UNITED STATES MEDICAL LICENSING EXAMINATION®(USMLE)®

2012 STEP 3 APPLICATION INSTRUCTIONS

District of Columbia Board of Medicine 899 North Capitol Street, NE, 1st Floor Washington, DC 20002

APPLICATION MATERIALS

The application materials consist of the 2012 USMLE Step 3 Application Form and Instructions and the instructional materials of the District of Columbia Board of Medicine. Important informational documents such as the USMLE Bulletin of Information and Step 3 Content Description and General Information are available at the USMLE website – www.usmle.org. You should carefully and completely read all application materials and the informational documents before applying.

Application for the Step 3 must be made on the current, official form and a new application must be submitted each time you apply. USMLE policy information regarding eligibility requirements, examination content, testing conditions, scoring and score reporting appears in the *USMLE Bulletin of Information* and the FSMB website – www.fsmb.org.

COMPLETING YOUR APPLICATION

Applications are processed by date of receipt. Allow approximately 2-3 weeks for processing once the FSMB receives your application. Consult the District of Columbia Board of Medicine for their current application processing time and add this to the FSMB's 2-3 week processing time. You <u>must</u> provide an e-mail address on your application. If you do not provide an e-mail address you will not be notified about the availability of your Scheduling Permit and Score Report.

Your application, fee and any required documents must be received at the FSMB by August 31, 2012. Any registration incomplete after Augtust 31, 2012 will be cancelled. You should monitor the status of your Step 3 application once it arrives at the FSMB by using the Candidate webpage located on the FSMB website – www.fsmb.org

STEP 3 ELIGIBILITY REQUIREMENTS

Consult the USMLE Bulletin of Information for the core USMLE requirements to sit Step 3; consult the materials provided by the District of Columbia Board of Medicine for their state-specific requirements. If it is determined that you do not meet USMLE eligibility requirements at the time your application is received, your registration will be cancelled, and a portion of your USMLE Step 3 fee withheld.

FEE

For specific fee information, see the enclosed materials of the District of Columbia Board of Medicine. Make a check or money order payable to the FSMB in U.S. currency. Record your name, USMLE Identification Number and last four digits of your U.S. Social Security Number on your check or money order. The USMLE Step 3 fee is nonrefundable and nontransferable from one eligibility period to another and from one application to another.

NAME CHANGE/CORRECTION OR ADDRESS CHANGES

Name change or corrections require a written signature. For complete instructions, refer to the Name Change/Correction Authorization form posted on the FSMB website – www.fsmb.org/usmle_forms.html. Address or e-mail address changes made after your application is received in our office must be done through the Candidate website available through the FSMB website – www.fsmb.org.

RECEIPT OF YOUR SCHEDULING PERMIT

Once your application is registered and eligibility status approved, a Scheduling Permit notification e-mail will be sent to you at the e-mail address provided on your application. The Scheduling Permit includes your assigned eligibility period, which begins immediately (90 days plus two additional weeks to allow for the permit to become available on the Candidate website), as well as other pertinent information and instructions. Consult the *USMLE Bulletin of Information* and the FSMB website – www.fsmb.org for more details.

You will not be allowed to sit for the Step 3 exam without presenting your Scheduling Permit to the proctor on each day of the exam. It is your responsibility to contact FSMB if you have not received your notification of your Scheduling Permit in a timely manner after submitting your Step 3 application. NOTE: The name on your unexpired, government-issued photo identification that you are required to present at the test center must match exactly the name on your Scheduling Permit.

The USMLE program produces Scheduling Permits and Score Reports as an electronic document. Therefore, an e-mail address is a mandatory field that must be completed on the Step 3 application form in order to provide you with instructions on obtaining and printing your Scheduling Permit and Score Report.

SCHEDULING YOUR EXAMINATION

Prometric schedules test dates on a first-come, first-served basis. You are urged to schedule your appointment and test early in your eligibility period. This will provide the greatest flexibility in the event you must reschedule your appointment. Consult the *USMLE Bulletin of Information* for more detailed information on scheduling with Prometric.

