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on-line for  
USMLE Step 1/Step 2  
and CSA on the ECFMG  
Website at: [www.ecfm.org](http://www.ecfm.org)

# 2003 INFORMATION BOOKLET

## ECFMG® CERTIFICATION

Applications for  
**Step 1 and Step 2**  
of the  
**United States Medical  
Licensing Examination™  
(USMLE™)**

and for the ECFMG  
**Clinical Skills Assessment (CSA®)**

Use  
this booklet and  
the corresponding  
application materials  
to register for Step 1  
and Step 2 eligibility  
periods that end  
in 2003.

The *USMLE Bulletin of Information* contains information about USMLE, the single, three-step examination program for medical licensure in the United States. The *Bulletin of Information* is available on the USMLE website at [www.usmle.org](http://www.usmle.org). Applicants for examination are required to read both the *Information Booklet* and the *Bulletin of Information*.

**Educational Commission for Foreign Medical Graduates**  
3624 Market Street, Philadelphia, PA 19104-2685 USA  
[www.ecfm.org](http://www.ecfm.org)

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## ABOUT THIS PUBLICATION

The ECFMG® *Information Booklet* contains detailed information on ECFMG's program of certification and ECFMG's other programs and services for international medical students and graduates. Each edition of the *Information Booklet* is associated with corresponding application materials for Step 1 and Step 2 of the United States Medical Licensing Examination™ (USMLE™) and the ECFMG Clinical Skills Assessment (CSA®).

Applicants for these exams must use the appropriate edition of the *Information Booklet* / application materials. The 2003 *Information Booklet* and application materials pertain to USMLE Step 1 / Step 2 eligibility periods with an **ending date in 2003** and to the CSA for the **calendar year 2003**. If you plan to apply for a Step 1 / Step 2 eligibility period that ends in 2004 or to take the CSA in 2004, you must use the 2004 *Information Booklet* / application materials. The 2004 *Information Booklet* / application materials are expected to be available in August 2003. See *Eligibility Period* on page 14 for more information on USMLE eligibility periods.

The USMLE *Bulletin of Information* provides information about the United States Medical Licensing Examination, the single, three-step examination program for medical licensure in the United States. The USMLE *Bulletin of Information* is available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org), the USMLE website at [www.usmle.org](http://www.usmle.org) and from ECFMG, upon request. In the event that information about the USMLE in the ECFMG *Information Booklet* differs from the corresponding information in the USMLE *Bulletin of Information*, the information in the USMLE *Bulletin of Information* shall govern.

**Applicants for ECFMG certification are required to read both the ECFMG *Information Booklet* and the USMLE *Bulletin of Information*.**

**Important Note: Although current at the time of publication, the information contained in this booklet is subject to change. The ECFMG website at [www.ecfm.org](http://www.ecfm.org) provides the most up-to-date information on the topics covered in the ECFMG *Information Booklet*. Any changes to the information in the ECFMG *Information Booklet* will be posted on the ECFMG website. You must obtain the most up-to-date information to ensure an accurate understanding of current policies and procedures.**

## HOW TO OBTAIN THIS PUBLICATION

- Access the ECFMG *Information Booklet* / USMLE *Bulletin of Information* on-line and apply on-line for USMLE Step 1 / Step 2 and the ECFMG CSA on the ECFMG website at [www.ecfm.org](http://www.ecfm.org).
- Download the ECFMG *Information Booklet* / USMLE *Bulletin of Information* and application materials for USMLE Step 1 / Step 2 and the ECFMG CSA from the ECFMG website at [www.ecfm.org](http://www.ecfm.org).
- Request a single copy of these materials from ECFMG. **Please allow up to six weeks for delivery.** The materials that ECFMG sends in response to such requests are the **same** materials that are available on the ECFMG website. To request a **single** copy of these materials:
  - ◆ Call (215) 375-1913 from any location worldwide. If you are calling from North America, you can call (800) 500-8249 toll-free.
  - ◆ Fax your request to (215) 387-9963.
  - ◆ Write to ECFMG at the address for *General Inquiries* on page *iv*.

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## ON-LINE SERVICES

Convenient access to information and services is available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org). ECFMG's on-line services are:

- Available 24 hours / day, 7 days / week; and
- Offered to users at no cost.

### On-line Applicant Status and Information System (OASIS)

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The On-line Applicant Status and Information System (OASIS) is a web-based information service for ECFMG applicants and ECFMG-certified physicians. You can use OASIS to check the status of:

- USMLE / CSA applications and score reports,
- USMLE scheduling permits,
- TOEFL<sup>®</sup> score acceptance,
- Medical education credentials,
- USMLE transcript requests,
- Standard ECFMG Certificate,
- Requests for permanent validation of the certificate, and
- Revalidation of the English test date.

You can also check:

- Name of record,
- Contact information, and
- Status of ECFMG financial account.

You can use OASIS to:

- Make on-line payments to your ECFMG financial account.
- Update your contact information, including your e-mail address, mailing address, and telephone and fax numbers.
- Request an ERAS<sup>®</sup> Token.

### Interactive Web Application (IWA)

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The Interactive Web Application is ECFMG's web-based application service for ECFMG applicants. You can use IWA to:

- Apply on-line for USMLE Step 1 / Step 2,
- Apply on-line for the ECFMG CSA, and
- Request an extension of your USMLE Step 1 / Step 2 eligibility period (for registered applicants).

On-line applicants submit most application information, including payment, to ECFMG via the Internet. IWA provides applicants with on-line instructions, the ability to save a partially-completed application and on-line validation that prevents many common errors. ECFMG processes on-line applications within ten calendar days of receipt of the completed Certification Statement.

ECFMG also accepts paper applications for USMLE Step 1 / Step 2, the CSA and requests for USMLE eligibility period extensions. Paper application materials are available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org) and from ECFMG, upon request (see *General Inquiries* on page *iv*).

## **CSA Candidate Scheduling**

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CSA Candidate Scheduling is ECFMG's web-based scheduling service for registered CSA applicants. Registered applicants can use this service to check available exam dates and to schedule a date for their CSA exams.

## **E-Newsletters**

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Subscription to ECFMG's e-newsletters is free, and issues are delivered to subscribers by e-mail.

➤ ***The ECFMG Reporter – [www.ecfmg.org/reporter](http://www.ecfmg.org/reporter)***

Important, updated information for international medical students and graduates pursuing ECFMG certification and graduate medical education in the United States.

➤ ***ECFMG-ERAS News – [www.ecfmg.org/eras](http://www.ecfmg.org/eras)***

Important updates for international medical students and graduates using the Electronic Residency Application Service (ERAS) to apply for residency positions in U.S. programs of graduate medical education.

➤ ***The ECFMG Correspondent – [www.ecfmg.org/correspondent](http://www.ecfmg.org/correspondent)***

Issues of interest to ECFMG-certified physicians.

## **ECFMG Website**

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Visit the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org) for:

- Information on ECFMG's programs,
- Publications and forms,
- On-line services, and
- Important updates.

# COMMUNICATING WITH ECFMG

## Applicant Information

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Use ECFMG's On-line Applicant Status and Information System (OASIS) to check the status of items related to ECFMG certification, such as your exam applications, score reports and medical education credentials; general information, such as your name and contact information; and your ECFMG financial account.

To access OASIS, visit the ECFMG website at [www.ecfm.org](http://www.ecfm.org).

## General Inquiries & Correspondence — [www.ecfm.org](http://www.ecfm.org)

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Contact Applicant Information Services at:

ECFMG  
3624 Market Street  
Philadelphia, PA 19104-2685 USA

TEL: (215) 386-5900  
(Telephone assistance is available between 9:00 a.m.  
and 5:00 p.m., Eastern Time, Monday through Friday.)

Always include your USMLE / ECFMG  
Identification Number, if one has been assigned,  
when communicating with ECFMG.

FAX: (215) 386-9196

## Registration Services — [www.ecfm.org](http://www.ecfm.org)

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**Exam Applications / Payments and other Service Requests, such as TOEFL Acceptance and USMLE Transcripts**

**By mail to:**  
ECFMG / *Registration Services*  
PO Box 48087  
Newark, NJ 07101-4887 USA

**By courier service to:**  
ECFMG  
c/o Image Remit  
205 North Center Drive  
Commerce Center  
North Brunswick, NJ 08902 USA

## Certification Verification Service (CVS) — [www.ecfm.org/cvs](http://www.ecfm.org/cvs)

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**Request Forms and Payments**

**By mail to:**  
ECFMG / *CVS Department*  
PO Box 48083  
Newark, NJ 07101-4883 USA

**By courier service to:**  
ECFMG / *CVS Department*  
c/o Image Remit  
205 North Center Drive  
Commerce Center  
North Brunswick, NJ 08902 USA

**Correspondence and Inquiries to:**

ECFMG / *CVS Department*  
PO Box 13679  
Philadelphia, PA 19101-3679 USA

TEL: (215) 386-5900

## **Electronic Residency Application Service (ERAS) — [www.ecfm.org/eras](http://www.ecfm.org/eras)**

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### **Request Forms and Payments**

#### **By mail to:**

ECFMG / *ERAS Program*  
PO Box 48087  
Newark, NJ 07101-4887 USA

#### **By courier service to:**

ECFMG  
c/o Image Remit  
205 North Center Drive  
Commerce Center  
North Brunswick, NJ 08902 USA

### **Correspondence, Inquiries and Supporting Documents for scanning to:**

ECFMG / *ERAS Program*  
PO Box 11746  
Philadelphia, PA 19101-1746 USA

TEL: (215) 386-5900

FAX: (215) 222-5641

## **Exchange Visitor Sponsorship Program (EVSP) — [www.ecfm.org/evsp](http://www.ecfm.org/evsp)**

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### **Applications and Payments**

#### **By mail to:**

ECFMG / *Exchange Visitor Sponsorship Program*  
PO Box 48087  
Newark, NJ 07101-4887 USA

#### **By courier service to:**

ECFMG  
c/o Image Remit  
205 North Center Drive  
Commerce Center  
North Brunswick, NJ 08902 USA

### **Correspondence and Inquiries to:**

ECFMG / *Exchange Visitor Sponsorship Program*  
PO Box 41673  
Philadelphia, PA 19101-1673 USA

TEL: (215) 823-2121

FAX: (215) 386-9766

## **ECFMG International Credentials Services (EICS)**

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EICS is a credentials verification service offered primarily to **international medical licensing jurisdictions**. EICS has no association with ECFMG certification. Applicants for ECFMG certification **should not submit credentials to EICS**. Credentials submitted to EICS for ECFMG certification may be misdirected, resulting in their delayed processing.

ECFMG / *International Credentials Services*  
PO Box 13795  
Philadelphia, PA 19101-3795 USA

TEL: (215) 386-5900

FAX: (215) 966-3129

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## ACRONYM KEY

AAMC	Association of American Medical Colleges
ABMS	American Board of Medical Specialties
ACGME	Accreditation Council for Graduate Medical Education
AMA	American Medical Association
AOA	American Osteopathic Association
CD	Compact Disc
CIN	Candidate Identification Number
CSA	Clinical Skills Assessment
CVS	Certification Verification Service
ECFMG	Educational Commission for Foreign Medical Graduates
ERAS	Electronic Residency Application Service
ETS	Educational Testing Service
EVSP	Exchange Visitor Sponsorship Program
FAIMER <sup>®</sup>	Foundation for Advancement of International Medical Education and Research
FLEX	Federation Licensing Examination
FMGEMS	Foreign Medical Graduate Examination in the Medical Sciences
FSMB	Federation of State Medical Boards of the United States, Inc.
GME	Graduate Medical Education
IMED	International Medical Education Directory
IMG	International Medical Graduate
IWA	Interactive Web Application
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
LCME	Liaison Committee on Medical Education
NBME	National Board of Medical Examiners
NRMP	National Resident Matching Program
OASIS	On-line Applicant Status and Information System
SP	Standardized Patient
TOEFL	Test of English as a Foreign Language
USMLE	United States Medical Licensing Examination
VQE	Visa Qualifying Examination

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# FREQUENTLY-ASKED QUESTIONS

## ECFMG Certification

### 1. *What is ECFMG certification?*

There are nearly 1,600 medical schools outside of the United States and Canada, each with varying educational standards and curricula. The purpose of ECFMG certification is to assess the readiness of graduates of these schools to enter U.S. residency and fellowship programs that are accredited by the Accreditation Council for Graduate Medical Education (ACGME). To be certified by ECFMG, you must pass a series of exams; you must also fulfill ECFMG's medical education credential requirements. These requirements include providing ECFMG with copies of your medical diploma, which ECFMG will verify directly with your medical school. See *ECFMG Certification* on page 5.

### 2. *Why would I want to be certified by ECFMG?*

If you are an international medical graduate and wish to enter an ACGME-accredited residency or fellowship program in the U.S., you must be certified by ECFMG before you can enter the program. You must also be certified by ECFMG if you wish to take Step 3 of the three-step United States Medical Licensing Examination (USMLE). Most states in the U.S. also require ECFMG certification, among other requirements, to obtain a license to practice medicine. See *ECFMG Certification* on page 5.

### 3. *How can I find out if students / graduates of my medical school are eligible for ECFMG certification?*

To be eligible for certification by ECFMG (among other requirements), your medical school must be listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER®). If you are a medical school **student** and you want to apply for USMLE Step 1 / Step 2 or the ECFMG CSA, your medical school must be listed in IMED and your medical school's "Graduation Years" must be listed as "Current," both at the time you apply for the exam and at the time you take the exam. If you are a medical school **graduate**, your medical school and graduation year must be listed in IMED to be eligible for these exams and for ECFMG certification. To verify that you meet these requirements, access IMED on the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org). See *ECFMG Certification* on page 5.

### 4. *How do I begin the certification process?*

The certification process begins when you submit your first application for examination to ECFMG. At this time, ECFMG will assign you an identification number that you will use throughout the certification process. See *USMLE / ECFMG Identification Number* on page 9.

### 5. *How long does the certification process take?*

The time required to complete the certification process is different for each applicant. You may apply for the required exams as soon as you meet the eligibility requirements for the respective exams. All of the exams required for ECFMG certification are offered continuously throughout the year.

Both medical school **students** and **graduates** may begin the certification process. However, since one of the requirements for ECFMG certification is that your medical diploma be independently verified by ECFMG with your medical school, you cannot complete the certification process until you graduate and receive your diploma. The time required for some aspects of the certification process, such as the time required by your medical school to verify your medical diploma, are beyond the control of ECFMG. See *ECFMG Certification* on page 5.

### 6. *In what order do I take the exams required for ECFMG certification?*

To be eligible for ECFMG certification, you must, among other requirements, pass USMLE Step 1, USMLE Step 2, the Test of English as a Foreign Language (TOEFL) and the ECFMG Clinical Skills Assessment (CSA). See *Requirements for ECFMG Certification* on page 5.

You can take Step 1, Step 2 and the TOEFL exam in any order, provided you meet the respective eligibility requirements for these exams. However, you must have a USMLE / ECFMG Identification Number before submitting your TOEFL acceptance request to ECFMG. You must have passed Step 1 and satisfied the English language proficiency requirement for ECFMG certification before you can be registered for the CSA. You can take Step 2 either before or after you take the CSA. See *Eligibility for Step 1 / Step 2* on page 13, *English Language Proficiency Test* on page 26 and *Eligibility for CSA* on page 29.

