

## WASHINGTON Medical Quality Assurance Commission

### 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 Washington 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.)

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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 2012 USMLE interactive tutorial, sample test questions and case simulations are only available on the USMLE website at [www.usmle.org](http://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](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 Washington Medical Quality Assurance Commission must meet the core USMLE eligibility requirements and the following state-specific requirements

**Post-Graduate Training:** All Washington applicants must be currently enrolled in or have completed one (1) year of post-graduate training at an ACGME, RCPSA, or CFPC approved school prior to applying. Your program director must complete section two of the form (all questions must be answered, have his/her signature notarized, and forward it directly to the Federation no later than September 7, 2012.) If the one-year of post-graduate training encompasses more than one program, make a photocopy of the form and have all program directors complete and return the form before September 7, 2012. *Note: It facilitates processing when the PGT form accompanies the Step 3 application. PGT form(s) received more than 45 days before receipt of the application are not considered current and will not be accepted. **Please note** – photocopies of program director signatures or notarizations will not be accepted.*

### **\*\*Post Graduate Training Form\*\***

**Attempt Limits:** All Washington applicants are limited to three (3) attempts to pass USMLE Step 3. Applicants who fail USMLE Step 3 for the third time must seek approval from the Washington State Commission before a fourth attempt is allowed. Applicants who fail this fourth attempt must complete one (1) additional year of post-graduate training and receive approval from the Washington State Commission before a fifth attempt is approved.

**Time Limit:** All Washington candidates with prior attempts at Step 3 must complete USMLE Steps 1, 2 and 3 within seven (7) years from the date of passing the first Step. For individuals taking Step 3 for the first time, no time limit is imposed.

### **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.

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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 (if one is not already on file) and post-graduate training (PGT) form (if applicable) and any other supporting documentation, to FSMB. Certification of Identity pages and/or PGT forms or other supporting documentation received after September 7, 2012 will not be accepted and your online application cancelled.

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 if one is not already on file), a check or money order for \$745, and the required post-graduate training (PGT) form and any other supporting documentation to FSMB for receipt no later than August 31, 2012.

Mail all materials to:

<p><i>Via <b>First Class</b> US Postal Service ONLY Without tracking or signature required services:</i></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 P O Box 970172 Dallas, TX 75397-0172</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>

**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 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.

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Applications for the USMLE Step 3 for the Washington Medical Quality Assurance Commission 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