

To: All R1s, Traditional & Seattle Primary Care R2s, Select R3s

From: Kelli Corning
Medicine Residency Program

Date: November 9, 2000

Re: USMLE, Part III

During 1999, the USMLE changed from paper and pencil format to delivery by computer. The USMLE is now entirely computer based and each of the USMLE Steps is available throughout the year. Prometric, Inc. a subsidiary of Thomson Learning, provides scheduling and test centers in the United States. The fee is \$530.

The process is as follows:

- 1) Complete a FSMB/USMLE registration packet. **If you plan to take the examination between November 1, 2000 and December 31, 2001, applications must be received by the FSMB before September 1, 2001.** Registration packets are available on-line at <http://fsm.org>, a copy is also attached for your convenience. You must request the CD that includes *Content Description and Sample Tests Materials* directly from the web page. Due to a change in Washington Medical Quality Assurance Commission regulations, all residents are now eligible to take Step 3 under the Washington guidelines.

Note: PCIP Seattle/Boise R1s

PCIP Seattle/Boise R1s are required to take the exam prior to beginning their R2 year in Boise.

- 2) Upon receipt of all your USMLE registration materials, the FSMB/USMLE will send you a scheduling permit that can be used to schedule the exam at a Sylvan Testing Center. *The permit is valid for a 90 day period.* You must bring the permit to the test center.
- 3) Residents are expected to take the exam during non in-house call rotations. Exceptions to this policy may be made, but only with Dr. Wallace's prior approval and after coverage issues have been addressed.

Note: PCIP Seattle/Boise R1s

Seattle/Boise R1s may by necessity take the exam during an in-house call rotation. *Complete the USMLE Leave Form to ensure services are notified and coverage has been arranged.*

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- 4) When you have determined the days of your exam, complete the enclosed USMLE Leave Form. Do this as soon as possible, as this form will ensure the Residency Office and the services and clinics have adequate notice of your absence. As with any leave, *you must receive authorization from the Residency Office to be absent from residency duties.*
- 5) Residents will be excused from patient care responsibilities during the two days of the exam and the evening prior to the exam.

The trick is to time the completion of your registration materials such that your 90 day scheduling permit period will fall during a non-call rotation. It is recommended you allow 4 to 6 weeks for processing your registration materials.

For additional information, visit the USMLE web site at www.usmle.org.

Enclosed is a USMLE Leave Form. Please call the Residency Office at 543-3605 with questions.

Enclosure

cc: Chiefs of Medicine
Clinic Directors and Coordinators
Chief Medicine Residents