

## KANSAS Board of Healing Arts Instructions for 2010 USMLE Step 3

These instructions are applicable to individuals registering for Step 3 between September 15, 2009 and September 3, 2010. **Please read and print these instructions** for Kansas before either registering online for Step 3 or mailing in a paper Step 3 application.

The 2010 Step 3 application must be received by September 3, 2010. Online applications must be submitted via the Federation website by 5:00 p.m. CT on that date; mailed paper application forms must arrive on or before this date. (See the section “Completing the Step 3 application” elsewhere in these instructions for more specific information and dates relative to any associated paperwork and/or fees that must accompany this application.)

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To download any forms on this page, you must have Adobe Acrobat Reader **installed and open** on your computer. If you do not have Adobe Acrobat Reader, install it free of charge by clicking on the image below. After downloading Adobe Acrobat Reader, you will be able to open any forms.



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### General Information

The 2010 USMLE interactive tutorial, sample test questions and case simulations are only available on the USMLE website at [www.usmle.org](http://www.usmle.org).

Consult the USMLE *Bulletin of Information* for policy information regarding eligibility requirements, examination content, testing conditions, scoring and score reporting.

Consult the USMLE section of the Federation website ([www.fsmb.org](http://www.fsmb.org)) for detailed information on monitoring the status of your application, fees, scheduling for Step 3, scheduling permits, eligibility period extensions, score reports, et. al.

Please consult the notary guide for instructions on any notarized form(s) that must be submitted with the Step 3 application.

### Eligibility

All Step 3 applicants for the Kansas Board of Healing Arts must meet the core USMLE eligibility requirements and the following state-specific requirements:

**State Application:** Applicants who are neither engaged in nor contracted to begin a post graduate training program in Kansas must apply for a permanent Kansas license and meet all qualifications for licensure except passage of USMLE Step 3.

Applicants who are currently enrolled in, or contracted to begin, a post-graduate training program, *located in Kansas*, must submit to the Kansas Board of Healing Arts an application to take Step 3. This application is in addition to the USMLE Registration Form and is available on the Kansas State Board of Healing Arts' website at [www.ksbha.org](http://www.ksbha.org). No fee is required, but this form must be completed and on file with the Kansas Board of Healing Arts before the Board will verify the applicant's eligibility for the USMLE Step 3.

**Post-Graduate Training:** There is no post graduate training requirement for applicants who are engaged in, or contracted to begin a post graduate training program in Kansas. Applicants who are neither engaged in nor contracted to begin a program in Kansas must meet the post graduate training requirements for a permanent license. For graduates of approved schools, the post graduate training requirement is the satisfactory completion of one (1) year in the U.S. For graduates from an unapproved school, three (3) years of post graduate training is required with two of these years in the U.S. and the school must have been in existence at least 15 years.

**Attempt Limits:** All Kansas applicants are limited to three (3) attempts to pass USMLE Step 3, regardless of where attempted. Additional attempts require the prior approval of the Kansas Board of Healing Arts.

**Time Limit:** All applicants must complete all three Steps within ten (10) years of passing the Step 1.

**Medical degree:** All Kansas applicants for Step 3 must either be graduates of a school approved by Kansas or graduates of an unapproved school located outside of the U.S. that has been in existence at least fifteen years.

**Copy of Fifth Pathway Certificate (if applicable)**

**\*\*Please note:** *The USMLE program will cease acceptance of Fifth Pathway certificates issued after December 31, 2009 for the purpose of meeting Step 3 eligibility requirements.* \*\*

All applicants who are graduates of international medical schools and not certified by the ECFMG, and have completed a Fifth Pathway program must submit a notarized photocopy of your Bachelor's degree or official transcript directly from the school you attended for pre-med education, a notarized photocopy of your medical school diploma and a notarized photocopy of your Fifth Pathway graduation certificate. *If your diploma is in a language other than English, you will also need to submit a notarized copy of the English translation of your diploma as well as the original language diploma.* If you participated in the Ponce School of Medicine or Mount Sinai Fifth Pathway programs you will need to contact those programs directly to request verification of enrollment and successful completion to be sent to the FSMB directly from the program. The letter must come direct to the FSMB from the program. Use the address(es) provided below.

**If it is determined that you do not meet eligibility requirements at the time your application is received, or if you decide to cancel your registration prior to approval, a portion of the application fee will be withheld. The USMLE Bulletin of Information states the Step 3 fee is non refundable and non transferrable from one application to another.**

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## Completing the Step 3 Application

### **Online applications**

After registering for Step 3 online, you will need to mail the Certification of Identity page to FSMB. Certification of Identity pages received after September 10, 2010 will not be accepted and your online application cancelled.

Mail all required documents to:

<p><i>Via <b>First Class</b> US Postal Service ONLY Without tracking or signature required services:</i></p> <p>Attn: Exam Dept Federation of State Medical Boards PO Box 619850 Dallas, TX 75261-9850</p>	<p><i>Via <b>express tracking services</b> for FedEx, Airborne, UPS or US Postal Service ONLY:</i></p> <p>Attn: Exam Dept Federation of State Medical Boards Suite 300 400 Fuller Wiser Road Eules, TX 76039 <i>No Saturday or Sunday deliveries accepted</i></p>
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### **Mailed applications**

If you decide to mail a paper Step 3 application, you will need to submit the current application form (including Certification of Identity page) along with a check or money order for \$705 to FSMB for receipt no later than September 3, 2010.

Mail all materials to:

<p><i>Via <b>First Class</b> US Postal Service ONLY Without tracking or signature required services:</i></p> <p>Attn: Exam Dept Federation of State Medical Boards P O Box 970172 Dallas, TX 75397-0172</p>	<p><i>Via <b>express tracking services</b> for FedEx, Airborne, UPS or US Postal Service ONLY:</i></p> <p>Attn: Exam Dept Federation of State Medical Boards Suite 300 400 Fuller Wiser Road Eules, TX 76039 <i>No Saturday or Sunday deliveries accepted</i></p>
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**Note: The wholesale lockbox address above does not accept “tracking” or “signature required” service. If you wish to mail your materials via an express tracking service courtesy of DHL, FedEx, UPS or USPS, you must use the address referenced above.**

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## ELIGIBILITY PERIOD AND EXTENSIONS

Once your application is approved, your 105-day eligibility period begins immediately. (90 days plus 2 weeks to allow access through the Candidate website for the scheduling permit.) Under most circumstances, a one-time 90-day extension of your eligibility period is possible. **Eligibility**

**extension request forms must be received by FSMB no later than 10 days after the expiration of the original eligibility period.** The Federation charges \$55 for this service. For further details, consult the USMLE section of the Federation website.

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Applications for the USMLE Step 3 for the Kansas State Board of Healing Arts require additional documentation or approval from the medical board, be sure that you have read these instructions carefully and completely before proceeding.

[Proceed](#) to register for Step 3 online