**7. How can I have ECFMG confirm to a medical licensing authority or residency / fellowship program that I am ECFMG-certified?**

ECFMG will confirm your certification status when it receives a written request **directly** from a medical licensing authority, residency / fellowship program official, or other appropriate organization. For status reports sent to **medical licensing authorities**, the request can also be sent to ECFMG by you. Approximately two weeks are required for the confirmation to be completed. Please note that there may be a fee for this service.

If you apply to residency programs through ERAS, ECFMG will send an electronic ECFMG status report automatically to all of the programs to which you applied. See *Confirmation of ECFMG Certification Status* on page 8.

## **Step 1 and Step 2**

**8. How can I apply?**

You can apply on-line for Step 1 and / or Step 2 using ECFMG's Interactive Web Application (IWA). For more information, visit ECFMG's website at [www.ecfm.org](http://www.ecfm.org). You can also download the paper application materials for USMLE Step 1 / Step 2 from the ECFMG website. If you do not have access to the Internet, you can request a single copy of these materials from ECFMG. See *How To Obtain This Publication* on page i.

**9. How can I learn more about the computer-based format for USMLE?**

For information on computer-based testing, see *Preparation* on page 20. The brochure entitled *Computer-based USMLE™: An Introduction for Students and Graduates of Foreign Medical Schools* provides an overview of computer-based testing. This brochure is available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org). The *USMLE Bulletin of Information* also provides detailed information on computer-based testing; see *Preparing for the Test* on page 9 and *Testing* on page 16. Additionally, sample test materials for both Step 1 and Step 2 are available on the USMLE website at [www.usmle.org](http://www.usmle.org) and on the USMLE compact disc (CD).

**10. When and where can I take Step 1 and Step 2?**

Step 1 and Step 2 are offered **continuously** throughout the year. You can apply for these exams as soon as you meet the respective eligibility requirements. When you apply, you select the three-month period, known as your *eligibility period*, during which you want to take the exam. Once you receive your *scheduling permit*, you can schedule an appointment to take the exam on any day that it is offered during your assigned eligibility period. See *Eligibility Period* on page 14.

Step 1 and Step 2 are offered at Prometric test centers worldwide. These test centers are distributed among fourteen *testing regions*. When you apply, you select the testing region where you want to take the exam. You may take the exam at any test center in your assigned testing region, provided there is space available at the center on the date that you choose. Although you must select a testing region when you apply, you do not need to choose a particular test center within that region until you schedule your testing appointment. See *Testing Region* on page 16. For a list of the Prometric test centers expected to be available for eligibility periods ending in 2003, see pages 49-51.

**11. Do I need to graduate from medical school before taking Step 1 and Step 2?**

Both students and graduates may take Step 1 and Step 2. To take Step 1, students must have completed at least two years of medical school by the beginning of the eligibility period selected. To take Step 2, students must be within twelve months of completing the full didactic curriculum at their medical school by the beginning of the eligibility period selected. Other eligibility requirements apply to both students and graduates. Refer to *Eligibility for Step 1 / Step 2* on page 13.

**12. Can I choose to take Step 1 and Step 2 separately or together?**

Step 1 and Step 2 are different exams. You must take these exams on different days. The testing day for Step 1 lasts about eight hours. The testing day for Step 2 lasts about nine hours.

Although you must take these exams on different days, you can apply for Step 1 and Step 2 at the same time (provided you meet the eligibility requirements for both exams), or you can apply separately. The eligibility periods you select for these exams can be the same or different.

After taking one Step, you do not need to wait before taking the other Step. You can schedule your testing appointments for Step 1 and Step 2 as close together as you wish, as long as the dates you select fall within the eligibility periods assigned for each exam. However, there are certain restrictions on retaking the **same** Step. See *Reexamination and Reapplication* on page 25.

**13. What if I cannot take Step 1 / Step 2 once I have registered?**

You should select your eligibility period and scheduled test date carefully. Once registered, you cannot cancel or postpone your registration (except as described below). If you do not take the Step, you will not receive a refund or credit of your exam fee(s). For detailed information on ECFMG's payment policy, refer to *Payment* on page 10.

Although you cannot cancel your registration, there are options that provide registered applicants with flexibility regarding the date of their testing appointments. To change a scheduled testing appointment to another date within your assigned eligibility period, contact Prometric. See *Rescheduling Your Testing Appointment* on page 20. If you are unable to take the exam during your assigned eligibility period, you can request an extension of your eligibility period for a fee. See *Eligibility Period Extension* on page 15.

**14. Is there a limit to the number of times I can take Step 1 and Step 2?**

**For the purpose of ECFMG certification**, there is no limit on the number of times you can take a Step until you have passed that Step. If you fail a Step, you may retake it, but you must reapply and pay the appropriate fee(s). Certain restrictions apply when retaking the **same** Step. Once you pass a Step, you may not repeat it, and you will have seven years to pass the other Step. See *Reexamination and Reapplication* on page 25.

## **English Language Proficiency Test**

**15. How do I fulfill the English language proficiency requirement for ECFMG certification?**

You must achieve at least the minimum score acceptable to ECFMG on the TOEFL exam and send a *TOEFL Acceptance Request Form* and the appropriate fee to ECFMG. You may also use a passing performance on the former ECFMG English Test to satisfy this requirement. See *English Language Proficiency Test* on page 26.

**16. Do native speakers of English need to satisfy this requirement?**

Yes. **All** applicants for ECFMG certification must demonstrate their proficiency in English by achieving a score acceptable to ECFMG on the TOEFL exam.

**17. How can I get the TOEFL application materials?**

For TOEFL application materials, visit the TOEFL website at [www.toefl.org](http://www.toefl.org). You can also contact the Educational Testing Service® (ETS®) for these materials. See *Test of English as a Foreign Language* on page 26.

**18. What if my English test date expires?**

Passing performance on the English language proficiency test is valid for two years from the date passed for the purpose of entering an accredited program of graduate medical education in the U.S. If your English test date has expired, you may not enter such a program until you **revalidate** your English test date. You can revalidate your English test date for an additional two-year period by achieving a score acceptable to ECFMG on the TOEFL exam and submitting a *TOEFL Acceptance Request Form* with the appropriate fee to ECFMG. See *Revalidation of the Certificate* on page 7.

## **Clinical Skills Assessment (CSA)**

### **19. How can I apply?**

You can apply on-line for the CSA using ECFMG's Interactive Web Application (IWA). For more information, visit ECFMG's website at [www.ecfm.org](http://www.ecfm.org). You can also download the paper application materials for the CSA from the ECFMG website. If you do not have access to the Internet, you can request a single copy of these materials from ECFMG. See *How To Obtain This Publication* on page *i*.

### **20. What if I cannot take the CSA once I have registered?**

You should plan carefully the timing of your CSA application and scheduling of your assessment date. Once registered, you cannot cancel or postpone your registration. Once you have scheduled a date for your assessment, you cannot change it. If you do not meet the deadlines for scheduling and taking the CSA described below, you will not receive a refund or credit of your assessment fee. For detailed information on ECFMG's payment policy, refer to *Payment* on page 10.

Although you cannot change your registration or scheduled assessment date, registered applicants have flexibility in scheduling their assessment dates. Once registered, you will have four months from the date indicated on your notification of registration to **schedule** your CSA. You can **take** the assessment on any available date during the twelve-month period following the date indicated on your notification of registration. (See *Scheduling* on page 31.) If you are unable to obtain the appropriate visa to enter the U.S. to take the CSA, you may request a full refund of the assessment fee. Other requests for exceptions are considered on a case-by-case basis.

### **21. What if my CSA date expires?**

Passing performance on the CSA is valid for three years from the date passed for the purpose of entering an accredited program of graduate medical education in the United States. If your CSA date has expired, you may not enter such a program until you **revalidate** your CSA date. You can revalidate your CSA date for an additional three-year period by passing a subsequent CSA. See *Revalidation of the Certificate* on page 7.

## **Medical Education Credentials**

### **22. How will I know if ECFMG has received verification of my medical diploma from my medical school?**

ECFMG will send you a letter on the date that it sends the request for verification of your medical diploma to your medical school. After ECFMG receives the verification from your medical school, ECFMG will send you another letter to let you know that the verification was received. You can check the status of your medical education credentials using OASIS (see page *ii*). See *Verification of Credentials* on page 38.

## **ERAS**

### **23. What medical specialties are participating in the Electronic Residency Application Service (ERAS) in 2003?**

Most specialties participate in ERAS. For the list of participating specialties, visit the ERAS website of the Association of American Medical Colleges (AAMC) at [www.aamc.org/eras](http://www.aamc.org/eras). Programs participating in ERAS will, in principle, no longer accept paper applications. However, there may be exceptions by individual program directors. You should contact the programs directly for their policies.

## **Payment**

### **24. How do I pay for the exam(s)?**

If you apply for an exam or request a service **on-line**, you can pay the required fees on-line with a credit card (Visa, MasterCard or Discover) or with an electronic payment from your U.S. checking account. If you submit a **paper** exam application or request for service and you have a USMLE / ECFMG Identification Number, you can pay in advance using OASIS. All applicants submitting paper applications / requests can pay by credit card, check, or wire transfer by completing the payment section of the application / request form. Payment for all services is due at the time of application. **If you do not include full payment, your application / request for service will not be accepted.** See *Payment* on page 10.

# ECFMG CERTIFICATION

The Educational Commission for Foreign Medical Graduates (ECFMG), through its program of certification, assesses whether international medical graduates are ready to enter residency or fellowship programs in the United States that are accredited by the Accreditation Council for Graduate Medical Education (ACGME).

ECFMG and its sponsoring organizations define an *international medical graduate* as a physician who received his / her basic medical degree or qualification from a medical school located outside of the United States and Canada\*\*. **To be eligible for ECFMG certification**, the physician's medical school and graduation year must be listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER). To verify that a particular medical school and graduation year are listed, access IMED on the ECFMG website at [www.ecfm.org](http://www.ecfm.org).

Citizens of the United States who have completed their medical education in schools outside of the United States and Canada are considered *international medical graduates*; non-U.S. citizens who have graduated from medical schools in the United States and Canada are not considered *international medical graduates*.

ECFMG certification assures directors of ACGME-accredited residency and fellowship programs, and the people of the United States, that international medical graduates have met minimum standards of eligibility required to enter such programs. ECFMG certification does not, however, guarantee that these graduates will be accepted into programs since the number of applicants frequently exceeds the number of available positions.

ECFMG certification is one of the eligibility requirements to take Step 3 of the three-step United States Medical Licensing Examination (USMLE). Most states in the United States also require ECFMG certification, among other requirements, to obtain a license to practice medicine.

## Requirements for ECFMG Certification

To be eligible for certification by ECFMG, international medical graduates must meet the following requirements:

### Examination Requirements

**1. Pass the basic medical and clinical science components of the medical science examination within a seven-year period.** Step 1 (basic medical) and Step 2 (clinical) of the United States Medical Licensing Examination are the exams currently administered that meet this requirement. See *Medical Science Examination* on page 12 and *Formerly-Administered Medical Science Examinations Acceptable for ECFMG Certification* on page 25.

**Important Note: This policy applies only to ECFMG certification. The USMLE program has made specific recommendations to state medical licensing authorities regarding the time to complete all three Steps and the number of attempts allowed to pass each Step. If you are taking the Steps for the purpose of licensure, refer to *Time Limit and Number of Attempts Allowed to Complete All Steps, Formerly Administered Examinations*, and *Retakes* on page 5 of the *USMLE Bulletin of Information* for more information. You should also contact the medical licensing authority of the jurisdiction where you plan to apply for licensure or the Federation of State Medical Boards, since licensure requirements vary among jurisdictions.**

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\*\* The United States and Canada refer to the geographic locations where citizens are issued passports by the governments of either the United States or Canada.

**2. Pass the English language proficiency test.** Applicants can satisfy this requirement by achieving a score acceptable to ECFMG on the Test of English as a Foreign Language (TOEFL) and requesting that ECFMG accept the TOEFL score in fulfillment of this requirement. A passing performance on the former ECFMG English Test is also accepted by ECFMG to meet the English language proficiency requirement for ECFMG certification. Passing performance on either test is valid for two years from the date passed for the purpose of entry into graduate medical education. See *English Language Proficiency Test* on page 26.

**3. Pass the Clinical Skills Assessment (CSA).** The CSA is a one-day exam that requires examinees to demonstrate clinical proficiency, **spoken** English language proficiency and appropriate interpersonal skills. To be registered for the CSA, applicants must have passed USMLE Step 1 and satisfied the English language proficiency requirement. Passing performance on the CSA is valid for three years from the date passed for the purpose of entry into graduate medical education. See *Clinical Skills Assessment* on page 28.

## **Medical Education Credential Requirements**

The physician's medical school and graduation year must be listed in the *International Medical Education Directory* (IMED). International medical graduates must have had at least four credit years (academic years for which credit has been given toward completion of the medical curriculum) in attendance at a medical school that is listed in IMED. Applicants for ECFMG certification must document the completion of all requirements for, and receipt of, the final medical diploma. ECFMG requires all applicants for certification to submit the final medical diploma. ECFMG sends all medical diplomas to appropriate officials of the medical schools that issued the documents for verification. You will not fulfill the medical education credential requirements for ECFMG certification until ECFMG receives verification of your medical diploma directly from the medical school. See *Medical Education Credentials* on page 36.

The *International Medical Education Directory* is available on the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org). The *Directory* is maintained by the Foundation for Advancement of International Medical Education and Research (FAIMER), a non-profit foundation of ECFMG. The *Directory* contains information supplied by countries about their medical schools. FAIMER is not an accrediting agency.

**Important Note:** Submitting altered or falsified documents to ECFMG may be sufficient cause for ECFMG to bar you from the exam, to terminate your participation in the exam, to withhold and / or invalidate the results of your exam, to withhold a certificate, revoke a certificate or to take other appropriate action. ECFMG may also report instances of altered or falsified documents to the USMLE Committee on Irregular Behavior, state medical licensing authorities and directors of graduate medical education programs or to any other organization or individual who, in the judgment of ECFMG, has a legitimate interest in such information.

In all cases when the ECFMG Committee on Medical Education Credentials, the CSA Committee on Irregular Behavior or the USMLE Committee on Irregular Behavior has taken an action with respect to an examinee, an annotation will be included in the ECFMG Status Report and ECFMG Certification Verification Service (CVS) Report.

## **Summary of ECFMG Certification Requirements**

### **Examination Requirements**

Pass:

- Medical Science Examination
- English Language Proficiency Test
- Clinical Skills Assessment

### **Medical Education Credential Requirements**

- Document: Completion of all Requirements for, and Receipt of, the Final Medical Diploma
- ECFMG Verification of Final Medical Diploma with Medical School

## Standard ECFMG Certificate

ECFMG issues the Standard ECFMG Certificate to applicants who meet all of the examination and medical education credential requirements. Applicants must also pay any outstanding charges on their ECFMG financial accounts before their certificates are issued. Standard ECFMG Certificates are sent approximately two weeks after all of these requirements have been met. Currently, ECFMG sends the Standard ECFMG Certificate to the applicant's address of record by Federal Express.

