

Step 1 Scheduling

SEPTEMBER 21- OCTOBER 15: APPLY FOR STEP 1 THROUGH THE NBME	
1	Read the 2022 USMLE Bulletin. http://www.usmle.org/bulletin/
2	Go to the NBME website and select "First-time User?" to create your NBME ID and password Your name on your NBME record must EXACTLY match your current legal name as it appears on an unexpired, government-issued form of ID. www.nbme.org Look under " Students & Residents " and then select " Login to NBME Licensing Examination Services ."
3	After you've registered your account, start your Step 1 application in the "Exams" section of the NBME website. Pay the exam fee with a credit card. Official month of graduation: June 2024 Step 1 Fee (2021): \$645 Your eligibility period selected must include March 2022
4	SEPTEMBER 21 - OCTOBER 15 Complete the "Certification of Identification and Authorization Form" Upload completed form and photo ID to this Microsoft Form . **Please do not mail form, upload document to OneDrive.

SEPTEMBER 27 - DECEMBER 3: SCHEDULE YOUR EXAM	
5	After the NBME processes your application, the UWSOM Registrar's Office will verify your enrollment status. Approximately 3 business days later, you will receive your scheduling permit via email that will allow you to sign up for a test date. Deadline to take exam: March 15, 2022 http://www.prometric.com/usmle <ol style="list-style-type: none">1. Click on the link for USMLE Step 12. Select the State you will be taking your exam3. Click on 'Schedule an appointment' to register for a test day<ol style="list-style-type: none">a. or peruse 'Search for Availability' to see what dates are available4. Your scheduling number is in your scheduling permit in an email from NBME. Use this to register for a test date.
6	No later than 12/03: Schedule a test date through Prometric

CONTACT INFORMATION

REGISTRATION QUESTIONS: Please contact the person listed if you have questions regarding registering for Step 1.

Washington (Seattle): Tara Gates or Erika An somreg@uw.edu

Washington (Spokane): Deborah Greene dg46@uw.edu

Wyoming: Tori Johnson tjohns99@uwyo.edu or Natalia Brown ntugwell@uwyo.edu

Alaska: Nancy Hall nancy@uaa.alaska.edu

Montana: Kayla Ouert kayla.ouert@montana.edu

Idaho: Whitney Vincent wvincent@uidaho.edu

CREATING A STUDY PLAN FOR STEP 1

ACADEMIC SUPPORT: Please contact your learning specialist to create a study plan for Step 1.

Washington (Seattle): (Cascade College) Dr. Erica Brice, Director of Academic Support ebrice@uw.edu
(Olympic College) Dr. Yvonne Tyler yvonneyt@uw.edu

Washington (Spokane): Dr. Jon Hammermeister jhammermeister@ewu.edu
Leah Parton lparton@uw.edu

Wyoming: Dr. Tracey Haas drthaas@uw.edu

Alaska: Dr. Shannon Uffenbeck sruffenbeck@alaska.edu

Step 1 Scheduling

Montana: Dr. Claire Mitchell claire.mitchell@montana.edu

Idaho: Dr. Lynda Freeman lmfreeman@uidaho.edu

For more information on Academic Support Services please visit: [Academic Support Website](#)

PAYING FOR YOUR FEES

FINANCIAL AID:

The Step 1 fee (\$645) was added to each student's autumn quarter books. If you have accepted all your aid, the money should be available to cover the Step 1 fee. For students who have questions about their Financial Aid please schedule an appointment at: <https://uwsom-studentaffairs.as.me/schedule.php>

REQUESTING TESTING ACCOMODATIONS:

Students who require test accommodations are encouraged to **begin their process with the NBME as soon as possible**. This process involves collecting supporting documentation and meeting with Meghan Matthews, Access Coordinator from Disability Resource Services (DRS) to complete your paperwork. After receipt of documentation, the NBME can take 60-90 days, if not longer to respond with their decision regarding approval or denial of accommodations. Until you have a response from the NBME, you will not be granted a scheduling permit, therefore will not be able to select a test date.

To contact Meghan Matthews please e-mail or call: meghanm7@uw.edu or (206)-685-3114

For more information about DRS please visit: <https://depts.washington.edu/uwdrs/>

For more information about NBME accommodations please visit: <https://www.usmle.org/test-accommodations/forms.html>

COMPREHENSIVE BASIC SCIENCE REVIEW COURSE

This is an 8 credit **invitation only** course that will be offered to students after reviewing the Foundations block, thread and CBSE performance of all students. Invitations will go out around late November and the deadline for acceptance will be sometime in early December. If you receive an invitation and decide to participate in the CBSR course, you will be able to change your Step 1 test date to a later time through prometric/NBME, free of charge if you change your test day >30 days before your originally scheduled test day. More information will be forthcoming, but if you have any questions about the CBSR course please reach out to Dr. Edith Wang ehwang@uw.edu. For now, register to take Step 1 and there will be time to change your test date if you are invited and decide to participate in CBSR.

PREPARATION FOR EXAM DAY

DOCUMENTATION & IDENTIFICATION:

You must present your scheduling permit and your unexpired, government-issued form of identification that includes both your photo and signature to the examination site (for example, a driver's license or passport). **The name on your ID must be an exact match with the name on your permit.**

FREQUENTLY ASKED QUESTIONS

- **I just noticed that my permit says "Jonathon" but my ID says John; is this OK?**

No, the names must match exactly. Per the NBME, the only acceptable differences are:

1. *Variations in capitalization;*
2. *The presence of a middle name, middle initial or suffix on one document and its absence on the other; or*
3. *The presence of a middle name on one and middle initial on the other.*

- **I'm getting married soon; what happens if I officially change my name after filling out this form but before I take the exam?**

You'll need to fill out a new form. Due to the processing time, we highly encourage you to hold off changing your name officially until you've taken the exam. In fact, some students will wait until after taking Step 2CK before making their name change official.

- **Will I need to fill out another form for Certification of Identification form for Step 2 CK?**

As long as you check the "I authorize the NBME to accept my NBME online services password etc." box at the bottom of the form, you likely won't have to fill out this form again. There are two exceptions:

1. *If you change your name after you have submitted this form, you will need to submit a new form prior to taking your next exam. We recommend not changing your name until after you've passed Step 2 CK, if possible.*
2. *This form is only valid for 5 years, so you will need to submit a new one if you take any NBME exams 5 years from now.*

- **When will my score come in and do I need to keep it?**

Most scores are reported within four weeks of testing. Once your score has been reported to the NBME, please retain the original USMLE Score Report. The UWSOM cannot officially report these scores on your behalf and you may be requested to provide these score reports in the future. The NBME will charge a fee to order a new score report.