

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>USMLE Eligibility Status</b>	<b>SOP #: RR.009.01</b>
Effective Date	07/26/2019
Last Revision/Review	07/26/2019, 8/28/19, 10/28/2021

### 1. Purpose

Candidates for the Doctor of Osteopathic Medicine degree are not required to complete NBME United States Medical Licensing Examination (USMLE) examinations. Should a student elect to sit for USMLE Step 1 examination, they may do so upon completion of coursework in Year Two.

However, 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 program prior to graduation.

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

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

### 4. Definitions/Abbreviations

**USMLE** - United States Medical Licensing Examination

**NBME** - National Board of Medical Examiners

### 5. Procedural Steps

The Registrar will upload the roster to the NBME system for incoming Year Two students at the beginning of the first term of Year Two. Students electing to sit for USMLE Step 1 examination, may do so upon completion of coursework in Year Two.

In order to apply for the USMLE, the student will be required to establish a new account on the NBME Licensing Examination Services page of the NBME website.

The student will go to the NBME Examination Services website: <https://apps.nbme.org/nlesweb/#/login>. They will then select "Register Here" as a First-time user. The student will enter their name exactly as it appears on the identification card which they intend to present the day of the test.

Applicants are asked to complete and submit Part A on the website and then print out the Certification of Identification and Authorization form. Part A of the form consists of questions on biographic information, a choice of Step, eligibility period, and region, and whether you are requesting test accommodations.

Verification can be done by the Office of the Registrar electronically via the NBME portal or in paper form using the Certification of Identification and Authorization form.

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The Certification of Identification and Authorization Form requires a photograph which must clearly show your full face, be current, and approximately 2" x 2." A color photo is preferred. Passport photos work well for this purpose. PLEASE NOTE; IF YOUR PHOTO IS NOT THE CORRECT SIZE THE REGISTRAR WILL NOT SIGN OFF ON THE FORM.

Once the form has been completed, the student will need to bring it along with their photo to the Office of the Registrar. The student will need to print their first and last name on the back of the photo. This form can also be submitted via email to [registrar@burrell.edu](mailto:registrar@burrell.edu). The Registrar will sign the form and affix the school seal partially on the photo as well as the form. This form is used to verify the student's identity and is valid for five years. The student will sign the Applicant Authorization and Signature section to permit the NBME to use their USMLE ID# and password in lieu of a signature for future transactions. This Authorization and Signature section will not expire. Not everyone applying subsequently, whether for the same Step or a different one, will be required to complete this form again, except when there is a name change, a student transfers schools, or the Certification of Identification expires.

Once completed, the Office of the Registrar will submit to NBME for verification.

The Registrar will verify student's enrollment for USMLE eligibility in the NBME system once per day. Once this has been confirmed, the NBME will go forward with processing the student's application. When the NBME has processed and accepted the application, the student will receive a scheduling permit which will enable them to contact a Prometric, Inc. Test Center to schedule an examination date and time. Examination times can be scheduled up to six months in advance in order to secure a preferred date and site.

A student who is placed on Leave of Absence, Academic Probation, Academic Suspension, Administratively Withdrawn, or Withdrawn from the College, will have their exam eligibility status updated in the NBME system by the Registrar.

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

USMLE: <https://www.usmle.org/apply/index.html>

USMLE examination fees: <https://www.nbme.org/students/examfees.html>

NBME Examination Services: <https://apps.nbme.org/nlesweb/#/login>

### **7. Maintenance**

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

### **8. Signature**

Signature on File

11/10/2021

Registrar

Date

### **9. Distribution List**

All faculty, staff, Board of Trustees

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### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
10/28/2021	5	Updated Procedures to account for electronic/email submission for Verification forms. Included language to include Leave of Absence	Replaced	11/10/2021