The Standard ECFMG Certificate includes:

- the name of the applicant;
- the applicant's USMLE / ECFMG Identification Number;
- the dates that the examination requirements were met;
- the date that the certificate was issued; and
- the dates through which the passing performances on the English test and the CSA remain valid for the purpose of entry into graduate medical education.

Applicants may use the Standard ECFMG Certificate to enter an accredited program of graduate medical education as long as the program's start date is before both of the *valid through* dates (English test and Clinical Skills Assessment) on the Standard ECFMG Certificate.

## Revalidation of the Certificate for Entering Graduate Medical Education

Two of the exam dates on the Standard ECFMG Certificate are subject to expiration for the purpose of entering graduate medical education programs. The English test date is valid for two years from the most recent date of passing performance. The Clinical Skills Assessment date is valid for three years from the most recent date of passing performance.

If the English test date on your Standard ECFMG Certificate has expired, you must take the TOEFL exam and achieve a score acceptable to ECFMG before you can enter a program of graduate medical education. If the CSA date on your Standard ECFMG Certificate has expired, you must pass another CSA before you can enter a program of graduate medical education. Once you meet these exam requirements, ECFMG will mail your revalidation sticker for the appropriate exam. You must attach the revalidation sticker to your Standard ECFMG Certificate, following the instructions that accompany the sticker. Each revalidation sticker is unique and includes the same Identification Number that is on your Standard ECFMG Certificate.

If your English test and / or CSA dates expire **before** your Standard ECFMG Certificate is issued, you may revalidate these dates, as described above, prior to becoming certified by ECFMG. In this event, the English test / CSA *valid through* dates on your Standard ECFMG Certificate will reflect your **most recent** passing performances on these exams.

## **Permanent Validation of the Certificate Following Entry into Graduate Medical Education**

After you enter an ACGME-accredited program of graduate medical education in the U.S., you can request permanent validation of your Standard ECFMG Certificate. This means that the English test and CSA dates are no longer subject to expiration. To receive the appropriate *valid indefinitely* sticker for the certificate, you and an authorized official of your training institution must complete the *Request for Permanent Validation of Standard ECFMG Certificate* (Form 246) and send it to ECFMG. Form 246 is available on the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org). ECFMG also sends Form 246 to all applicants with their Standard ECFMG Certificates.

After ECFMG receives and verifies the information contained on the form, a sticker indicating *valid indefinitely* status will be mailed to you. You must attach the sticker to your Standard ECFMG Certificate, following the instructions that accompany the sticker. Each sticker is unique and includes the same Identification Number that is on your Standard ECFMG Certificate.

## **Confirmation of ECFMG Certification Status – ECFMG’s Certification Verification Service**

ECFMG’s Certification Verification Service provides primary-source confirmation of the ECFMG certification status of international medical graduates. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) has determined that an accredited health organization will satisfy the Joint Commission requirement for primary-source verification of medical school completion for international medical graduates if it confirms directly with ECFMG that an applicant possesses a valid Standard ECFMG Certificate.

ECFMG will confirm your certification status when a request is received in writing from a medical licensing authority, residency program director, hospital or other organization that, in the judgment of ECFMG, has a legitimate interest in such information. For status reports sent to **medical licensing authorities**, the request can also be sent to ECFMG by you. Requesting organizations must normally secure and retain your signed authorization to obtain certification information. Please note that there may be a fee for this service.

Requests for confirmation must contain your name, date of birth, USMLE / ECFMG Identification Number, and name and address of the organization to which the confirmation should be sent. You may obtain the appropriate request form from the ECFMG website at [www.ecfmg.org/cvs](http://www.ecfmg.org/cvs). Confirmations are mailed to the requesting organization within approximately two weeks. Confirmations are not sent to applicants directly.

If you apply to residency programs through ERAS, ECFMG will send an electronic ECFMG status report automatically, at the time that your application is processed, to all of the programs to which you applied. If your ECFMG certification status changes during the ERAS application process, ECFMG will send an updated status report automatically to all programs to which you applied.

## GENERAL REGISTRATION INFORMATION

Before applying for examination, please review the following general information. The information in this section pertains to all exams for which you may register with ECFMG (USMLE Step 1 and Step 2 and the ECFMG Clinical Skills Assessment).

### USMLE / ECFMG Identification Number

When you apply for the first time to ECFMG for an exam, you will be assigned an eight-digit USMLE / ECFMG Identification Number. If you provide an e-mail address on your application, ECFMG will send notification of your USMLE / ECFMG Identification Number by e-mail. If you do not provide an e-mail address, ECFMG will notify you of your number by mail.

Your USMLE / ECFMG Identification Number cannot be changed. It will become a part of your permanent ECFMG record. Once ECFMG informs you of this number, you must include it on all communications, medical education credentials, application forms and payments that you send to ECFMG. You will also need your USMLE / ECFMG Identification Number to use ECFMG's on-line services (see page *ii*). If you forget or lose your USMLE / ECFMG Identification Number, you should contact ECFMG, and your Identification Number will be mailed to you.

### Name of Applicant

Your ECFMG file contains your name as it appears on your most recent application. This is the name that will appear on all communications that ECFMG sends to you. This name will also appear on your Standard ECFMG Certificate once you have met all requirements for certification. Unless you legally change your name, you must use the name that appeared on your initial application consistently on all communications to ECFMG. You can check the name in your ECFMG record on-line using OASIS (see page *ii* for details).

### Name on Application

The name you enter on your **application** will appear on your Step 1 / Step 2 scheduling permit. The spelling of the name on your scheduling permit must match **exactly** the spelling of the name on the form(s) of identification you present at the test center. If the name listed on your scheduling permit is not correct, contact ECFMG immediately by e-mail at [permits@ecfm.org](mailto:permits@ecfm.org) or by telephone or fax (see *General Inquiries* on page *iv*). See *Acceptable Identification* on page 22 for more information.

### Name on Medical Diploma

The name on your **medical diploma** (or other document confirming your graduation) must match **exactly** the name you entered on your application. If the names do not match **exactly**, you must submit legal documentation that confirms the name on your medical diploma is (or was) your name. The legal documents accepted to verify the name on your medical diploma are:

- Passport (including the page with your photograph),
- Birth certificate,
- Marriage certificate,
- Official court order,
- U.S. Resident Alien Card,
- U.S. Naturalization Certificate, or
- Letter from Dean, Vice Dean or Registrar of your medical school (see below).

This legal document must verify that the name on your medical diploma (or other document confirming your graduation) belongs to the same person as the name on the application.

Please do not submit an original document; a copy of the document is sufficient. The document you submit will become part of your permanent ECFMG record.

ECFMG will accept a letter from the Dean, Vice Dean or Registrar of your medical school that verifies that the name on the medical diploma (or other document confirming your graduation) is (or was) your name. If you choose to submit a letter from your medical school to verify the name on your medical diploma (or other document), the letter must be signed by the Dean, Vice Dean or Registrar and must be written on the medical school's official letterhead stationery.

All documents that are not in English must be accompanied by an official English translation. See *English Translations* on page 38.

Attestations before a notary public are not acceptable as documentation of your name.

## **Change of Name**

To request a change of name in your ECFMG record, send a completed *Request to Change Applicant Contact Information* (Form 182) to ECFMG. Form 182 is available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org) and from ECFMG, upon request. Form 182 must be accompanied by one of the legal documents described above.

## **Contact Information**

The contact information in your ECFMG record consists of your e-mail and mailing addresses, your telephone number and your fax number (if applicable). If you provide an e-mail address, ECFMG will send information on the status of your exam applications by e-mail. You will also need an e-mail address to use ECFMG's on-line services (see page *ii*). All communications, including your admission permits / scheduling permits, score reports and your Standard ECFMG Certificate, will be sent to the mailing address that appears on your most recent application. If you reside with an individual whose name is different from yours, you should include that individual's name in the mailing address.

You should ensure that the contact information in your ECFMG record is current. You can check and update your contact information on-line using OASIS (see page *ii* for details). You can also change your contact information by submitting a completed *Request to Change Applicant Contact Information* (Form 182) to ECFMG. Form 182 is available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org) and from ECFMG, upon request. ECFMG will not process address changes received from any person other than the applicant.

## **Payment**

Full payment for all services is due at the time of application. **If the funds in your ECFMG financial account are not sufficient to cover all fees at the time that your exam application or other service request (such as TOEFL acceptance or USMLE transcripts) is processed, your application / request will be rejected.** If you apply for two exams at the same time, you must pay all applicable fees for **both** exams, or your application will be rejected.

If you apply **on-line**, you can pay on-line by:

- **Credit Card** – Visa, MasterCard, or Discover.
- **Electronic Check** – To use this option, you must have a checking account at a U.S. bank and either a U.S. Social Security Number or U.S. driver's license.

If you submit a **paper** exam application or request for service and have a USMLE / ECFMG Identification Number, you can pay on-line, as described above. To make an advance, on-line payment to your ECFMG financial account, access OASIS on the ECFMG website at [www.ecfm.org](http://www.ecfm.org).

ECFMG's on-line payment is secured using industry-standard encryption technology. Please note that it takes at least 24 hours for on-line payments to be reflected in your ECFMG financial account.

All applicants who submit **paper** applications / requests can pay by completing the payment section of the paper application / request form. If you complete the payment section of the paper application / request form, you can pay by:

- **Credit Card** – Visa, MasterCard, or Discover.
- **Check, bank draft or money order** made payable to the *Educational Commission for Foreign Medical Graduates* (or *ECFMG*). All payments must be made in United States funds. **You must write your full name and USMLE / ECFMG Identification Number, if one has been assigned, on your payment.**
- **Wire Transfer** – Funds may be wire transferred through most banks in the United States (Fedwire) to the ECFMG ACCOUNT NUMBER 361024284 at COMMERCE BANK, ROUTING / TRANSIT NUMBER 036001808. **However, in order for a wire transfer to be credited to your ECFMG financial account, it must be identified with your full name and USMLE / ECFMG Identification Number, if one has been assigned.** If you pay by wire transfer, you must also include the following information in the payment section of the application / request form: the date that the wire transfer was sent, its bank reference number, name of the originating bank, amount and the name of sender, if different from your name.

Do **not** send payments in cash.

**If you owe money to ECFMG** at the time that your application / service request is processed, ECFMG will apply the payment included with your application / service request to the amount that you owe. Any money that is left after this will be used to pay for the exam(s) / service that you request. If there is not enough money remaining to pay for the exam(s) / service you request, your application / request for service will be rejected.

**If you have money in your ECFMG financial account** at the time that your application / service request is processed, it will be used to pay for the next exam / service request processed by ECFMG.

You can check the status of your ECFMG financial account and make on-line payments using OASIS (see page *ii* for details).

## **Refunds**

If you have money in your ECFMG financial account and will not request additional exams / services, you may send a written request to ECFMG for a refund. Your request must include your signature. If the money in your account was a payment for an exam application that was rejected (because you were not eligible or the application was incomplete or otherwise deficient), your refund will be subject to a \$100 processing fee.

**Important Note:** You should consider carefully the timing of your exam application and the selection of your eligibility period and scheduled test date. Once registered, you cannot cancel or postpone your registration. If you do not schedule and take the exam, you will not receive a refund or credit of your exam fee(s), and you will be required to reapply, including payment of all applicable fees, to take the exam.

Although you cannot cancel or postpone your registration, there are options that provide registered applicants with flexibility regarding their exam dates. Registered USMLE applicants may change the date and location of scheduled testing appointments (see *Rescheduling Your Testing Appointment* on page 20) or request extension of their eligibility periods (see *Eligibility Period Extension* on page 15). Registered CSA applicants have four months from the date of their notification of registration to schedule an assessment date. CSA applicants can schedule their assessments for any available date during the twelve-month period following the date of their notification of registration (see *Scheduling* on page 31). CSA applicants who are unable to obtain the appropriate visa to enter the United States to take the CSA may request a full refund of the assessment fee. Other requests for exceptions from CSA applicants are considered on a case-by-case basis.

## MEDICAL SCIENCE EXAMINATION

ECFMG requires a passing score on both a basic medical science test and a clinical science test to meet the medical science examination requirement for ECFMG certification. Step 1 (basic medical) and Step 2 (clinical) of the United States Medical Licensing Examination™ (USMLE™) are the exams currently administered that meet this requirement. If you apply for examination, you are **required** to read the USMLE *Bulletin of Information* for complete information on the USMLE. The *Bulletin of Information* is available with printed copies of the ECFMG *Information Booklet*, on the ECFMG website at [www.ecfm.org](http://www.ecfm.org) and on the USMLE website at [www.usmle.org](http://www.usmle.org).

### The United States Medical Licensing Examination

The United States Medical Licensing Examination is a single, three-step exam for medical licensure in the United States. The USMLE provides a common system to evaluate applicants for medical licensure. The United States Medical Licensing Examination is sponsored by the Federation of State Medical Boards of the United States, Inc. (FSMB) and the National Board of Medical Examiners® (NBME®). The USMLE is governed by a committee consisting of representatives of FSMB, NBME, ECFMG and the American public.

You can take Step 1 and Step 2 in either order, provided that you meet the respective eligibility requirements for these exams. However, before applying for Step 3, you must have received official notification that you have passed both Step 1 and Step 2.

For descriptive information about the content of Step 1 and Step 2, refer to *The Three Steps of the USMLE* on page 2 and *Examination Content* on page 6 of the USMLE *Bulletin of Information*. For information on the format of these exams, refer to *Format of the Exams* on page 20 of this publication and to *Test Lengths and Formats* on page 9 of the USMLE *Bulletin of Information*. Sample test materials for Step 1 / Step 2 are available on the USMLE CD and on the USMLE website at [www.usmle.org](http://www.usmle.org).

### Registration Entity and Test Delivery Entity

#### Step 1 and Step 2

ECFMG serves as the *registration entity* for international medical graduates taking Step 1 and Step 2. This means that ECFMG processes your application and payment, determines your eligibility and notifies you of the outcome of your application. The NBME serves as the *registration entity* for students / graduates of medical schools in the United States and Canada that are accredited by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA).

If ECFMG determines that you are eligible, ECFMG will forward your registration information to NBME. After receiving this information, NBME will send your Step 1 or Step 2 scheduling permit. Although your scheduling permit will be sent by NBME, you should contact ECFMG by e-mail at [permits@ecfm.org](mailto:permits@ecfm.org) or by telephone or fax (see *General Inquiries* on page *iv*) if you have questions or concerns about this document. The scheduling permit is your authorization to schedule your testing appointment.

Prometric®, part of The Thomson Corporation, provides scheduling and test centers for the USMLE (see pages 49-51). Prometric serves as the *test delivery entity* for both international medical students / graduates and students / graduates of U.S. / Canadian medical schools accredited by the LCME and AOA.

ECFMG is not responsible for errors or any associated computer problems that may occur in generating the scheduling permits or delivering the exams. These functions are the responsibility of NBME and / or Prometric.

