

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

COMLEX-USA® Eligibility Status		SOP #: RR.008.01
Effective Date	7/23/2019	
Last Revision/Review	8/28/2020	

1. Purpose

All candidates for the Doctor of Osteopathic Medicine degree are required to successfully complete Level 1, Level 2-CE and Level 2-PE of the COMLEX-USA® examination series prior to graduation. These examinations are produced by and administered under the auspices of the National Board of Osteopathic Medical Examiners.

2. Related Policy/Authority

B6070 COMLEX USA

https://bcomnm.org/wp-content/uploads/2019/01/B6070_COMLEXUSA.pdf

B9121 Student Promotion and Graduation

https://bcomnm.org/wp-content/uploads/2019/03/B9121_StudentPromotionGraduation.pdf

3. Faculty/Staff Responsibilities

Associate Dean of Pre-Clinical Education, Associate Dean of Clinical Education, Assistant Dean of Student Assessment, Registrar

4. Definitions/Abbreviations

COMLEX-USA® - Comprehensive Osteopathic Medical Licensing Examination of the United States

NBOME - National Board of Osteopathic Medical Examiners

SPC - Student Progress Committee

5. Procedural Steps

Following the NBOME process, the Registrar will upload and verify the roster of Year One students to the NBOME system at the beginning of the first term in Year One. Upon completion, the student receives an email, from NBOME, with a personal link to set up their NBOME online account and a step-by-step tutorial.

In the first term of the second year, the Registrar will approve Year Two students, in the NBOME system, to sit for the Level 1 examination. Testing dates for Level 1 are available for scheduling up to six months in advance. Additional information, including examination calendar can be found at nbome.org.

Students are required to sit for the Level 1 examination following completion of coursework in Year Two and prior to beginning coursework for Year Three. Students are allowed to begin clinical rotations in Year Three following completion of the COMLEX-USA® Level 1 examination and before scores are reported.

Students generally will sit for the Level 2-CE examination after completing all Year Three core rotations but are eligible any time after receiving a passing score for Level 1. Once a student has received a passing score on the COMLEX Level 1 exam, the Registrar will approve the student, in the NBOME system, to register for the Level 2-CE examination. Testing dates for Level 2-CE are available for scheduling up to six

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months in advance.

Due to limitations of testing dates and testing sites, the Registrar will approve the student, in the NBOME system, to register for the Level 2-PE examination after the student receives a passing score on the COMLEX Level 1 exam. However, students are encouraged to sit for the Level 2-PE examination only when they are confident in their clinical skills and have performed satisfactorily on preparatory mock examinations administered by the College. Testing dates for Level 2-PE are available for scheduling up to 12 months in advance. Level 2-PE dates can be found in the NBOME portal.

Any student withdrawn from the College will have their exam eligibility status in the NBOME system removed.

6. Reports/Charts/Forms/Attachments/Cross References

<http://www.nbome.org/Content/Flipbooks/ComlexBOI/index.html#p=1>

7. Maintenance

Associate Dean of Pre-Clinical Education, Associate Dean of Clinical Education, Assistant Dean of Student Assessment, and Registrar developed the procedure; it will be reviewed and updated annually.

8. Signature

Signature on File

8/28/2020

Marisella Reyes, Registrar

Date

9. Distribution List

All Faculty, Staff, Board of Trustees

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	5	Updated information of when and how the Office of the Registrar notifies students about registering for COMLEX-USA®. Deleted information regarding the failure of COMLEX-USA®, and added information on withdrawn students.		8/28/2020