

LOUISIANA State Board of Medical Examiners
Instructions for 2012 USMLE Step 3

If you currently hold a permit for residency training in the state of Louisiana you must contact the board (504/568-6820 ext 271 or 200) for further instructions to take the USMLE Step 3. All others please review the instructions below to take the USMLE Step 3 for the state of Louisiana.

These instructions are applicable to individuals registering for Step 3 between September 15, 2011 and August 31, 2012. **Please read and print these instructions** for Louisiana before either registering online for Step 3 or mailing in a paper Step 3 application. **If you have any questions about the instructions below or the USMLE program, please call our office at 817-868-4041.**

The 2012 Step 3 application must be received by August 31, 2012. 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.)

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.



General Information

The 2012 USMLE interactive tutorial, sample test questions and case simulations are only available on the USMLE website at www.usmle.org. The sample test questions are only available for the Windows (PC) operating system because the exams are administered on a PC-only platform at test centers. The sample test questions may run on a Mac that has PC-emulation software installed, such as Virtual PC; however, we do not test the installation or the application running with PC-emulation software, and cannot advise you about Mac applications. If you use a Mac and do not have access to PC-emulation software, you may be able to contact someone who can arrange for the sample test questions to be installed on computers that can be accessed by Mac users or examinees who do not have personal PCs (i.e., in learning resource centers or libraries).

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) 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 Louisiana State Board of Medical Examiners must meet the core USMLE eligibility requirements and the following state-specific requirements:

Post-Graduate Training: None.

Attempt Limits: All Louisiana applicants have unlimited attempts to pass USMLE Step 1; four attempts to pass USMLE Step 2CK, four attempts to pass Step 2CS and four attempts to pass USMLE Step 3.

Time Limit: 10 years to complete all Steps.

SUPPLEMENTARY DOCUMENTS

Documents that should be forwarded to FSMB

Copy of Fifth Pathway Certificate (if applicable):

****Please note:** *The USMLE program has ceased acceptance of Fifth Pathway certificates issued after December 31, 2009 for the purpose of meeting Step 3 eligibility requirements. Applicants who hold a valid Fifth Pathway certificate dated December 31, 2009 or prior have until December 31, 2016 in which to qualify for the Step 3.* ** Additional information can be found in the USMLE *Bulletin of Information*.

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.

Documents that should be forward to LSBME

- **Copy of Medical School Diploma:** A certified copy of the applicant's medical school diploma must be submitted to the Louisiana Board as part of the LSBME application. Documentation submitted in a language other than English shall be accompanied by an English translation certified by a third-party professional translator. Foreign language documents received pursuant to secondary verification will be required to have applicable translations attached. The translation document shall have attached a

certified true copy of the document translated. The translator shall sign and provide identifying information (i.e. printed name, physical address, mailing address, phone #) on the translation document and on the certified true copy of the translated document. It is the responsibility of the applicant to make all arrangements, including remittance of all translation fees to the appropriate entity. (Visit www.lsbme.org for specific details).

- **Copy of ECFMG or Fifth Pathway Certificate:** All Louisiana applicants who are graduates of foreign medical schools must also provide the LA board with certification from ECFMG. *Certification is to be forwarded by the ECFMG directly to the LSBME.* The ECFMG website is www.ecfm.org. Consult the LSBME application materials at www.lsbme.la.gov for specific details and mailing instructions. The LSBME will not accept certification from the applicant. In the alternative, the applicant must provide a notarized copy of the Fifth Pathway Certificate (see Notary Guide).
- **License Application:** All applicants may obtain applications for licensure from the LSMBE website at www.lsbme.la.gov or from the LSBME at P.O. Box 30250, New Orleans, LA 70190-0250 ATTN: Application Requests. All international applicants who possess an H1 Visa, J1 Visa, Resident Alien or Naturalization Certificate must provide verification of that document to the LSBME. Holders of all other types of visas are ineligible for the USMLE Step 3 for the State of Louisiana.

US/Canadian Graduate Licensure Applicants: An additional fee of \$282 payable to the Louisiana State Board of Medical Examiners is required if applying for Louisiana license. International Graduates: an additional fee of \$100 payable to Louisiana State Board of Medical Examiners. To re-sit for the exam the fee is \$250 payable to Louisiana State Board of Medical Examiners. If not applying for a Louisiana license, the additional fee of \$100, payable to the Louisiana State Board of Medical Examiners, is required. *Applications for Louisiana licensure and fees are mailed to: Louisiana State Board of Medical Examiners, P.O. Box 54403, New Orleans, LA 70154-4403. Mailings of applications and fees to any other address may delay processing.*

NOTE: Before the Board will approve an application for the USMLE Step 3, the applicant must complete the LSBME application packet, including submission of scores, as well as other documents. For specific instructions, please visit the Louisiana State Board of Medical Examiners' website at www.lsbme.la.gov.

If it is determined that you do not meet eligibility requirements at the time your application is received, or you decide to cancel your registration prior to approval, or your application is not complete by the published deadline date, your registration will be cancelled and a portion of the application fee withheld. The USMLE Step 3 fee is non-refundable and non-transferable from one eligibility period to another or from one application to another.

Completing the Step 3 Application

Online applications

After registering for Step 3 online, you will need to mail the Certification of Identity page and any other required forms to FSMB. Certification of Identity pages and/or other forms received after September 7, 2012 will not be accepted and your online application canceled.

Mail all required documents to:

<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 and any required forms) and a check or money order for \$745 to FSMB for receipt no later than August 31, 2012.

Mail all materials to:

<p><i>Via First Class 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 express tracking services 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.

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 \$65 for this service. For further details, consult the USMLE section of the Federation website.

Applications for the USMLE Step 3 for the Louisiana State Board of Medical Examiners 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

[Proceed](#) to paper application