### Step 3

The FSMB serves as the *registration entity* for **both** international medical graduates and graduates of LCME- and AOA-accredited medical schools applying for Step 3. In addition to passing Step 1 and Step 2, international medical graduates must be certified by ECFMG before applying for Step 3. If you have not met these requirements, as well as the other Step 3 eligibility requirements (refer to *Eligibility* on page 3 of the *USMLE Bulletin of Information*), your application for Step 3 will not be accepted. For detailed information and application procedures for Step 3, contact the individual medical licensing authorities (see *Communicating About USMLE* on page 26 of the *USMLE Bulletin of Information*) or the Federation of State Medical Boards, PO Box 619850, Dallas, TX 75261-9850 USA; Telephone: (817) 868-4041; Internet: [www.fsmb.org](http://www.fsmb.org).

### Eligibility

The eligibility requirements for Step 1 and Step 2 differ depending on whether you are a medical school **student** or a medical school **graduate**.

**Important Note:** If your eligibility for an exam changes after you apply but before you take the exam, you are required to inform ECFMG immediately of this change in your status.

#### Medical School Students

**To be eligible for Step 1 and Step 2**, you must be officially enrolled in a medical school located outside of the United States and Canada that is listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER), both at the time that you apply and at the time you take the exam. In addition, the "Graduation Years" in IMED for your medical school must be listed as "Current" at the time you apply and at the time you take the exam. Your Medical School Dean, Vice Dean or Registrar must certify your current enrollment status on the application. This certification must be **current**; the official must have signed the application within **four months** of its receipt by ECFMG. As soon as you graduate and receive your medical diploma, you must send two photocopies of your medical diploma and one full-face photograph to ECFMG (see *Provision of Credentials and Translations* on page 36). The photograph that you send must be **current**; it must have been taken within six months of the date that you send it. A photocopy of a photograph is not acceptable.

**In addition to being currently enrolled as described above, to be eligible for Step 1**, you must also have completed at least two years of medical school. This eligibility requirement means that you must have completed the basic medical science component of the medical school curriculum by the beginning of your eligibility period for Step 1.

**In addition to being currently enrolled as described above, to be eligible for Step 2**, you must be within twelve months of completion of the full didactic curriculum by the beginning of your eligibility period for Step 2.

ECFMG reserves the right to re-verify with the medical school the eligibility of medical school students who are registered for Step 1 and Step 2. If ECFMG requests re-verification of your student status with your medical school, ECFMG will release your score report for the USMLE Step 1 and / or Step 2 only after re-verification of your status has been received by ECFMG.

#### Medical School Graduates

**To be eligible for Step 1 and Step 2**, you must be a graduate of a medical school located outside of the United States and Canada that is listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER). Your graduation year must be included in the medical school's IMED listing. You must have had at least four credit years (academic years for which credit has been given toward completion of the medical curriculum) in attendance at a medical school that is listed in IMED. The signature of the official who certifies your status as a graduate on the application must be **current**; the official must have signed the application within **four months** of its receipt by ECFMG.

You must also submit two photocopies of your medical diploma at the time of application if you have not sent the diploma to ECFMG previously. The name on your medical diploma must match **exactly** the name you entered on your application. (See *Name on Medical Diploma* on page 9.) One full-face photograph must accompany the copies of your diploma. The photograph that you send must be **current**; it must have been taken within six months of the date that you send your application. A photocopy of a photograph is not acceptable. If your medical diploma has not yet been issued, you must submit with the application a current photograph and a letter signed by your Medical School Dean, Vice Dean or Registrar that confirms you graduated from medical school, have met all requirements to receive your medical diploma and states the date (month and year) that your medical diploma will be issued. You must then send the photocopies of your medical diploma to ECFMG as soon as your diploma is issued. (See *Provision of Credentials and Translations* on page 36.)

## **Application and Scheduling**

To take Step 1 or Step 2, you must:

- Decide When and Where You Want to Take the Exam
- Complete the Application
- Include Full Payment
- Receive your Scheduling Permit
- Schedule your Testing Appointment with Prometric

Each of these steps is discussed in detail below.

### **Decide When and Where You Want to Take the Exam: Your Eligibility Period and Testing Region**

Step 1 and Step 2 are offered on a regular basis throughout the year. If you meet the eligibility requirements for these exams (see page 13), you can apply at any time. However, you should consider the following factors when planning the timing of your application.

#### **Eligibility Period**

When you apply for Step 1 or Step 2, you must choose a three-month period, such as January-February-March, February-March-April, etc., during which you would like to take the exam. This three-month period is referred to as your *eligibility period*.

You must take the exam during the eligibility period assigned to you. You can take the exam on any day that it is offered during your assigned eligibility period, provided that there is space available at the test center that you choose. If you apply for Step 1 and Step 2 at the same time, you can choose the same eligibility period for both Step 1 and Step 2, or you can choose a different eligibility period for each Step.

When choosing your eligibility period, remember that: Prometric test centers are closed on major local holidays; USMLE is not offered during the first two weeks in January; and the busiest testing times in the United States / Canada testing region are May through July and November through December. Your eligibility period will not be adjusted to compensate for dates when USMLE is not available.

#### **When to Apply**

ECFMG must receive your complete application **at least one month in advance of the eligibility period you select**. If you apply **on-line**, both the on-line part of the application and the completed Certification Statement must be received at least one month in advance of the eligibility period you select. Refer to the following table for the specific date by which ECFMG must receive your complete application. Keep in mind that delays or interruptions in postal service may delay delivery of your application to ECFMG.

<b>Desired Eligibility Period:</b>	<b>Latest Date of Receipt at ECFMG:</b>
November 1, 2002 – January 31, 2003	September 30, 2002
December 1, 2002 – February 28, 2003	October 31, 2002
January 1, 2003 – March 31, 2003	November 29, 2002
February 1, 2003 – April 30, 2003	December 31, 2002
March 1, 2003 – May 31, 2003	January 31, 2003
April 1, 2003 – June 30, 2003	February 28, 2003
May 1, 2003 – July 31, 2003	March 31, 2003
June 1, 2003 – August 31, 2003	April 30, 2003
July 1, 2003 – September 30, 2003	May 30, 2003
August 1, 2003 – October 31, 2003	June 30, 2003
September 1, 2003 – November 30, 2003	July 31, 2003
October 1, 2003 – December 31, 2003	August 29, 2003

**If your application is not received in time to assign the eligibility period you select, you will be assigned to the next eligibility period.** The eligibility period assigned to you will be listed on your scheduling permit.

If the eligibility period you want **ends** in the next calendar year, you must use the next year's application materials.

**Example:** An applicant decides in May 2003 that he wants to apply to take Step 2 during the November-December-January eligibility period. Since the last month of the eligibility period desired by the applicant (January) falls within the year 2004, the applicant must apply using the year 2004 application materials.

The USMLE application materials specify a date after which you cannot use them and after which you must use the next year's application materials. You should check for this date before you apply.

### **Eligibility Period Extension**

If you are unable to take the exam during the three-month eligibility period assigned to you, you may request an extension. You may extend your eligibility period only through the next, contiguous eligibility period, i.e., the next eligibility period that does not overlap with your originally-assigned eligibility period.

**Example:** An applicant's eligibility period is April-May-June 2003. The eligibility period may be extended only through July-August-September 2003.

You may request an extension **on-line** using ECFMG's Interactive Web Application (IWA) or by completing a *Request to Extend a USMLE™ Eligibility Period* (Form 176) and submitting it to ECFMG. You can access IWA on the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org). Form 176 is available on the ECFMG website and from ECFMG, upon request. Payment of the appropriate fee must be submitted with the request. You may request an extension of your eligibility period only once for each exam registration. You may request an extension of your eligibility period only **after** your eligibility period has begun. Requests received at ECFMG more than five days after the end of the originally-assigned eligibility period will **not** be processed. For specific information on the timing of your request, refer to IWA or Form 176.

Additionally, you must continue to be eligible to take the Step during the extended eligibility period (i.e., you must still be officially enrolled in a medical school located outside of the United States and Canada that is listed in the *International Medical Education Directory* [IMED] and the "Graduation Years" for your medical school must be listed as "Current," or you must be a graduate of such a medical school and your graduation year must be included in the school's IMED listing). See *Eligibility* on page 13.

If your eligibility period is extended, the NBME will send you a letter notifying you of the extension. The NBME will **not** send another scheduling permit. You must bring your **original** scheduling permit and acceptable identification to the test center on the date of your exam.

If you have a scheduled appointment during your originally-assigned eligibility period and need to cancel and reschedule the appointment for your extended eligibility period, you must contact Prometric before 12:00 noon (local time at the Regional Registration Center for your testing region) at least five business days before your scheduled appointment to avoid a rescheduling fee. Requesting an extension of your eligibility period does **not** cancel a scheduled appointment. See *Rescheduling Your Testing Appointment* on page 20.

If you are unable to take the exam during your extended eligibility period or you are unable to extend your originally-assigned eligibility period, you must reapply, including payment of the appropriate fee(s), to take the exam.

### **Testing Region**

Prometric's test centers are grouped into distinct *testing regions*. Within each region, Prometric has a central scheduling office known as the *Regional Registration Center* to contact for scheduling test dates.

When you apply for the exam, you must choose the region where you want to take the exam. If you apply for both Step 1 and Step 2 at the same time, you can choose the same testing region for both Step 1 and Step 2, or you can choose a different testing region for each Step. Although you need to choose a testing region when you apply, you do not need to choose a particular test center until you contact Prometric to schedule your testing appointment. A list of the Prometric testing regions and test centers expected to be available for eligibility periods ending in 2003 is located on pages 49-51. **Although this list was current at the time of publication, the test centers available for USMLE are subject to change.** You are strongly encouraged to visit the Prometric website at [www.prometric.com](http://www.prometric.com) or to follow instructions on the scheduling permit for contacting Prometric to obtain current information on test centers in specific testing regions.

You must take the exam in your assigned testing region. You can take the exam at any test center in your testing region that offers USMLE, provided there is space available on the date you choose. Once your testing region has been assigned, it cannot be changed. **If you cannot take the exam in your assigned testing region, you will lose your payment for the exam, and you will need to reapply, including payment of all applicable fees, to take the exam.** See *Reexamination and Reapplication* on page 25.

### **Complete the Application**

To apply for Step 1 and / or Step 2:

- Submit an **on-line** application using ECFMG's Interactive Web Application (IWA). You can access IWA on the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org). ECFMG typically processes on-line applications within ten calendar days of receipt of the completed Certification Statement, or
- Complete a **paper** application (Form 104S) and send it to ECFMG by mail (or courier service). You can download Form 104S from the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org) or request a copy from ECFMG (see *How To Obtain This Publication* on page *i*). ECFMG typically processes paper applications within four weeks of receipt.

You may not register using a letter, postcard or e-mail message. All photographs, signatures and seals / stamps on the application must be original. You cannot register by faxing your application or sending photocopies to ECFMG.

Detailed application instructions are included with the application. Follow these application instructions carefully and answer all questions completely. You should review these instructions **before** you begin working on the application. Some of the necessary items require advance planning. These items include photographs,

official signatures and additional documentation, such as copies of your medical diploma if you are a medical school graduate. If your application is not complete, it will be rejected.

ECFMG will notify you when your application is received. If you provide an e-mail address when you apply, ECFMG will send this notification by e-mail. If you do not provide an e-mail address, ECFMG will send this notification by mail. You can check the status of your exam application on-line using OASIS (see page *ii* for details).

ECFMG will process your application and payment and determine your eligibility to take the exam(s) you requested. Once your application has been processed, ECFMG will notify you of the outcome of your application by mail. For eligible applicants, ECFMG will also send important information about scheduling and taking the exams.

### **Examinees with Documented Disabilities**

Reasonable accommodations will be made for USMLE examinees with disabilities who are covered under the Americans with Disabilities Act (ADA). International medical students / graduates must submit official requests and documentation to ECFMG. ECFMG forwards these requests to NBME for processing. The NBME processes requests for test accommodations in accordance with USMLE policies and procedures and renders a decision. Once your request has been processed, NBME will inform you of the outcome of your request. If you take USMLE Steps with test accommodations, your score reports and transcripts may indicate that such accommodations were provided.

The procedures for requesting test accommodations vary, depending on whether you have been granted test accommodations for a previous Step.

- If you have **never received test accommodations** for a USMLE Step, refer to the Test Accommodations information available on the USMLE website at [www.usmle.org](http://www.usmle.org). These guidelines include a comprehensive description of how to document a need for accommodations to assist you in compiling complete and comprehensive documentation. Follow all instructions on the USMLE website, including the requirement to complete the *Questionnaire for USMLE Step 1 and 2 Applicants Requesting Test Accommodations*, and mail the *Questionnaire*, with all supporting documentation, to the designated address **at the same time** that you apply for the exam.
- If you have **received test accommodations** for a previous USMLE Step and would like the **identical** accommodations, you must complete the *Form for Requesting Subsequent Test Accommodations* and mail the form to the address indicated **at the same time** that you apply for the exam.
- If you have **received test accommodations** for a previous USMLE Step but are requesting a **change in accommodations**, follow the instructions listed above for new requests.

The *Questionnaire for USMLE Step 1 and 2 Applicants Requesting Test Accommodations* and *Form for Requesting Subsequent Test Accommodations* are available on the USMLE website at [www.usmle.org](http://www.usmle.org) or from ECFMG, upon request. All requests and accompanying documentation must be in English. You must send your official request / documentation to the ECFMG Test Accommodations Coordinator at the address indicated in the Test Accommodations information on the USMLE website **at the same time** that you apply for the exam. If you apply **on-line**, you must send your official request / documentation **at the same time** you submit your completed Certification Statement. **To protect your privacy, do not send your request for test accommodations to the same address or in the same envelope as your application / Certification Statement.**

### **Include Full Payment**

You must pay all fees at the time of application. **If you do not pay all fees, your application will be rejected.** If you apply for Step 1 and Step 2 at the same time, you must pay all fees for **both** Steps at the time of application. See *Payment* on page 10.

## Fees

The total fee for Step 1 or Step 2 consists of the *examination fee* plus the appropriate *international test delivery surcharge*, if applicable.

- **Examination Fee.** The examination fee for 2003 eligibility periods is \$660 for each Step. All examinees must pay the examination fee.
- **International Test Delivery Surcharge.** If you choose a testing region other than the United States / Canada, you must also pay the international test delivery surcharge for the international testing region that you choose. These surcharges represent the additional cost of offering Step 1 and Step 2 by computer outside of the United States and Canada. If you choose to take the exam in the United States or Canada, you do not need to pay a surcharge. Refer to pages 49-51 or to the USMLE application materials for the international test delivery surcharges that apply to eligibility periods ending in 2003.

If your application is rejected, any payment received with that application will be credited to your ECFMG financial account and will be used for future exam applications or services.

## Receive Your Scheduling Permit

Once ECFMG determines that you are eligible, ECFMG will also notify NBME of your eligibility. The NBME will send your scheduling permit within two weeks of this notification. However, if the beginning of your assigned eligibility period is more than six months away, your scheduling permit will not be sent until approximately six months before the beginning of your assigned eligibility period. You can check the status of your scheduling permit on-line using OASIS (see page *ii* for details). Although your scheduling permit will be sent by NBME, you should contact ECFMG by e-mail at [permits@ecfm.org](mailto:permits@ecfm.org) or by telephone or fax (see *General Inquiries* on page *iv*) if you have questions or concerns about this document.

