

VIRGINIA Board of Medicine
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 Virginia 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.)

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 2010 USMLE interactive tutorial, sample test questions and case simulations are only available on the USMLE website at 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) 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 Virginia Board must meet the core USMLE eligibility requirements and the following state-specific requirements:

Post-Graduate Training: None.

Attempt Limits: None.

Time Limit: None.

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.

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) 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 First Class 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 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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Mailed applications

If you decide to mail a paper Step 3 application, you will need to submit the current application form (including the Certification of Identity page if one is not already on file) and a check or money order for \$705 to FSMB for receipt no later than September 3, 2010.

Mail all required documents to:

<p><i>Via First Class US Postal Service ONLY</i> <i>Without tracking or signature required services:</i></p> <p>Attn: Wholesale Lockbox Exam Dept Federation of State Medical Boards PO 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 Euless, 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 original eligibility period.** The Federation charges \$55 for this service. For further details, consult the USMLE section of the Federation website.

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