ELIGIBILITY EXTENSIONS

Under most circumstances, a one-time 90-day extension of your eligibility period is possible. Requests must be received no later than 10 days after the end of the current eligibility period. For further details, including the fee for this service, consult the FSMB website – www.fsmb.org/usmle_forms.html

REQUEST FOR TEST ACCOMMODATIONS

If you have a documented disability covered under the Americans with Disabilities Act (ADA) and require test accommodations, you must submit the appropriate request form and supporting documentation each time you apply for Step 3 and check the appropriate box on your Step 3 application to indicate that you are submitting a request for accommodation(s).

For complete information on procedures and documentation, consult the USMLE Request for Test Accommodations for Examinees with Disabilities, available on the FSMB website – www.fsmb.org/usmle_accommodations.html. If you have questions or inquiries regarding test accommodations you may e-mail to exam@fsmb.org or call our offices at (817) 868-4041.

BOARD CODE LIST (ALPHABETICAL) Use only for Item 1.

001 Alabama	012 Hawaii	026 Missouri	053 Puerto Rico
002 Alaska	013 Idaho	027 Montana	040 Rhode Island
003 Arizona	014 Illinois	028 Nebraska	041 South Carolina
903 Arizona Osteo	015 Indiana	029 Nevada	042 South Dakota
004 Arkansas	016 Iowa	030 New Hampshire	043 Tennessee
005 California	017 Kansas	031 New Jersey	044 Texas
905 California Osteo	018 Kentucky	032 New Mexico	045 Utah
006 Colorado	019 Louisiana	033 New York	046 Vermont
007 Connecticut	020 Maine	034 North Carolina	054 Virgin Islands, United States
008 Delaware	021 Maryland	035 North Dakota	047 Virginia
009 District of Columbia	022 Massachusetts	036 Ohio	048 Washington
010 Florida	023 Michigan	037 Oklahoma	948 Washington Osteo
011 Georgia	024 Minnesota	038 Oregon	049 West Virginia
055 Guam	025 Mississippi	039 Pennsylvania	051 Wyoming
	COUNTRY CODE	LIST (ALPHABETICAL)	
118 Afghanistan	228 Chad	422 Grenada	630 Martingua
118 Afghanistan 120 Albania	101 Channel Islands		630 Martinque 632 Mauritania
	231 Chile	427 Guadeloupe 055 Guam	634 Mauritius
125 Algeria 056 American Samoa	243 China	429 Guatemala	141 Mayotte
127 Andorra	108 Christmas Island	435 Guinea	669 Media
128 Angola	109 Cocos Islands	436 Guinea-Bissau	649 Mexico
103 Anguilla	264 Colombia	438 Guyana	082 Micronesia
129 Antarctica	265 Comoros	440 Haiti	084 Midway Islands
130 Antigua & Barbuda	727 Congo	451 Honduras	650 Moldova
131 Antilles, Netherlands, Aruba,	117 Cook Islands	462 Hong Kong	651 Monaco
Bonaire, Curacao, St Eusta, St Maar		402 Hong Rong	051 Monaco
132 Argentina	100 Corsica	473 Hungary	652 Mongolia
138 Armenia	270 Costa Rica	484 Iceland	653 Montenegro
107 Aruba	273 Croatia	495 India	654 Montserrat
143 Australia	275 Cuba	506 Indonesia	655 Morocco
154 Austria	667 Curacao	517 Iran	657 Mozambique
156 Azerbaijan	968 Cyprus	528 Iraq	209 Myanmar
111 Azores	280 Cyprus (Greek)	539 Ireland	658 Namibia
157 Bahamas	281 Cyprus (Turkish)	102 Isle of Man	659 Nauru
155 Bahrain	966 Czech Republic	550 Israel	672 Nepal
113 Balearic Islands	286 Czechoslovakia	561 Italy	660 Netherlands
160 Bangladesh	297 Denmark	563 Ivory Coast	665 Netherlands Antilles
162 Barbados	300 Djibouti	566 Jamaica	144 New Caledonia
164 Belarus	305 Dominica	572 Japan	671 New Zealand
090 Belau	308 Dominican Republic	575 Jordan	890 Newer Calcedonia
165 Belgium	980 Dutch East Indies	576 Kazakhstan	682 Nicaragua
166 Belize	410 East Germany	577 Kenya	688 Niger
169 Benin	319 Ecuador	580 Kiribati	690 Nigeria
170 Benin	915 Egypt	969 Korea	147 Niue
171 Bermuda	341 El Salvador	584 Kuwait	110 Norfolk Island
173 Bhutan	946 England	587 Kyrgyz Republic	582 North Korea
176 Bolivia	355 Equatorial Guinea	590 Laos	152 North Vietnam
668 Bonaire	345 Eritrea	595 Latvia	952 North Yemen
178 Bosnia-Herzegovina	360 Estonia	605 Lebanon	949 Northern Ireland
180 Botswana	366 Ethiopia	607 Lesotho	693 Norway
187 Brazil	367 Falkland Islands	610 Liberia	
115 British Antarctic Territory	140 Faroe Islands	613 Libya	695 Oman
970 British East Africa	368 Fiji	615 Liechtenstein	088 Pacific Islands Trust Territory
116 British Indian Ocean Territory	374 Finland	616 Lithuania	704 Pakistan
945 British Virgin Islands	396 France	618 Luxembourg	715 Panama
191 Brunei	398 French Guiana	619 Macao	720 Papua New Guinea
198 Bulgaria	399 French Polynesia	621 Macedonia	726 Paraguay
207 Burkina Faso	145 French Southern/Antarctic Territories	620 Madagascar	737 Peru
211 Burundi	397 Gabon	112 Madeira Islands	748 Philippines
215 Cambodia	402 Gambia	622 Malawi	105 Pitcairn Islands
217 Cameroon	406 Georgia	624 Malaysia	759 Poland
098 Canada	409 Germany	623 Maldives	770 Portugal
114 Canary Islands	412 Ghana	625 Mali	771 Portuguese Timor
219 Cape Verde	414 Gibraltar	627 Malta	053 Puerto Rico
104 Cayman Islands	418 Greece	086 Mariana Islands	772 Qatar
225 Central African Republic	420 Greenland	080 Marshall Islands	773 Reunion