### Scheduling Permit

The scheduling permit is your authorization to schedule your testing appointment with Prometric. **Your scheduling permit is a very important document, and you should be careful not to lose it.** You cannot schedule your testing appointment or take the exam without it. The scheduling permit contains the following information:

- Your **name** and **mailing address**;
- The **exam** for which you registered—either Step 1 or Step 2 (If you register for both Step 1 and Step 2, you will receive two separate scheduling permits, one for Step 1 and one for Step 2.);
- Your **eligibility period**—the three-month period during which you are eligible to take the exam; and
- Your **testing region**—the geographical region in which you will take the exam.

It also contains two important numbers:

- Your **Scheduling Number**—you must provide this number when you contact Prometric to schedule your testing appointment; and
- Your **Candidate Identification Number (CIN)**—you must enter your CIN into the computer at the test center to start the exam and to initiate each block of the exam. You must keep this number confidential. For your own protection, do not share your CIN with anyone.

Your scheduling permit tells you **how to contact Prometric** to schedule a testing appointment. The contact information included on the scheduling permit varies, depending on whether you register for the United States / Canada testing region or an international testing region. The information included for both cases is summarized below.

## Contact Information Included on Scheduling Permit

### United States / Canada Testing Region

If you are registered to take the exam in the United States or Canada, you can schedule your testing appointment by telephone or via the Web. Your scheduling permit will include the:

- telephone number for Prometric's Regional Registration Center for the United States / Canada testing region, and
- web address for on-line scheduling.

### International Testing Regions

If you are registered to take the exam in an international testing region, you can contact Prometric by telephone, fax or mail to schedule your testing appointment. Your scheduling permit will include the:

- telephone number,
- fax number, and
- mailing address

for Prometric's Regional Registration Center for the testing region that you selected.

Telephone scheduling is the most direct method. However, if you cannot schedule by telephone, part of your scheduling permit is a form that you can use to schedule an appointment by fax or mail.

### Replacement Scheduling Permits

If you lose your scheduling permit, you should contact ECFMG immediately by e-mail at [permits@ecfm.org](mailto:permits@ecfm.org) or by telephone or fax (see *General Inquiries* on page *iv*) to request a replacement. There may be a fee for this service. ECFMG will notify NBME that you need a replacement scheduling permit, and NBME will send the replacement to you. If you would like your replacement scheduling permit sent by a courier service, you must pay for delivery with a major credit card. Although your replacement scheduling permit will be sent by NBME, you should contact ECFMG if you have questions or concerns about this document.

### Schedule Your Testing Appointment With Prometric

You must have your scheduling permit before you can schedule your testing appointment.

Before you contact Prometric to schedule your appointment, you should choose several dates when you could take the exam. The dates that you choose must fall within your assigned eligibility period. You should also choose the test center(s) where you could take the exam. The test centers that you choose must fall within your assigned testing region. A list of the test centers expected to be available for USMLE eligibility periods ending in 2003 is located on pages 49-51.

Once you receive your scheduling permit for Step 1 or Step 2, you may contact Prometric at any time to schedule your testing appointment. You can schedule your testing appointment with Prometric up to six months in advance of the beginning of your eligibility period. You must contact Prometric before 12:00 noon (local time at the Regional Registration Center for your testing region) at least five business days prior to the exam date that you want. Testing appointments are scheduled on a first-come, first-served basis. To increase your chances of getting the test date and location that you want, you should contact Prometric as soon as possible after receiving your scheduling permit.

If you are registered for an international testing region and do not have access to a telephone, you can contact Prometric by fax or mail. Prometric's fax number and mailing address are listed on your scheduling permit. Simply make a photocopy of the *Form to Schedule an Appointment by Fax or Mail* that appears on your scheduling permit and send it to Prometric. When scheduling by fax or mail, be sure to **copy** the form that appears on your scheduling permit. **Do not send your original scheduling permit to Prometric. When copying the form, be sure not to copy your confidential Candidate Identification Number that appears below the form. You must send a clear copy; illegible copies or faxes may delay or prevent scheduling.**

When you contact Prometric to schedule, you will need to give the Scheduling Number listed on your scheduling permit. Prometric will let you know what dates are available at the location(s) you have chosen. When you make your appointment, Prometric will confirm with you the date and time of your exam. Prometric will give you the address and telephone number of the Prometric test center you selected. You will also receive your Prometric Confirmation Number. Be sure to write all of this information in the spaces provided on your scheduling permit. If you need to reschedule your testing appointment with Prometric, you will need your Prometric Confirmation Number. Do not write anything else on your scheduling permit. If you schedule by telephone, you will not receive a written confirmation.

### **Rescheduling Your Testing Appointment**

If you are unable to keep your testing appointment on the scheduled date or at the scheduled location, you may change your date or test center by contacting Prometric. Your new test date and center must fall within your assigned eligibility period and testing region, respectively. You will need to provide your Prometric Confirmation Number when you reschedule.

To avoid a rescheduling fee, you must request to reschedule your appointment at least five business days before your appointment. If you are testing in the United States or Canada, you must make your request by 12:00 noon, Eastern Time, at least five business days before your scheduled appointment. If you are testing outside of the United States / Canada, you must make your request by 12:00 noon, local time at the Regional Registration Center for your testing region, at least five business days before your scheduled appointment. If telephoning, you must speak with a Prometric representative. Leaving a voice mail message does not satisfy the requirement to provide advance notice. If you give notice of less than five business days, you must pay Prometric a rescheduling fee when you arrange your new appointment. If you give notice of less than five business days, Prometric may require additional time to process your request.

If you cannot take the exam during your assigned, three-month eligibility period, you may request an extension. See *Eligibility Period Extension* on page 15 for additional information. However, you must still contact Prometric to cancel a scheduled testing appointment, as described above, if you cannot keep the appointment. Requesting an extension of your eligibility period does **not** cancel a scheduled testing appointment.

## **Preparation**

### **Format of the Exams**

Step 1 and Step 2 are each one-day, multiple-choice exams. Step 1 has approximately 350 multiple-choice questions, divided into seven sixty-minute blocks, administered in one eight-hour testing session. Step 2 has approximately 370 multiple-choice questions, divided into eight sixty-minute blocks, administered in one nine-hour testing session. The computer will keep track of how much time you have left in each block and for the entire exam. Once you begin a block of the test, no breaks are provided during the block. Once you exit the block or the time allotted for the block runs out, you cannot go back to the questions in that block.

You can take breaks, including a lunch break, between blocks of questions. You will have at least 45 minutes of break time for the entire testing day. This break time can be divided in any manner, according to your preference. If you finish one or more blocks early, you can take this extra time as break time. If you are already familiar with the tutorial and choose to exit from it early, you can use this extra time for breaks. See *Test Lengths and Formats* on page 9, *Completing the Test* on page 19, and *How Break Time Works* on page 19 of the *USMLE Bulletin of Information*.

**Important Note: These test descriptions, including test length and number of test items, are subject to change. Notice of any changes will be posted on the USMLE website at [www.usmle.org](http://www.usmle.org).**

## Sample Test Materials

ECFMG provides sample test materials to registered applicants. The same sample test materials are also available on the USMLE website at [www.usmle.org](http://www.usmle.org). The Step 1 / Step 2 sample test materials will help you become familiar with the types of questions and exam software that you will encounter on the date of your exam.

It is **recommended** that you practice with the exam software before taking the exam. One way to do this is to run the Step 1 / Step 2 sample test materials on the USMLE CD. ECFMG sends the USMLE CD to applicants when they are registered for Step 1 or Step 2. **You should also review the additional information on examination content and test format available on the USMLE website at [www.usmle.org](http://www.usmle.org).**

If you do not have extensive experience with computers, you may be concerned about taking a computer-based exam. The NBME has conducted field trials to determine the effect of prior computer experience on examinee performance on computer-based exams. These field trials show that experience with computers generally does not affect how examinees score on computer-based, multiple-choice exams.

## Practice Session at a Prometric Test Center

If you have already received your scheduling permit for Step 1 or Step 2, you can register to take a practice session for this Step at a Prometric test center. You must pay a fee to Prometric for this service. **You should know that the materials used for the practice sessions at Prometric test centers are the same sample test materials available on the USMLE website and on the USMLE CD. No new material will be presented during the Prometric practice sessions.**

If you would like to take a practice session at a Prometric test center, you must register for the practice session to obtain a practice session scheduling permit. You can register for a practice session on the USMLE website at [www.usmle.org](http://www.usmle.org). Information on the fee for the practice sessions is also available at this site. If you do not have access to the Internet, you can call ECFMG at (215) 386-5900 for assistance.

When you register for a practice session, you will be asked for the Scheduling Number and Candidate Identification Number from your Step 1 or Step 2 scheduling permit. Once you are registered for a practice session, your practice session scheduling permit will be sent to you.

## Taking the Exam

On the date of your testing appointment, you should arrive at the Prometric test center thirty minutes before your scheduled start time. You must bring **both** your original scheduling permit and acceptable identification, as described below. If you requested a change in the name on your scheduling permit, you must also bring to the test center the document from NBME notifying you of the change.

If you need directions to the test center, you should contact Prometric in advance of your test date. If you are testing in the United States or Canada, call the test center using the telephone number that Prometric provided when you scheduled your appointment. If you are testing outside of the United States / Canada, contact the Regional Registration Center for your testing region using the contact information on your scheduling permit. **If you arrive late, you may not be allowed to take the exam. If you arrive more than thirty minutes late or do not have both the scheduling permit and acceptable identification, you will not be allowed to take the exam.** If you are not allowed to take the exam for these reasons, you will need to reschedule your testing appointment and pay Prometric a rescheduling fee. Your rescheduled testing appointment must fall within your assigned eligibility period.

Before beginning the exam, you will be asked to: present your scheduling permit and identification, sign in, have your photograph taken, and store all of your personal belongings in a locker.

A proctor will lead you to a computer in the testing area. To begin your exam, you must enter your CIN into the computer. The exam will begin with a brief tutorial. The tutorial will help you become familiar with how the computer and test software work. The answers that you choose during the tutorial do not contribute to your score on the exam.

When your testing appointment is over, you will sign out, and a proctor will give you a notice indicating that you appeared for the exam. This notice does **not** include your score. Before leaving the test center, you must turn in the portion of your scheduling permit that contains your CIN.

## Acceptable Identification

Your name as it appears on your scheduling permit and your form(s) of identification must match **exactly**. Since your name on the scheduling permit appears in the Latin alphabet, i.e., in “English language letters,” the name on your identification must also appear in the Latin alphabet. The spelling of the name on your scheduling permit must match **exactly** the spelling of the name on the form(s) of identification you present at the test center. If the names do not match as described above, you will not be allowed to take the exam.

The form of identification you present must be one of the forms of **unexpired**, government-issued identification listed below that contains your **name in the Latin alphabet**, your **signature** and your **photograph**. The following forms of identification are acceptable, only if they meet all of these requirements:

- Passport;
- Driver’s license;
- National identity card; or
- Other form of **unexpired**, government-issued identification that meets all of these requirements.

If your unexpired, government-issued form of identification contains your name in the Latin alphabet and your photograph but not your signature, you can use another form of unexpired identification that contains your signature, such as a student / employee identification card or a credit card, to **supplement** your photo-bearing, government-issued identification.

If you do not have acceptable identification, as described above, that contains your **name in the Latin alphabet**, you can apply for an ECFMG Identification Card (EIC). You may use a valid EIC **in place of** one of the forms of identification listed above to gain admittance to the test center on the date of your exam. To receive an EIC, you must complete an *ECFMG Identification Card Request Form* (Form 180) for each exam for which you are applying and submit the form(s) to ECFMG **with your exam application**. If you apply **on-line**, you must submit the form(s) with your completed Certification Statement. To obtain complete information and Form 180, visit the ECFMG website at [www.ecfm.org](http://www.ecfm.org). Each EIC is valid for one testing appointment only and will be collected at the test center at the end of your testing appointment.

**Important Note:** The purpose of the EIC is to provide acceptable identification for examinees who do not have identification that contains their name in the Latin alphabet. Do not request an EIC if you already have identification that meets all of the requirements listed above. Exam applications accompanied by an EIC request form will require additional processing time. Requesting an EIC may delay the processing of your exam application up to four weeks beyond the normal processing time.

## Scoring and Score Reporting

### Minimum Passing Scores

For ECFMG certification, you must obtain at least the USMLE-recommended minimum passing scores for Step 1 and Step 2. These USMLE-recommended minimum passing scores are reviewed periodically and may be adjusted at any time. Notice of such adjustments will be posted on the USMLE website at [www.usmle.org](http://www.usmle.org). (See *Minimum Passing Scores* on page 21 of the USMLE *Bulletin of Information*.)

## Reporting of Scores

Score reports for Step 1 and Step 2 include a pass / fail designation, numerical scores, and graphical performance profiles, which summarize areas of strength and weakness to aid in self-assessment. These profiles are developed as assessment tools for the benefit of examinees only.

Although most scores typically will be available in time to mail your report within three to four weeks after your test date, delays are possible for various reasons. In selecting your test date and inquiring about scores, you should allow at least six weeks after your test date to receive your score report. Once your score is available, ECFMG will mail it to your ECFMG address of record. You can check the status of your score report on-line using OASIS (see page *ii* for details). To avoid misinterpretation and to protect the privacy of examinees, ECFMG will not provide scores by telephone, fax or e-mail to anyone, including examinees.

Please note that the reporting of scores may be delayed if additional data and / or analyses are required to assure the validity of the test scores. Additionally, ECFMG reserves the right to re-verify with the medical school the eligibility of medical school students who are registered for Step 1 and Step 2. If ECFMG requests re-verification of your student status with your medical school, ECFMG will release your score report for the USMLE Step 1 and / or Step 2 only after re-verification of your status has been received by ECFMG.

If you do not receive your Step 1 or Step 2 score report, you must send a written request for a duplicate score report to ECFMG. ECFMG will honor requests for duplicate scores received up to ninety days after the score report release date. If more than ninety days have passed since your score report was released, scores will be reported to you only in the form of a USMLE transcript.

Except as otherwise specified below, to receive a score, you must complete the entire test. This means that you must begin and either exit from or run out of time for **each block of the test**. (See *Format of the Exams* on page 20 for more information on test blocks.) If you begin but do not complete a Step, no scores are reported, and the “incomplete examination” attempt appears on your USMLE transcript. If you register for but do not take a Step, no record of the test will appear on your transcript.

If your examination is incomplete, you may request that a score be calculated and reported, with all missed test items scored as incorrect. This score is likely to be lower than the score you would have achieved had you completed all sections of the examination. If you decide to request calculation and reporting of your score, the score will appear on your USMLE transcript as though it were complete. It may not be retracted subsequently. If your exam is incomplete, you will be notified in writing by NBME. You will have forty-five days from the date of this notification to request the exam to be scored as described above.

See *Scoring and Score Reporting* on page 20 of the *USMLE Bulletin of Information* for additional information.

