



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 50.17, **Licensing Examinations (USMLE/COMLEX)**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to establish guidelines regarding passage of the USMLE/COMLEX required for obtaining an unrestricted license.

REVIEW: This SOM Policy and Procedure shall be reviewed within each year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to each campus GMEC for comment and the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. Verification Prior to Commencement of Training

- a. Prior to commencement of training by an applicant in a resident position, the Program Director shall verify the applicant has passed USMLE Step 1, or its equivalent within the number of attempts permitted for Texas licensure.
- b. Prior to commencement of training by an applicant who would be transferring into a residency training program at TTUHSC, and who would be entering at the PGY 3 level or higher, the Program Director will verify the applicant has passed all three steps of USMLE or COMLEX, within the number of attempts permitted by TMB for a physician to be licensed in Texas. If the applicant has not fulfilled this requirement, the applicant must pass all steps, within the first year at TTUHSC to be eligible for promotion in the TTUHSC graduate medical education program.
- c. In the case of fellowship applicants or residents applying to enter a program at the PGY 3 level or above, prior to commencement of training, the Program Director shall verify the applicant has passed all three (3) steps of the USMLE or COMLEX, within the number of attempts permitted for Texas licensure. Fellowship/residency applicants who have not met this requirement must pass all steps, within the first year at TTUHSC to be eligible for promotion in the TTUHSC graduate medical education program, should they be appointed.

2. Required Exams

- a. Verified Completion of Required Exams. No later than June 30, or the last day of their PGY 1 year contract, all PGY 1 residents must present an official transcript to their Program Director and the GME Office, of having taken USMLE Step 3 and having taken and passed USMLE Step 2 CK, or their equivalents. No later than March 1 of the PGY 2 year, or four (4) months before the end of a resident's PGY 2, year contract, all residents shall be required to present the official transcript to the GME Office and Program Director, of passing USMLE Step 3, or its equivalent, within the number of attempts permitted for Texas licensure.

- b. Deadline for Completion of Required Exams. If a resident does not pass Steps 2 and 3 of the USMLE/COMLEX no later than March 1, or four (4) months before the end of their PGY 2 or first year contract in a TTUHSC PG 3 or higher position, a new TTUHSC GME Program Agreement will NOT be offered to the resident. However, the resident will be required to complete the current agreement (i.e. serve until June 30th of that year), unless other facts/conditions apply.
 - c. Subsequent Completion of USMLE Step 3. If a resident passes Step 3 of USMLE subsequent to March 1 of the PGY 2 year, but prior to June 30 of that year, or before the end of their PGY 2 year, a new TTUHSC GME Program Agreement may, at the discretion of the Program Director, be offered, if the program has not already filled the position.
- 3. Right to Appeal.** A resident who does not receive a new TTUHSC GME Program Agreement for any portion of the time it would normally take to successfully complete the program in the minimum amount of time may appeal the decision to not offer such agreement. Should the resident elect to appeal this decision, the same procedure for appealing a dismissal, within the House Staff Policies and Procedures will be used.