COUNTRY CODE LIST (continued)

781 Romania	823 Sierra Leone	875 Syria	924 Uruguay
148 Ross Dependency	496 Sikkim	244 Taiwan	928 Uzbekistan
785 Russia	825 Singapore	882 Tajikistan	930 Vanuatu
790 Rwanda	967 Slovak Republic	880 Tanzania	932 Vatican City
573 Ryukyu Islands	826 Slovenia	891 Thailand	935 Venezuela
662 Saba	828 Solomon Islands	893 Togo	941 Viet Nam
663 Saint Eustatius	830 Somalia	149 Tokelau	054 Virgin Islands
793 Saint Helena & Dependencies	836 South Africa	892 Tonga	092 Wake Island
661 Saint Kitts & Nevis	150 South Georgia	894 Trinidad and Tobago	948 Wales
306 Saint Lucia	583 South Korea	895 Tunisia	146 Wallis and Futuna
666 Saint Maarten	151 South Sandwich Islands	902 Turkey	411 West Germany
395 Saint Martin	153 South Vietnam	903 Turkmenistan	158 Western Sahara
142 Saint Pierre and Miquelon	953 South Yemen	106 Turks and Caicos Islands	795 Western Samoa
794 Saint Vincent and The Grenadines	847 Spain	904 Tuvalu	951 Yemen
798 San Marino	220 Sri Lanka	099 USA	957 Yugoslavia
796 Sao Tome and Principe	000 Stateless	913 USSR	266 Zaire
797 Saudi Arabia	848 Sudan	905 Uganda	965 Zambia
947 Scotland	850 Suriname	908 Ukraine	775 Zimbabwe
820 Senegal	855 Swaziland	916 United Arab Emirates	
821 Serbia	858 Sweden	917 United Kingdom	
822 Seychelles	869 Switzerland	999 Unknown	

GRADUATE MEDICAL EDUCATION PROGRAM CODE LIST (ALPHABETICAL) Use only for Item 9.