## Score Rerechecks

Standard procedures ensure that the scores reported for you are an accurate reflection of the responses recorded by the computer on the exam date. A change in score based on a rerecheck is an extremely remote possibility. However, a request for a rerecheck will be honored if you submit a *Request for Rerecheck of Score on USMLE™ Step 1 and Step 2* (Form 265) and the fee for this service to ECFMG. Form 265 and additional information are available on the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org) and from ECFMG, upon request. Your request must be received at ECFMG no later than ninety days after your score report release date.

## USMLE Transcripts

To request official copies of your USMLE scores, you must send a completed *Request for Official USMLE™ Transcript* (Form 172) and the appropriate fee to ECFMG. Form 172 and additional information are available on the ECFMG website at [www.ecfmg.org](http://www.ecfmg.org) and from ECFMG, upon request. You can check the status of your USMLE transcript request on-line using OASIS (see page *ii* for details). For a description of the information provided in USMLE transcripts, see *Official USMLE Transcripts and Providing Scores to Third Parties* on page 22 of the *USMLE Bulletin of Information*.

If you apply to residency programs through the Electronic Residency Application Service (ERAS), you may request electronic transmittal of your USMLE transcript to these programs. For additional information, refer to the ERAS applicant information available on the ECFMG website at [www.ecfm.org/eras](http://www.ecfm.org/eras).

## **Testing Conditions, Validity of Scores and Irregular Behavior**

### **Testing Conditions**

Policies and procedures to govern the administration of the exams have been established to ensure that no examinee or group of examinees receives unfair advantage on the exam, inadvertently or otherwise. If the integrity of the examination process is jeopardized, the USMLE parent organizations reserve the right to invalidate all or any part of an exam. If information indicates that continued testing would jeopardize the security of the examination materials or the integrity of scores derived from the exam, the USMLE parent organizations reserve the right to suspend or cancel test administration. Refer to *Testing* on page 16 of the *USMLE Bulletin of Information*.

### **Validity of Scores**

To ensure the integrity of the examination system, the validity of scores reported for USMLE Steps is assured by every means available to the USMLE program. The performance of all examinees is monitored and may be analyzed statistically to detect aberrancies that may result in a classification of scores as indeterminate. To designate a score as indeterminate means that the score achieved may not represent a valid measure of the examinee's knowledge or competence as sampled by the exam, based upon statistical analyses or otherwise. To ensure the meaningfulness of ECFMG certification, a score that has been classified as indeterminate will not be reported. Refer to *Validity of Scores* on page 24 of the *USMLE Bulletin of Information*.

### **Irregular Behavior**

Irregular behavior includes all actions on the part of applicants, examinees, potential applicants or others when solicited by an applicant and / or examinee, that subvert or attempt to subvert the examination process. All USMLE exams at Prometric test centers are monitored through use of audio and video monitors and recording equipment and by test center staff. Failure to adhere to the instructions of test center staff during the exam may result in a determination of irregular behavior and annotation of your USMLE record and transcripts. If you are observed engaging in a possible violation of test administration rules or other forms of irregular behavior during an exam, you will not necessarily be told of the observation by a proctor at the time of the exam. See *Irregular Behavior* on pages 24-25 of the *USMLE Bulletin of Information* for detailed information.

Falsification of the exam application, submission of any falsified documents to ECFMG, submission of any falsified ECFMG documents to other agencies, or the giving or receiving of aid in the examination as evidenced either by observation at the time of the examination or by statistical analysis of an examinee's answers and those of one or more other participants in that examination, or engaging in other conduct that subverts or attempts to subvert the examination or ECFMG certification process, may be sufficient cause for ECFMG to bar an individual from the examination, to terminate participation in the examination, to withhold and / or invalidate the results of the examination, to withhold a certificate, to revoke a certificate, or to take other appropriate action.

In all cases when the USMLE Committee on Irregular Behavior, the ECFMG Committee on Medical Education Credentials, or the CSA Committee on Irregular Behavior has taken an action with respect to an examinee, an annotation will be included in the ECFMG Status Report and ECFMG Certification Verification Service (CVS) Report.

## Reexamination and Reapplication

**For the purpose of ECFMG certification**, there is no limit on the number of times you can take a Step until you have passed that Step. Once you pass a Step, you may not repeat it, and you will have seven years to pass the other Step. If you do not pass the other Step within a maximum of seven years, your previous passing score will no longer be valid for the purpose of ECFMG certification, and you must repeat the entire process.

**Important Note:** This policy applies only to ECFMG certification. The USMLE program has made specific recommendations to state medical licensing authorities regarding the time to complete all three Steps and the number of attempts allowed to pass each Step. If you are taking the Steps for the purpose of licensure, refer to *Time Limit and Number of Attempts Allowed to Complete All Steps, Formerly Administered Examinations, and Retakes* on page 5 of the *USMLE Bulletin of Information* for more information. You should also contact the medical licensing authority of the jurisdiction where you plan to apply for licensure or the Federation of State Medical Boards, since licensure requirements vary among jurisdictions.

If you **fail or do not complete an exam**, you may retake it, but you must reapply, including payment of the appropriate fee(s). You may not retake a Step within sixty days of your last attempt on that same Step. As a result, if you reapply for Step 1 or Step 2, you must select an eligibility period that **begins** at least sixty days after your last attempt on the same Step. Additionally, you cannot take the same Step more than three times in any twelve-month period.

If you **do not take the exam**, you must reapply, including payment of the appropriate fee(s) if you wish to take the exam. **In this event ECFMG cannot process a subsequent application for this exam until two weeks after the end of the eligibility period for the exam you did not take.**

## Formerly-Administered Medical Science Examinations Acceptable for ECFMG Certification

ECFMG accepts a passing performance on former medical science examinations for the purpose of ECFMG certification. Those formerly administered by ECFMG are:

- ECFMG Examination
- Visa Qualifying Examination (VQE)
- Foreign Medical Graduate Examination in the Medical Sciences (FMGEMS)
- Part I and Part II Examinations of the National Board of Medical Examiners (NBME)

Combinations of exams are also acceptable. Specifically, if you have passed only part of the former VQE, FMGEMS, or the NBME Part I or Part II, you may combine a passing performance on the basic medical science component of one of these exams or USMLE Step 1 with a passing performance on the clinical science component of one of the other exams or USMLE Step 2, provided that the components are passed within the period specified for the exam program.

Additionally, ECFMG accepts for the purpose of its certification a score of 75 or higher on each of the three days of a single administration of the former Federation Licensing Examination (FLEX), if taken prior to June 1985.

**Important Note:** Use of the former NBME Parts or FLEX Components to fulfill eligibility requirements for Step 3 is no longer accepted. You should contact the FSMB or the licensing authority of the jurisdiction where you plan to apply for licensure for information on licensure requirements.

# ENGLISH LANGUAGE PROFICIENCY TEST

Physicians who assume patient care responsibilities in graduate medical education programs in the United States must be proficient in the English language. Proficiency in English is also one of the requirements for obtaining a visa to enter the United States. As a result, applicants for ECFMG certification are required to demonstrate competence in the English language.

## English Language Proficiency Requirement for ECFMG Certification

To satisfy the English language proficiency requirement for ECFMG certification, you must achieve a score acceptable to ECFMG on the Test of English as a Foreign Language (TOEFL). If you passed the former ECFMG English Test (administered for the last time on March 3, 1999), you may use your passing performance on this exam to satisfy this requirement.

Refer to *Test of English as a Foreign Language (TOEFL)* below for information on the minimum score that ECFMG will accept and instructions on how to have ECFMG evaluate your TOEFL score.

## Revalidation of the English Test Date

Passing performance on the English language proficiency test is valid for two years from the date passed for the purpose of entering a program of graduate medical education. If you wish to revalidate your English test date for an additional two-year period, you must take the TOEFL exam and achieve at least the minimum score accepted by ECFMG. You may revalidate your English test date before or after you are certified by ECFMG. Refer to *Revalidation of the Certificate* on page 7 for additional information and *Test of English as a Foreign Language (TOEFL)* below for information on the minimum score that ECFMG will accept and instructions on how to have ECFMG evaluate your TOEFL score.

## Test of English as a Foreign Language (TOEFL)

The TOEFL exam is offered throughout the world by the Educational Testing Service (ETS). You should contact ETS directly for information and application materials:

Educational Testing Service  
Princeton, NJ 08541 USA  
Telephone: (609) 771-7100  
E-mail: toefl@ets.org  
Internet: www.toefl.org

The TOEFL exam is administered in either computer-based format or paper-based format. The format that you take will depend on where you take the test. ECFMG accepts both the computer-based and paper-based TOEFL exam to fulfill the English language proficiency requirement for ECFMG certification and to revalidate the English test date.

If you take the paper-based TOEFL exam, you must achieve a minimum overall score of 550. If you take a computer-based administration of the TOEFL exam, you must achieve a minimum overall score of 213.

If you want ECFMG to evaluate your TOEFL score to fulfill the English language proficiency requirement or to revalidate your English test date, you must complete **both** of the following steps:

**1. Request that ETS send your official TOEFL score report to ECFMG.**

You should make this request at the test center when you take the TOEFL exam. At paper-based test centers, enter the ECFMG designated institution code number **9108** and department code **00** when you are asked for official score report recipients. At computer-based test centers, select the state **Pennsylvania** and the institution **Educational Commission for Foreign Medical Graduates (ECFMG)** from the drop-down menus presented to you for selecting your official score report recipients. The TOEFL score report must be sent to ECFMG directly from ETS. If you send a copy of your TOEFL score report to ECFMG, it will not be accepted. ECFMG must receive your TOEFL score from ETS on disk. A paper score sent by ETS is not acceptable. The TOEFL exam date must be within two years of the date that ECFMG receives your *TOEFL Acceptance Request Form*.

**2. Send a *TOEFL Acceptance Request Form* (Form 163) and payment of the \$40 fee for acceptance of your TOEFL score to ECFMG.**

On Form 163 you must provide your:

- USMLE / ECFMG Identification Number;
- ETS Registration / Appointment Confirmation Number (ETS assigns a **Registration Number** to a paper-based TOEFL exam and an **Appointment Confirmation Number** to a computer-based TOEFL exam.);
- TOEFL exam date;
- Full name, both as it appears in your ECFMG file and as you reported it on the TOEFL application; and
- Change in contact information, if any.

Form 163 is included with printed copies of the ECFMG *Information Booklet*, on the ECFMG website at [www.ecfm.org](http://www.ecfm.org), and from ECFMG, upon request.

Mail your *TOEFL Acceptance Request Form* and payment to:

ECFMG / *Registration Services*  
PO Box 48087  
Newark, NJ 07101-4887  
USA

If you send your *TOEFL Acceptance Request Form* and payment by courier, you should use the following address:

ECFMG  
c/o Image Remit  
205 North Center Drive  
Commerce Center  
North Brunswick, NJ 08902  
USA

**Important Note:** Even though ECFMG may have received a TOEFL score from ETS, ECFMG cannot evaluate this score until it receives a completed Form 163 and payment. If you do not send your completed Form 163 and payment, or if you do not provide all of the information requested on the form, your request will not be processed. You will not fulfill the English language proficiency requirement for ECFMG certification (or revalidate your English test date) until ECFMG has evaluated and accepted your TOEFL score.

ECFMG typically receives TOEFL scores within five weeks of the test date. ECFMG may require several additional weeks to process your request. If your TOEFL score is accepted, ECFMG will notify you in writing. You can check the status of your TOEFL acceptance request on-line using OASIS (see page *ii* for details).

# CLINICAL SKILLS ASSESSMENT

The Clinical Skills Assessment (CSA®) evaluates your ability to gather and interpret clinical patient data and communicate effectively in the English language. The skills evaluated by the CSA include obtaining a relevant medical history, performing a focused physical exam and composing a written record of the patient encounter. The CSA also requires that you demonstrate proficiency in spoken English and appropriate interpersonal skills as evaluated by the Standardized Patients you encounter in the test stations.

## Description

The CSA consists of eleven stations, ten of which are scored; in each station you will encounter a Standardized Patient (SP), a lay person trained to realistically and consistently portray a patient. Standardized patients respond to questions from examinees with answers appropriate to the patient being portrayed and will react appropriately to physical examination maneuvers. In each encounter you will be allowed fifteen minutes to interact with the SP and ten minutes to compose the written record of the encounter. You will be expected to proceed through each encounter with an SP as you would with a real patient.

The CSA is administered in morning and / or afternoon sessions as scheduled throughout the year. Breaks are provided at various points in the exam. The duration of the CSA, including orientation, testing and breaks is approximately eight hours. The CSA is administered only in English.

The cases used in the CSA represent the types of patients that would typically be encountered during the core clinical clerkships included in the curriculum of medical schools accredited by the LCME in the United States. These clerkships include:

- Internal Medicine
- Surgery
- Obstetrics & Gynecology
- Pediatrics
- Psychiatry
- Family Medicine

The cases constituting any CSA reflect a balance of these disciplines, although not every discipline will necessarily be represented on every assessment. There is also a balance of genders, ages and ethnicities among the SPs on any assessment.

## Test Development Committee

The cases for the CSA are developed by a Test Development Committee composed of practicing physicians and medical educators who are experienced in working with standardized patients. Committee members who author, review and validate all cases used in the CSA represent a diverse spectrum of generalists and specialty physicians in the United States.

## Ownership and Copyright of Test Items and Materials

All cases and materials used in the CSA are owned by ECFMG and are copyrighted. Distribution or reproduction by any means of CSA test cases and materials without the express written authorization of ECFMG is prohibited and infringes on the rights of ECFMG. Appropriate legal action will be taken when any such infringement occurs.

## Eligibility

### Prerequisite Examinations

**Both Medical School Students and Graduates** must have passed USMLE Step 1 or its equivalent (see page 12) and satisfied the English language proficiency requirement (see page 26) **before being registered for the CSA.**

If ECFMG does not have your Step 1 score (or its equivalent) at the time your complete application is received, the application will be rejected.

If you have not satisfied the English language proficiency requirement, you must request that ETS send your TOEFL score directly to ECFMG. You must also submit a *TOEFL Acceptance Request Form* and payment to ECFMG. (See *Test of English as a Foreign Language* on page 26.) Your CSA application will be held up to **three weeks** from the date of receipt in order for your TOEFL score to be accepted. If your TOEFL score is not accepted within this three-week period, your CSA application will be rejected.

If you are applying for the CSA **on-line** and have not satisfied the English language proficiency requirement, your TOEFL score must be accepted by ECFMG no later than three weeks after the date that your Certification Statement is received.

### Education

The education requirements for the CSA differ depending on whether you are a medical school **student** or a medical school **graduate**.

#### Medical School Students

**To be eligible for the CSA**, you must be officially enrolled in a medical school located outside of the United States and Canada that is listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER), both at the time that you apply and at the time that you take the assessment. In addition, the "Graduation Years" in IMED for your medical school must be listed as "Current" at the time you apply and at the time you take the assessment. You must also be within twelve months of completing the full didactic curriculum at the time that you take the assessment. Your Medical School Dean, Vice Dean or Registrar must certify your current enrollment status on the application. This certification must be **current**; the official must have signed the application within **four months** of its receipt by ECFMG. As soon as you graduate and receive your medical diploma, you must send two photocopies of your medical diploma and one full-face photograph to ECFMG (see *Provision of Credentials and Translations* on page 36). The photograph that you send must be **current**; it must have been taken within six months of the date that you send it. A photocopy of a photograph is not acceptable.

