



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.

Of note, PRG is often but not always equivalent of PGY level.

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

Any Resident starting a residency or fellowship program at the University of South Florida at a PRG-3 level or higher, or FEL-1 level or higher, must have passed Step III/Level III prior to beginning their training, or they will be released from their contract. Any agreement of appointment or offer letter will be contingent upon passing Steps/Levels I, II, and III. Each Resident is responsible for providing copies of passage of Steps/Levels I, II, and III.

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

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

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Procedure

Responsible Party

Resident

Action

Provides proof to the USF GME Office prior to beginning of training that they have successfully passed Step/Level I and Step/Level II of the USMLE/COMLEX (and Step/Level III if beginning training at the PRG-3 level or higher, or FEL-1 level or higher).

Residents must provide proof of passing USMLE/COMLEX Step/Level III prior to April 1 of the PRG-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 specialty approved application services (e.g., ERAS, Residency CAS), the Program can provide score reports downloaded from these approved systems to the GME Office.

Program Director /
Graduate Medical Education Office

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

Advises all PRG-1 and PRG-2 Residents entering a training program, that failure to pass USMLE/COMLEX Step/Level III prior to April 1 of the PRG-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 #
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7/2006	4/2024	8/2008; 11/2008; 1/2011; 8/2018; 4/2021; 4/2022; 4/2024; 6/2026	202-A