31	Anesthesiology	35	Neurology	28	Pediatrics	42	Radiology - Diagnostic
32	Dermatology	36	Nuclear Medicine	40	Physical Medicine &	43	Radiology - Therapeutic
33	Emergency Medicine	23	Obstetrics/Gynecology		Rehabilitation	19	Surgery
20	Family Practice	37	Ophthalmology	49	Plastic Surgery	14	Transitional
16	Internal Medicine	38	Orthopedic Surgery	47	Preventive Medicine/	44	Urology
30	Medicine – Pediatrics	39	Otolaryngology		Public Health		
34	Neurological Surgery	25	Pathology	41	Psychiatry		

SPECIALTY CODE LIST (ALPHABETICAL) Use only for Item 10.

02 03 04 05 06	Allergy & Immunology Anesthesiology Colon & Rectal Surgery Dermatology Emergency Medicine Family Practice	08 09 10 11 12	Medical Genetics Neurological Surgery Neurology Nuclear Medicine Obstetrics & Gynecology Ophthalmology Orthogodic Surgery	15 16 17 18	Pathology Pediatrics Physical Medicine & Rehabilitation Plastic Surgery	21 22 23	Psychiatry Radiology Surgery Thoracic Surgery Urology
07	Internal Medicine		Orthopedic Surgery		Preventative Medicine		

OSTEOPATHIC (DO) SPECIALTY CODES (ALPHABETICAL)

25	A	20	Internal Madisins	22	O-1-4-1-1	27	Daniel Madia
25	Anesthesiology	29	Internal Medicine	33	Ophthalmology &	3/	Preventative Medicine
26	Dermatology	30	Neurology & Psychiatry		Otolaryngology	38	Proctology
27	Emergency Medicine			34	Orthopedic Surgery	40	Physical Medicine &
44	Family Medicine	31	Nuclear Medicine	35	Pathology		Rehabilitation
						30	Radiology

UNITED STATES MEDICAL LICENSING EXAMINATION® (USMLE®) 2012 STEP 3 APPLICATION

For applications submitted to FSMB by August 31, 2012

Refer to the Application Instructions when completing this form. Complete all three pages. Type or print in uppercase block letters. Use black ink only. 1. STATE MEDICAL **BOARD** See Instructions for Board Board Code Name of state medical board whose requirements you are using to apply for Step 3. Code. 2. FEE ENCLOSED See State Specific Instruction _ U.S. DOLLARS (non-refundable fee) Sheet for fee. 3. NAME Print your name exactly as it LAST (Surname) and Suffix appears on the unexpired, government-issued identification you plan to present at the test FIRST and Middle Name(s) center. See Instructions. "Completing Your Application." If you have applied previously under another name for any examination, please provide a copy of a non-expired, government issued document bearing your new name, signature and photograph (e.g., driver's license or passport). Last First Middle 4. DATE OF BIRTH Indicate month, day and year as 1 9 numbers. MONTH DAY YEAR 5. U.S. SOCIAL SECURITY AND NATIONAL IDENTIFICATION U.S. Social Security Number NUMBERS (optional) Enter your S.S.Number and/or the official number assigned by your country if outside the U.S. National Identification Number See Instructions for Country Code. Country Code Issuing Country 6. GENDER Female Male 7. CITIZENSHIP UPON ENTERING MEDICAL SCHOOL See Instructions for Name of Country Country Code Country Code. 8. MEDICAL EDUCATION Medical School of Graduation See Instructions for Country Code. **Graduation Date** Country Code City, Country of Medical School Graduation Date - Indicate month and year as numbers. M.D. D.O. Other (specify): Degree: If school is outside the U.S. or Canada: **ECFMG Certified:** No 7Yes If ves. date issued: 5th Pathway Program: No If yes, date completed: Yes FOR OFFICE USE ONLY SCC Ν **DEGREE** Υ 5th PATHWAY Υ Ν Ν **ECFMG** Υ **EXAM PREREQUISITES** Ν Ν Υ 9. POSTGRADUATE MEDICAL I have not participated in a graduate medical education program. EDUCATION IN U.S. OR CANADA I will begin a graduate medical education program on _ MO Check one box only. I am currently serving in my first year graduate medical education program which began on MO I have completed satisfactorily ___ year(s) in a graduate medical education program from MO МО Most recent program and hospital: Program Name Program Code See Instructions for Program Code. Hospital Name City Program Director's Name E-mail Phone

