



**USF Health - Morsani College of Medicine
GME POLICY & PROCEDURE**

Title: Completion of USMLE/COMLEX Policy	GME-201
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Scope: Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

Background: The United States Medical Licensing Examination (USMLE) assesses a physician’s ability to apply knowledge, concepts, and principles, and to demonstrate fundamental patient centered skills that are important in health and disease and that constitute the basis of safe and effective patient care. Each of the three Steps of the USMLE complements the others; no Step can stand alone in the assessment of readiness for medical licensure.

The Comprehensive Osteopathic Medical Licensing Examination (COMLEX) serves as the equivalent examination for residents who completed osteopathic training in the United States.

Policy: Each new Resident must have successfully completed Step I and Step II of the USMLE or COMLEX prior to the beginning of residency or fellowship training (“Residency”). Any agreement of appointment or offer letter will be contingent upon passing Steps I and II. Each Resident is responsible for providing copies of passage of Steps I and II. Residents who have not passed Steps I and II by their appointment date will be released from their contract.

Any Resident starting a Residency program at the University of South Florida at a PGY-3 level or higher must have passed Step III prior to beginning their training. Any agreement of appointment or offer letter will be contingent upon passing Steps I, II, and III. Each Resident is responsible for providing copies of passage of Steps I, II, and III.

Residents entering a University of South Florida Residency program at the PGY-1 or PGY-2 level must register for and provide proof of passing USMLE/COMLEX Step III prior to April 1 of their PGY-2 year. Once the Resident has passed USMLE/COMLEX Step III proof of passage must be provided to the GME Office.

Failure to pass Step III prior to April 1 of the PGY-2 year will result in non-renewal of the Resident's appointment.

Procedure

Responsible Party
Resident

Action
Provides proof to the USF GME Office prior to beginning of training that they have successfully passed

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Step I and Step II of the USMLE/COMLEX (and Step III if beginning training at the PGY-3 level or higher). Residents must provide proof of passing USMLE/COMLEX Step III prior to April 1 of the PGY-2 year. Proof is defined as an official USMLE/COMLEX transcript submitted directly to the GME Office from NBME, FSMB, or ECFMG (i.e. a transcript submitted by the Resident does not fulfill this requirement). Alternatively, if the Resident submitted scores directly to the Program via ERAS, the Program can provide score reports downloaded from ERAS to the GME Office.

Program Director /
Graduate Medical Education Office

Advises all PGY-1 and PGY-2 Residents entering a training program, that passing USMLE/COMLEX Step III by April 1st of the PGY-2 year is a requirement prior to beginning their PGY-3 year.

Advises all PGY-1 and PGY-2 Residents entering a training program, that failure to pass USMLE/COMLEX Step III prior to April 1 of the PGY-2 year will result in non-renewal of the resident's appointment or contract.

APPROVED:



Senior Associate Dean, Graduate Medical Education/DIO

Date of Origin	Effective	Revision	Originally Policy #
7/2006	4/2022	8/2008; 11/2008; 1/2011; 8/2018; 4/2021; 4/2022	202-A