

TEXAS Medical Board

Instructions for 2012 USMLE Step 3

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 Texas 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 Texas Medical Board must meet the core USMLE eligibility requirements and the following state-specific requirements

Post-Graduate Training: None.

Attempt Limits: All Texas applicants have 3 (three) attempts to pass each Step or Step Component, with a few exceptions. Applicants who qualify for the exceptions either held a PIT permit on September 1, 2005 or have been licensed in good standing in another state for five (5) years. Contact the Texas Board at 512-305-7030 for more information. (Incomplete examinations count as an attempt)

Time Limit:

Single Degree Applicants

- (1) The time between the first step that was passed and the last step that was passed cannot exceed 7 calendar years
- (2) The time frame for passage of all parts of the examination may be extended to 10 years if the applicant:
 - (a) Is specialty board certified by an ABMS or BOS board, or,
 - (b) Has practiced under a faculty temporary license issued by the board for at least 12 months and is recommended by the institution

Dual Degree Applicants (MD/Ph.D. or DO/Ph.D.)

- (1) All exam steps must be passed no later than two years after completion of the required post graduate training (currently one year for US/Canadian graduates and 3 years for international medical graduates)
- (2) The time frame for passage of all parts of the examination may be extended to no more than 10 years after completion of the required postgraduate training (currently one year for US/Canadian graduates and 3 years for international medical graduates) if the applicant:
 - (a) Is specialty board certified by an ABMS or BOS board, or,
 - (b) Has practiced under a faculty temporary license issued by the board for at least 12 months and is recommended by the institution

Dual degree candidates must submit a notarized copy of their MD and PhD diplomas with the Step 3 application. Candidates outside of the time limit must also submit an official transcript of examination scores directly to the medical board. Requests for official transcripts can be made by clicking [here](#). Contact the Texas Medical Board at (512) 305-7030 with any questions.

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.

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 (if one is not already on file) and any other supporting documentation to FSMB. Certification of Identity pages or other supporting documentation received after September 7, 2012 will not be accepted and your online application cancelled.

Mail all required documents to:

Attn: Exam Dept
Federation of State Medical Boards
Suite 300
400 Fuller Wiser Road
Eules, TX 76039
No Saturday or Sunday deliveries accepted

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 if one is not already on file), a check or money order for \$745 and any other supporting documentation to FSMB for receipt no later than August 31, 2012.

Mail all materials to:

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| <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 ten 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 Texas Medical Board may 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