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NAME										_												
10. SPECIALTY See Instructions for Specialty Code. Use appropriate allopathic and/or osteopathic codes.	Specialty Code	Name	of Specialt	y or Plan	ned Spe	ecialty																
11. USMLE OR ECFMG IDENTIFICATION NUMBER	Identification ECFMG USMLE	on Numbe	er (If Kno		-			-]													
respondence regarding registration for Step 3. Print your current mailing address. If you provide an address outside the U.S., correspondence	Address Line 1 Address Line 2																					
Instructions "Change of Address." See Instructions for Country Code. *an e-mail address must be provided to complete the	Address Line 3 City Country ZIP/ Postal Code] - [Dayt	ime Tele	ephone	Numbe				/Provinc		1	1	- 1	•	
application and obtain a Scheduling Permit and Score Report. 13. TEST ACCOMMODATIONS	E-mail address (required to							with	Dieabi	ilitios	Act an	d am	rogues	eting to	net and	nomn	noda	tions	(Ch	eckir	ng this
Check this box if you are requesting test accommodations.	1 1	not cons	titute an	official	reque	st. You	must	subn	nit yo	ur requ	est fo	r test	accon	nmoda	_					•		_
14. DATA RELEASE Release of Step 3 Data	by the so	ME reports chools to provided. e box pro	monitor t If you do	the out not w	come sh to l	of their	educa	ationa	l prod	ess ar	nd as	part o	fongo	ing qu	ıality ir	nprov	emei	nt act	tivitie	s. Or	nly a t	total
15. RACE/ETHNIC DATA Provision of the following information is voluntary. The information will be used for research purposes only. You are encouraged to provide the information. The processing of your application will not be affected by your choice in this regard.	☐ 11 American Indiar Alaskan Native		12 Asian	Na		13	His	e/eth	14		1. lack or A America	frican		Whit			Oth	17 er				

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UNITED STATES MEDICAL LICENSING EXAMINATION™ 2012 STEP 3 APPLICATION CERTIFICATION OF IDENTITY

This form must be signed by a notary public/commissioner of oaths. When completed and submitted to the Federation, this form becomes part of your USMLE record and will be used to identify you when you interact with the Federation if you need to re-apply for the Step 3.

This Certification of Identity is valid for this and any subsequent Step 3 application(s) submitted to the Federation within a period of five years from the date of the applicant's signature. If you do not sit for this administration of Step 3 or must retake Step 3, it is not necessary to submit another Certification of Identity as long as this form is on file with the Federation of State Medical Boards and has not expired.

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			USMLE	IDENTIFICATION N	ю.		
	Type or print in uppercase block letters. Use black ink of	nly.					
ATTACH PHOTO HERE	Name						
	Name:						
	1	First			N 4: al all a		
Securely tape or glue in this	Last	First			Middle		
square a current front-view 2" x 2"							
color or passport quality photo	S.S./N.I. Number	Date of Birth	//	Gender	Male	Femal	e 🗌
(Print full name on back of photo	(Optional)	Mont	nth Day Year				
before attaching).							
	State Medical Board for which Step 3 is being	r takon:					
	above, represented in the attached photograph						
sequent Step 3 score may also be relea	I authorize the release of my USMLE history to t sed to the medical licensing authority.	he medical licensing au	uthority for which I a	m taking Ste	p 3 and ag	ree that	my sub-
	CERTIFICATION OF I						
	Certification by Notary	Public is Required					
State of	County of						
I certify that on the date set forth below	the individual named above did appear persona	lly before me and that I	I did identify this app	olicant by: (a)	comparing	his/her	physi-
cal appearance with the photograph on	the identifying document presented by the applic	cant and with the photo;	ograph affixed hereto	, and (b) con	nparing the	applica	nt's sig-
nature made in my presence on this form	m with the signature on his/her identifying docur	nent. The statements or	n this document are	subscribed a	and sworn t	.o before	me by
the applicant on this day of							
Day Month	n Year						
Notary Public Signature							
Commission Expiration Date*/	/						
Month	Day Year						
			Nota	ary stamp/seal h	nere.		

*The notary's commision expiration date must be current and legible. If no expiration date, such as "lifetime," an explanation must be provided.

Please complete and mail the application and photo/ID page to: District of Columbia Board of Medicine 899 North Capitol Street, NE, 1st Floor Washington, DC 20002

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