#### Medical School Graduates

**To be eligible for the CSA**, you must be a graduate of a medical school located outside of the United States and Canada that is listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER). Your graduation year must be included in the medical school's IMED listing. You must have had at least four credit years (academic years for which credit has been given toward completion of the medical curriculum) in attendance at a medical school that is listed in IMED. The signature of the official who certifies your status as a graduate on the application must be **current**; the official must have signed the application within **four months** of its receipt by ECFMG.

You must send two photocopies of your medical diploma at the time of application if you have not sent the diploma to ECFMG previously (for example, with an application for a previous exam, such as Step 1 or Step 2). The name on your medical diploma must match **exactly** the name you entered on your application, or you must submit legal documentation that confirms the name on your medical diploma is (or was) your name. (See *Name on Medical Diploma* on page 9.) You must send one full-face photograph with the copies of your diploma. The photograph that you send must be **current**; it must have been taken within six months of the date that you send your application. A photocopy of a photograph is not acceptable. If your medical diploma has not yet been issued, you must submit with your application a current photograph and a letter signed by your Medical School Dean, Vice Dean or Registrar that confirms you graduated from medical school, have met all requirements to receive your medical diploma and states the date (month and year) that your medical diploma will be issued. You must then send the photocopies of your medical diploma to ECFMG as soon as your diploma is issued. (See *Provision of Credentials and Translations* on page 36.)

Applicants who, as of June 30, 1998, had met all ECFMG certification requirements in effect through this date (regardless of whether their Standard ECFMG Certificates had been issued) are not **required**, but are **permitted**, to take the CSA.

## **Application Process**

ECFMG offers the CSA throughout the year. There is no deadline for submitting your application to register for the CSA. However, in planning the timing of your application, you should consider deadlines imposed by the National Resident Matching Program and graduate medical education programs. See *Applying to Graduate Medical Education Programs* on page 41. Applicants for the CSA are required to read the appropriate edition of the *ECFMG Information Booklet*.

To apply for the CSA:

- Submit an **on-line** application using ECFMG's Interactive Web Application (IWA). You can access IWA on the ECFMG website at [www.ecfm.org](http://www.ecfm.org). ECFMG typically processes on-line applications within ten calendar days of receipt of the completed Certification Statement, or
- Complete a **paper** application (Form 706) and send it to ECFMG by mail (or courier service). You can download Form 706 from the ECFMG website at [www.ecfm.org](http://www.ecfm.org) or request a copy from ECFMG (see *How To Obtain This Publication* on page *i*). ECFMG typically processes paper applications within four weeks of receipt.

You may not register using a letter, postcard or e-mail message. All photographs, signatures and seals / stamps must be original. You cannot register by faxing your application or sending photocopies to ECFMG.

Detailed application instructions are included with the CSA application. Follow these application instructions carefully and answer all questions completely. You should review these instructions **before** you begin working on the application. Some of the necessary items require advance planning. These items include photographs, official signatures and additional documentation, such as copies of your medical diploma if you are a medical school graduate. **If your application is not complete, it will be rejected.**

Once ECFMG receives your complete application and payment and determines that you are eligible (see *Eligibility* on page 29), ECFMG will send your notification of registration, which includes information on scheduling the CSA. You can check the status of your CSA application on-line using OASIS (see page *ii* for details).

## Fee

The Clinical Skills Assessment fee is \$1,200 (U.S. dollars / Fee subject to change).

You must send full payment of the assessment fee at the time of application. **If you do not include full payment, your application will be rejected.** See *Payment* on page 10.

## Examinees with Documented Disabilities

Reasonable accommodations will be made for CSA examinees with disabilities who are covered under the Americans with Disabilities Act (ADA). To apply for test accommodations, you must obtain a copy of the packet entitled *Guidelines and Questionnaire: Requests for Test Accommodations for Examinees with Disabilities Taking the Clinical Skills Assessment*. This packet is available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org) and from ECFMG, upon request. Your request for accommodations, including the completed *Questionnaire* and supporting documentation, must be received at ECFMG no later than your application for the CSA. If you apply **on-line**, you must submit this information at the time you submit your completed Certification Statement.

## Scheduling

You must schedule your CSA within **four months** of the date indicated on your notification of registration. You must take the CSA within **twelve months** of the date indicated on your notification of registration. If you do not meet these deadlines, you will lose your payment for the assessment, and you will need to reapply, including payment of the assessment fee, to take the CSA. **Once you have scheduled a date for the CSA, you may not change it.**

In recent years, demand for CSA testing spaces in the months preceding the National Resident Matching Program (NRMP) has exceeded the number of testing spaces available. **Eligible applicants are strongly encouraged to apply for and take the CSA as early as possible.**

**Important Note:** It is solely the responsibility of the applicant to complete the CSA in time to meet deadlines imposed by the NRMP and / or GME programs. Since the number of applicants seeking to complete the CSA may exceed the spaces available in time to meet those deadlines, there is no guarantee that sufficient spaces will be available for all applicants to meet deadlines imposed by the NRMP and / or GME programs. ECFMG assumes no liability of any kind if an applicant does not complete CSA in time to meet NRMP and / or GME program deadlines.

## Admission Permit

Once you schedule your CSA, ECFMG will mail your admission permit to your ECFMG address of record. The admission permit will confirm the date, time and location of your assessment. You must present this admission permit at the Clinical Skills Assessment Center on your scheduled assessment date.

## Clinical Skills Assessment Centers

The CSA is administered at the following locations:

ECFMG CSA Center - Philadelphia  
3624 Market Street  
Third Floor  
Philadelphia, PA 19104-2685 USA

ECFMG CSA Center - Atlanta  
Two Crown Center  
1745 Phoenix Boulevard, Suite 500  
Atlanta, GA 30349-5585 USA

Information on the location of your assessment will be available during the scheduling process.

The Clinical Skills Assessment Centers are secured facilities. Once you enter the secured area of the Assessment Center for orientation, you may not leave that area until the CSA has been completed.

You may not use cellular telephones or beepers at any time during the CSA. The Clinical Skills Assessment Centers cannot accommodate relatives or guests during the assessment. Luggage cannot be stored in the centers.

## **Travel Status for the CSA**

You are responsible for making the necessary travel and accommodation arrangements. If you are neither a U.S. citizen nor U.S. resident, you are responsible for obtaining appropriate travel documents (passport, visa, exit permits, etc.), as required. If you are traveling from a distant location, you should consider arriving a day or two before your CSA in order to be rested for the assessment.

## **Preparation**

Since the CSA evaluates general clinical proficiency in cases commonly encountered and / or representing important medical conditions, knowledge gained from clinical experiences should be adequate to manage the test cases. When you are registered to take the CSA, ECFMG will send you the CSA *Candidate Orientation Manual* and *Candidate Orientation Video*, which describe the content and form of the assessment. The *Candidate Orientation Manual* is also available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org). In addition, each assessment begins with an on-site orientation to the CSA.

## **Scoring and Score Reporting**

### **Scoring Components of the CSA**

Within each case, the specific skills being documented and assessed are:

- the ability to elicit an appropriate history;
- the ability to perform an appropriate, focused physical exam;
- demonstration of interpersonal skills appropriate to a physician-patient interaction;
- generation of a legible, organized, complete and accurate written record of the encounter; and
- proficiency in spoken English.

### **Minimum Passing Score on the CSA**

A minimum score is required to pass the CSA for ECFMG certification. This minimum passing score is based on achieving a specified level of proficiency. The minimum passing level is reviewed periodically and may be adjusted at any time.

### **Reporting of Results**

A report of performance on the CSA consists of a pass / fail designation. ECFMG will mail this report to your ECFMG address of record approximately six to eight weeks after your assessment date. You can check the status of your CSA score report on-line using OASIS (see page *ii* for details). ECFMG reserves the right to delay the reporting of scores if additional data and / or analyses are required to assure the validity of the test scores. To avoid misinterpretation and to protect the privacy of examinees, ECFMG will not provide results by telephone, fax or e-mail to anyone, including examinees. If you do not receive your report of performance on the CSA, you must send a written request for a duplicate report of performance to ECFMG.

## **Score Rerechecks**

CSA scores are based on checklists and score sheets completed by the standardized patients at the time of the assessment, as well as subsequent scoring of the written records by medically-qualified raters. Standard procedures ensure that the score reported for each examinee is an accurate reflection of the answers marked on the checklists and score sheets. A change in score based on a rerecheck is an extremely remote possibility. However, a request for a rerecheck of the checklists and score sheets will be honored if you submit a *CSA Examinee Request for Score Rerecheck* (Form 751) and payment for this service to ECFMG. Form 751 and additional information are available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org) and from ECFMG, upon request.

## **Testing Conditions, Validity of Scores and Irregular Behavior**

ECFMG administers the CSA in conformity with the policies and procedures of the CSA program. If a situation arises in which, in ECFMG's judgment, the integrity of the process is jeopardized, ECFMG reserves the right to invalidate all or part of an exam, to withhold scores, or to take any other appropriate action for the purpose of ECFMG certification. In order to ensure the validity of scores that are reported and the meaningfulness of ECFMG certification, it is ECFMG's policy that it will not report a score which it has determined to be indeterminate. To designate a score as indeterminate means that the score achieved may not represent a reasonable assessment of the examinee's knowledge or competence as sampled by the exam, based upon statistical analyses or otherwise.

Falsification of the exam application, submission of any falsified documents to ECFMG, submission of any falsified ECFMG documents to other agencies, or the giving or receiving of aid in the examination as evidenced either by observation at the time of the examination or by statistical analysis of an examinee's answers and those of one or more other participants in that examination, or engaging in other conduct that subverts or attempts to subvert the examination or ECFMG certification process, may be sufficient cause for ECFMG to bar an individual from the examination, to terminate participation in the examination, to withhold and / or invalidate the results of the examination, to withhold a certificate, to revoke a certificate, or to take other appropriate action.

In all cases when the USMLE Committee on Irregular Behavior or the ECFMG Committee on Medical Education Credentials has taken an action with respect to an examinee, or the CSA Committee on Irregular Behavior has made a finding of irregular behavior, an annotation will be included in the ECFMG Status Report and ECFMG Certification Verification Service (CVS) Report.

## **Reexamination and Reapplication**

For the purpose of ECFMG certification, there is no limit on the number of attempts to pass the CSA. If you fail the CSA and wish to retake it, see *Retaking the CSA for ECFMG Certification* below.

Once you pass the CSA, your passing performance is valid for three years from the date passed (your *CSA date*) for the purpose of entering a program of graduate medical education. After passing the CSA, you may only retake it to revalidate your CSA date for an additional three-year period. See *Retaking the CSA to Revalidate the CSA Date* on page 34.

## **Retaking the CSA for ECFMG Certification**

If you have not passed the CSA, you may continue to take the CSA until you pass it. If you fail the CSA, you should consider obtaining more formal training in those areas in which you did not meet CSA standards before retaking the CSA. Refer to your CSA score report for information on the areas in which you did not meet CSA standards.

For each attempt on the CSA, you must submit an application and assessment fee. Additionally, there are specific, minimum waiting periods between CSA attempts. Please note that these waiting periods will change for examinees who fail the CSA on or after February 1, 2003.

**If Your Most Recent CSA Fail is *before* February 1, 2003**

If your most recent failing attempt on the CSA is **before February 1, 2003**, you must wait at least three months before retaking the CSA, regardless of the number of times you have failed the CSA.

**If Your Most Recent CSA Fail is *on or after* February 1, 2003**

If your most recent failing attempt on the CSA is **on or after February 1, 2003**, the period of time you must wait before retaking the CSA depends on the **total** number of times you have failed the CSA, as described below. For purposes of calculating the waiting period, **all** failing attempts on the CSA are counted, regardless of whether they took place before or on / after February 1, 2003.

- If you have failed the CSA a total of **one** time, you must wait at least **three months** from the date of your most recent CSA fail before retaking the CSA.
- If you have failed the CSA a total of **two** times, you must wait at least **six months** from the date of your most recent CSA fail before retaking the CSA.
- If you have failed the CSA a total of **three or more times**, you must wait at least **one year** from the date of your most recent CSA fail before retaking the CSA.

**Example 1**

An applicant who failed the CSA on August 5, 2002 and November 15, 2002 applies to take the CSA for the third time. The applicant may schedule a third assessment for a date after February 15, 2003.

**Example 1 Explanation**

Because the applicant's most recent failing attempt is **before** February 1, 2003, the applicant must wait only **three months** from the most recent CSA fail, or until after February 15, 2003, before retaking the CSA. The new waiting periods do **not** apply, since the applicant's most recent fail is before February 1, 2003.

**Example 2**

The applicant in Example 1 fails the third CSA attempt, which takes place on February 20, 2003. The applicant may schedule a fourth assessment for a date after February 20, 2004.

**Example 2 Explanation**

Because the applicant's most recent CSA fail is after February 1, 2003, the new waiting periods **do** apply. Since the applicant has failed the CSA a total of three times, the applicant must wait at least **one year** from the date of the last CSA fail, or until after February 20, 2004, before retaking the CSA.

Although you cannot **retake** the CSA during the applicable waiting period, you can **reapply** for the CSA, provided your application is received no more than three months before the end of the waiting period. If your application is received more than three months before the end of the waiting period, it will be rejected.

**Retaking the CSA to Revalidate the CSA Date**

Passing performance on the CSA is valid for three years from the date passed for the purpose of entering a program of graduate medical education. If you wish to revalidate your CSA date for an additional three-year period, you must pass a subsequent CSA. You may revalidate your CSA date before or after you are certified by ECFMG. Refer to *Revalidation of the Certificate* on page 7.

You must submit an application and assessment fee for each attempt to revalidate your CSA date. The waiting periods described above also apply to applicants who take the CSA to revalidate the CSA date. However, failing attempts on the CSA that occurred **before** your most recent **CSA pass** are **not** counted in calculating the waiting period between revalidation attempts.

**Example:**

An applicant passed the CSA on March 5, 2000 after failing the CSA twice before. On March 20, 2003, the applicant retakes the CSA to revalidate the CSA date but fails the CSA. The applicant may schedule another assessment for a date after June 20, 2003.

**Explanation:**

Because the applicant's failing revalidation attempt on the CSA is after February 1, 2003, the new waiting periods **do** apply. However, since the applicant is taking the CSA for purposes of revalidation, attempts on the CSA that occurred before the applicant's most recent CSA pass on March 5, 2000 are **not** counted. The applicant is considered to have one CSA fail (March 20, 2003) and may retake the CSA after a three-month waiting period, or after June 20, 2003.

Although you cannot **retake** the CSA during the applicable waiting period, you can **reapply** for the CSA, provided your application is received no more than three months before the end of the waiting period. If your application is received more than three months before the end of the waiting period, it will be rejected.

**Additional Information**

For detailed information on the CSA, including information on test regulations and test accommodations, refer to the *CSA Candidate Orientation Manual*. ECFMG sends this publication to applicants when they are registered for the CSA. The current edition of this publication is also available on the ECFMG website at [www.ecfm.org](http://www.ecfm.org).

# MEDICAL EDUCATION CREDENTIALS

Applicants for ECFMG certification must document the completion of all requirements for, and receipt of, the final medical diploma.

