

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 11/7/2023	<b>Subject:</b> MEDICAL LICENSING EXAMINATION POLICY	<b>Page 2 of 2</b>
<b>Approved by:</b> GMEC		<b>Revised Date:</b> 6/5/12; 6/2/14; 5/5/15; 5/12/17; 9/27/21; 10/20/22; 9/14/23
<b>Effective Date:</b> 8/4/09		<b>Reviewed Date:</b> 5/15/14; 5/12/17

**Purpose:**

An important goal of a competency-based graduate medical education program is the graduation of physicians who practice independently and without supervision. One measure of this competence is obtaining an unrestricted license to practice medicine, which requires passage of all components of the national medical licensing examination (USMLE exam for allopathic physicians, the COMLEX exam for osteopathic physicians, NBDE for dental physicians, or the APMLE for podiatric physicians). The following exam passage requirements have been established to ensure trainees are eligible for licensure and to sit for their applicable board certification exam.

All first-year residents and second year residents who have not passed the exam by the end of their first year of training at the institution must annually read and acknowledge that they have reviewed a copy of this policy through the evaluations module of New Innovations.

**Policy:**

Physicians will provide an official transcript of the medical licensing exam results.

Licensing Exam 2

1. All incoming residents will be required to pass all components of USMLE Step 2, COMLEX Level 2, APMLE 2, or NBDE 2 in order to be appointed as a PRG-1 trainee.
2. Post-doctoral associates who will not bill for services must provide the medical licensing exams' pass dates for all 1 and 2 components only.
3. Programs may choose to have a more stringent policy, i.e. they may require passage of Step/Level 2 as a prerequisite for an interview, or for being included on their rank order list.

Licensing Exam 3

1. All incoming fellows will be required to pass Step/Level 3 in order to be appointed into a UFCOM-J fellowship program.
2. All incoming post-doctoral associates are required to provide an official transcript showing all applicable medical licensing exams pass dates if they are entering a non-standard fellowship which is not seeking accreditation or the individual is expected to bill for services in their core residency program.
4. All residents will be required to take all components of Step/Level/Part 3 by the end of their first year at this institution (if not passed previously). Residents who do not pass Step/Level/Part 3 during their first year at this institution may be promoted to PRG 2 and/or advanced to the applicable compensation level at the discretion of the program director. Formal probation is not required under these circumstances, but an appropriate study plan must be developed, implemented, and monitored by the program director and/or faculty designee. Programs may choose to have a more stringent policy, i.e. they may require passage of Step/Level/Part 3 as a prerequisite for advancement to the next training or compensation level.
5. Residents who fail Step/Level/Part 3 during their first year at this institution must re-test no later than the end of December of their second year. Results must be received by February 28th in order to be promoted to PRG-3. Failure to pass during the second year of the core program will lead to non-renewal in accordance with any applicable ACGME institutional requirements regarding non-renewal notification.

Program directors may utilize GME funds to pay the medical licensing exam fee for their first-year trainees.

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**Helpful Information:**

Links to request official transcripts

1. USMLE - <https://www.usmle.org/scores-transcripts/transcripts>
2. COMLEX - <https://www.nbome.org/resources/request-official-transcript/>
3. APMLE - <https://www.fpmb.org/Reports/OrderReports.aspx>
4. NBDE - [https://help.liaisonedu.com/ADEA\\_PASS\\_Applicant\\_Help\\_Center/Sending\\_Your\\_Official\\_Transcripts\\_and\\_Test\\_Scores\\_to\\_ADEA\\_PASS/Sending\\_Official\\_Test\\_Scores\\_to\\_ADEA\\_PASS/Official\\_NBDE\\_Scores#:~:text=Go%20to%20the%20American%20Dental,Verify%20your%20personal%20information](https://help.liaisonedu.com/ADEA_PASS_Applicant_Help_Center/Sending_Your_Official_Transcripts_and_Test_Scores_to_ADEA_PASS/Sending_Official_Test_Scores_to_ADEA_PASS/Official_NBDE_Scores#:~:text=Go%20to%20the%20American%20Dental,Verify%20your%20personal%20information)

Standard score release turnaround time

1. USMLE - 3 to 4 weeks
2. COMLEX - 8 to 10 weeks
3. APMLE - 3 weeks
4. NBDE - 2 to 3 weeks