

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Graduate Medical Education**

POLICY: MEDICAL LICENSING EXAMINATION POLICY	
Approved by: GMEC	Page(s): 1 of 2
Approval date: 11/5/24	Reviewed date: 5/15/14; 5/12/17; 9/23/24
Effective date: 8/4/09	Revised date: 6/5/12; 6/2/14; 5/5/15; 5/12/17; 9/27/21; 10/20/22; 9/14/23; 9/23/24

**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, or NBDE for dental 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.

Allopathic and osteopathic trainees will acknowledge this policy through the New Innovations evaluations module in their first year of training (third year of residency for OMFS medical school graduates). Trainees who do not pass the exam before September 30<sup>th</sup> of their second year will acknowledge the policy again when the policy distribution attestation is made available through New Innovations.

**Policy:**

Trainees 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, or NBDE 2 in order to be appointed as a PRG-1 trainee.
2. Programs may choose to have a more stringent policy, i.e. they may require passage of Step 2/Level 2 as a prerequisite for an interview, or for being included on their rank order list.

Licensing Exam 3

1. All incoming allopathic or osteopathic fellows will be required to pass Step 3 or Level 3 in order to be appointed into a UFCOM-J fellowship program.
2. All allopathic or osteopathic residents (third year of residency for OMFS allopathic grads) will be required to take all components of Step 3 or Level 3 by the end of their first year at this institution (if not passed previously). Residents who do not pass Step 3 or Level 3 during their first year at this institution may be promoted to PRG 2 and 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 3 or Level 3 as a prerequisite for advancement to the next training and/or compensation level.
3. Residents who fail Step 3 or Level 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 or transcript request fee for their first-year trainees.

**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. 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/](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/)

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[Official NBDE Scores#:~:text=Go%20to%20the%20American%20Dental,Verify%20your%20personal%20information](#)

Standard score release turnaround time

1. USMLE - 3 to 4 weeks, allow up to 8 weeks
2. COMLEX - 8 to 10 weeks
3. NBDE – 3 to 4 weeks