?mode=schedule> accessed on 11/18/2020.