An international medical graduate must have had at least four credit years (academic years for which credit has been given toward completion of the medical curriculum) in attendance at a medical school that is listed in the *International Medical Education Directory* (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER). The physician's graduation year must be included in the medical school's IMED listing. The FAIMER IMED contains information supplied by countries about their medical schools. FAIMER is not an accrediting agency.

ECFMG verifies every applicant's medical school diploma with the appropriate officials of the medical school that issued the diploma. An applicant's credentials are not considered complete until ECFMG receives such verification directly from the medical school.

**Note Regarding Ineligible Practitioners:** Graduates licensed only in stomatology, ayurvedic or homeopathic medicine, or those awarded only the diploma of Physician-Epidemiologist-Hygienist, Physician-Biochemist, Physician-Cyberneticist, Physician-Biophysicist, Licensed Medical Practitioner or Assistant Medical Practitioner are not eligible for admission to the exams or for ECFMG certification.

## Provision of Credentials and Translations

### Credentials for ECFMG Certification

You must send two photocopies of your **final** medical school diploma to ECFMG. The exact name of the final medical diploma you must provide is listed in the *Reference Guide for Medical Education Credentials* on pages 45-48. The *Reference Guide* lists these medical credential qualifications by country. Although this *Reference Guide* is based upon information that was current at the time of publication, this information is subject to change.

The photocopies of your medical diploma **must be 216 mm x 279 mm (8½ in x 11 in)**. If your medical diploma is larger than 216 mm x 279 mm (8½ in x 11 in), you must obtain reduced photocopies of the medical diploma that are 216 mm x 279 mm (8½ in x 11 in) and send the reduced photocopies of the medical diploma to ECFMG. You should not submit the diploma by fax only. You must send photocopies to ECFMG by mail or courier service.

You must submit the copies of the final medical diploma, in the original language, containing the issue date and all of the appropriate signatures of the medical school and / or university officials. Documents that are not in English must be accompanied by an official English translation. (See *English Translations* on page 38.)

ECFMG will not accept a copy of a medical diploma that is not in English without an official English translation. Likewise, ECFMG will not accept an English translation of a diploma without a copy of the original-language document from which the English translation was prepared. (See *English Translations* on page 38.)

The name on your medical diploma must match **exactly** the name you entered on your application. If the names do not match exactly, you must submit legal documentation that confirms the name on your medical diploma is (or was) your name. (See *Name on Medical Diploma* on page 9.)

An example of a discrepancy between the name on your application and the name on your medical diploma would be if you use your married name on your application, but your medical diploma lists your maiden name.

Other examples of a discrepancy include the following:

- Use of initials for the first or last (surname) on the medical diploma

**Example:** “Mary Smith” on your application, but “M. Smith” or “Mary S.” on your medical diploma.

- Difference in the sequence of names

**Example:** “John James Clark” on your application, but “James John Clark” or “Clark James John” on your medical diploma.

- Hyphenations and Separations in names

**Example:** “Alice Al Quigley” on your application, but “Alice Al-Quigley” or “Alice Alquigley” on your medical diploma.

If the name on your diploma is different from the name you entered on your application, you must submit a copy of a legal document verifying that the name on your medical diploma is (or was) your name. If the name on your diploma is different than the name you entered on the application and you do not submit a copy of a legal document verifying that the name on your medical diploma is (or was) your name, your application will be rejected. (Refer to *Name on Medical Diploma* on page 9.)

You must send one full-face photograph with the copies of your diploma. The photograph that you send must be **current**; it must have been taken within six months of the date that you send it. A photocopy of a photograph is not acceptable.

**Important Note:** Submitting altered or falsified documents to ECFMG may be sufficient cause for ECFMG to bar you from the exam, to terminate your participation in the exam, to withhold and / or invalidate the results of your exam, to withhold a certificate, revoke a certificate or to take other appropriate action. ECFMG may also report instances of altered or falsified documents to the USMLE Committee on Irregular Behavior, state medical licensing authorities and directors of graduate medical education programs or to any other organization or individual who, in the judgment of ECFMG, has a legitimate interest in such information.

In all cases when the ECFMG Committee on Medical Education Credentials, the CSA Committee on Irregular Behavior or the USMLE Committee on Irregular Behavior has taken an action with respect to an examinee, an annotation will be included in the ECFMG Status Report and ECFMG Certification Verification Service (CVS) Report.

## **Credentials for Exam Registration**

If you are a medical school **graduate**, you must send the copies of your medical diploma and the current photograph with your application for examination (if you have not submitted your diploma and photograph to ECFMG previously). If your medical diploma has not yet been issued, you must send with the application a current photograph and a letter signed by your Medical School Dean, Vice Dean or Registrar that confirms you graduated from medical school, have met all requirements to receive your medical diploma, and states the date (month and year) that your medical diploma will be issued. If you apply **on-line**, you must submit these items with your completed Certification Statement. You must then send the photocopies of your diploma to ECFMG as soon as the diploma is issued. (See *Credentials for ECFMG Certification* on page 36.)

**If you graduated from medical school and do not submit your medical diploma or a letter from your medical school, as described above, and this documentation has not been received previously by ECFMG, your application will be rejected.**

If you are a medical school **student**, you should send the copies of your medical diploma and current photograph to ECFMG as soon as you graduate and receive the diploma. (See *Credentials for ECFMG Certification* on page 36.)

If your credentials are complete, you are generally not required to resend these documents when you apply for subsequent exams. After receiving your medical diploma, ECFMG will write to you to acknowledge receipt and to advise if additional credentials are required.

You can check the status of your medical education credentials on-line using OASIS (see page *ii* for details). If you have questions or concerns about your credentials, you can contact ECFMG by e-mail at [credentials@ecfm.org](mailto:credentials@ecfm.org) or by telephone or fax (see *General Inquiries* on page *iv*).

### **English Translations**

All documents that are not in English must be accompanied by English translations. The translation must be **prepared by** and certified to be correct by a government official, medical school official or recognized translation service. The translation must appear on official stationery, must identify the translator, and must bear the signature of the official or representative of the translation service. A copy of the document from which the translation was made must accompany the translation.

### **Verification of Credentials**

ECFMG verifies every applicant's medical school diploma with the appropriate officials of the medical school that issued the diploma. You will not fulfill the ECFMG medical education credential requirements until such verification is received directly from your medical school and accepted by ECFMG.

In some instances, the verification process for medical diplomas can be lengthy due to the processing time required by the institutions and prevailing postal conditions. ECFMG will write to you to advise when your diploma is sent to your medical school for verification. If ECFMG does not receive a response from your medical school within the anticipated time period, ECFMG will send subsequent verification requests to your medical school. ECFMG will notify you when it sends these subsequent requests. ECFMG will also notify you after receiving the verification from your medical school.

# ENTRY INTO GRADUATE MEDICAL EDUCATION IN THE U.S.

## An Overview for International Medical Graduates

International medical graduates must have a **valid** Standard ECFMG Certificate to enter programs of graduate medical education (GME) in the United States that are accredited by the Accreditation Council for Graduate Medical Education (ACGME). However, for international medical graduates, obtaining ECFMG certification is just one of the steps required to enter an ACGME-accredited program of graduate medical education. The purpose of this section is to provide an introduction to the steps typically involved in entering graduate medical education in the U.S.

**Important Note:** The information that follows is intended as a general introduction. It is not intended to be a complete list of all requirements. Additionally, some information may not be relevant for all applicants. While this overview is believed to be accurate as of this writing, ECFMG assumes no responsibility or liability therefore. In each case, you should contact the particular institution, organization, program or state licensing authority for specific requirements.

### Residency Training Programs

Residency programs, usually referred to as “residencies,” are offered by training institutions, such as universities, medical schools, and hospitals. Residencies are offered in the twenty-four medical specialties recognized by the American Board of Medical Specialties (ABMS).

### ACGME Accreditation

The Accreditation Council for Graduate Medical Education is the body that accredits U.S. graduate medical education programs. The ACGME has established general requirements for all residencies as well as special requirements for each medical specialty. The ACGME accredits individual programs, not institutions. Refer to the current edition of the *Graduate Medical Education Directory* (see below) for a complete list of ACGME-accredited residency programs.

### The Graduate Medical Education Directory

The *Graduate Medical Education Directory*, published by the American Medical Association (AMA), is recognized as the official list of ACGME-accredited graduate medical education programs. In addition to describing the general and special requirements for each medical specialty, the *Directory* lists all accredited residency programs by specialty. The entry for each program includes: the name and location of the residency program, the size of the program, the official program number, and contact information for the residency program director.

This publication may be available to you in your medical school’s library. You can purchase this publication by visiting the AMA website at [www.ama-assn.org](http://www.ama-assn.org) or by contacting the American Medical Association, Order Dept. OP416702, PO Box 930876, Atlanta, GA 31193-0876 USA; Telephone: (800) 621-8335; Fax: (312) 464-5600.

### Number and Availability of Residency Positions

There are no formal restrictions, overall or by program, limiting the number of international medical graduates that enter into ACGME-accredited residency programs. However, certain specialties and programs within those specialties vary in their competitiveness.

The number of positions available in any given year depends on a variety of factors, including the amount of funding available to the program and the program’s staffing needs. In the 2002 Match (for residency programs

beginning in July 2002), ACGME-accredited programs offered 20,602 Post Graduate Year 1 (PGY1) positions. Of the 6,585 international medical graduates who were active participants in the 2002 Match, 3,427 or 52% were matched to PGY1 positions.

ECFMG plays no role in determining the number or mix of residency positions that are offered by residency programs or in selecting applicants to fill these positions. All decisions regarding the selection of applicants, including whether an interview is granted, whether and where an applicant is ranked for purposes of the National Resident Matching Program, and whether a contract is actually offered, are made by the program directors of the residency programs.

## Selecting Residency Programs

Before you can begin the application process, you must select one or more medical specialties. Selecting a medical specialty is best done with the help of advisors. It may be helpful to consult physicians practicing in the specialties you are considering. You should also consider the degree to which a given specialty would be professionally satisfying. For each specialty, it may be useful to research the overall number of positions available, the degree of competition typically experienced in obtaining a position, and the experience of prior international medical graduates, particularly graduates of **your** medical school, in obtaining residency positions.

After you have selected a specialty or specialties, you must decide to which programs within those specialties you will apply. There is no limit on the number of programs to which you can apply. Factors that you may wish to consider in selecting programs include the location of individual programs, their hospital affiliations, accreditation, and the performance of their graduates.

## ECFMG Certification

You must hold a **valid** Standard ECFMG Certificate **before** entering an ACGME-accredited residency program. (See *Requirements for ECFMG Certification* on page 5.) Two of the exam dates, the English test date and the CSA date, on the Standard ECFMG Certificate are subject to expiration for the purpose of entering a graduate medical education program. The dates through which passing performances on the English test and the CSA remain valid for the purpose of entry into graduate medical education are indicated on the Standard ECFMG Certificate. If your English test or CSA date expires, you must revalidate it prior to the program start date by passing a subsequent exam. (See *Revalidation of the Certificate* on page 7.)

Although you must be ECFMG-certified by the program start date, you can apply to residency programs before you are certified by ECFMG. When you make **preliminary inquiries** with hospitals, you may use photocopies of your exam results and your ECFMG status report. If you apply to residency programs using ERAS (see page 41), ECFMG will automatically transmit an ECFMG Status Report to the programs to which you applied. (See *Confirmation of ECFMG Certification Status* on page 8.)

You can also participate in the National Resident Matching Program (NRMP) prior to becoming ECFMG-certified, provided you have passed all exams required for ECFMG certification and the results of these exams are reported to the NRMP in time to participate. (See *National Resident Matching Program* on page 41.)

Prior to **entering** into a program, you should provide the hospital with a copy of your Standard ECFMG Certificate. Additionally, the hospital should contact ECFMG to confirm your ECFMG certification status. (See *Confirmation of ECFMG Certification Status* on page 8.)

## **Applying to Graduate Medical Education Programs**

### **Electronic Residency Application Service (ERAS)**

There are currently two methods of applying to U.S. residency programs: submitting an **electronic** application using the Electronic Residency Application Service (ERAS) and submitting a **paper** application. ERAS was developed by the Association of American Medical Colleges (AAMC) to transmit residency applications and supporting documents, such as transcripts and letters of recommendation, to residency program directors over the Internet.

As the designated Dean's Office for all international medical students and graduates, ECFMG supports the ERAS application process for these applicants. To participate in ERAS 2003, applicants **must** have access to the Internet. ECFMG provides each applicant with a unique identification number, known as a *token*, which allows the applicant to access the AAMC's ERAS website to complete his / her ERAS application via the Internet. The applicant also sends his / her supporting documents to ECFMG for scanning and transmission to the ERAS PostOffice.

Most medical specialties participate in ERAS. For the list of specialties participating in ERAS 2003 (for residency positions beginning in July 2003), visit the AAMC ERAS website at [www.aamc.org/eras](http://www.aamc.org/eras). If you apply to programs in participating specialties, you must submit your residency applications using ERAS. Information on applying to residency programs through ERAS is available on the ECFMG website at [www.ecfm.org/eras](http://www.ecfm.org/eras) or from ECFMG, upon request. If you apply to programs that do **not** participate in ERAS, you must contact the program directors for paper application materials and instructions.

Additional specialties are expected to participate in ERAS for residency programs beginning in July 2004. Information on participating specialties for ERAS 2004 and other topics will be posted on the AAMC ERAS website at [www.aamc.org/eras](http://www.aamc.org/eras), and on the ERAS home page of the ECFMG website at [www.ecfm.org/eras](http://www.ecfm.org/eras), as it becomes available. All applicants for residency positions, regardless of the method of application, should contact residency program directors for specific requirements and deadlines. Applicants should also register with the National Resident Matching Program (see below).

### **National Resident Matching Program (NRMP)**

The National Resident Matching Program (NRMP), also known as "the Match," matches applicants with available positions in programs of graduate medical education. Applicants submit to the NRMP a list of residency programs in order of preference. The programs listed are those programs to which they have applied (via ERAS or traditional paper applications). Program directors also submit to the NRMP ranked lists of the applicants they prefer for positions in their programs. These lists are referred to as *rank order lists*. Once the NRMP has collected all of this information, applicants and available positions are matched by a computer algorithm. The matches are announced in March for programs that begin in July. Both applicants and program directors that submit rank order lists sign an agreement to accept the results of the Match.

You can include any or all of the programs to which you applied (via ERAS or traditional paper applications) on your rank order list. When compiling your rank order list, you should consider which programs offer residencies that meet your expectations. Data from the NRMP for 1996-2001 indicate that your chances of being matched may increase with the number of programs that you rank. However, since it is possible to match with any program you rank, even if the program ranks low on your list, you should **not** include programs that you definitely do not want to attend.

**Important Note: The NRMP and ERAS are distinct, complementary programs. ERAS is a method of applying to residency programs. The NRMP is a method of matching applicants with positions in these programs. Registering for the NRMP is a separate process from applying to residency programs through ERAS. If you wish to participate in both the NRMP and ERAS, you must apply to both programs. Applying to residency programs through ERAS does not enroll you in the NRMP.**

Most program directors consider the interview to be a critical part of the selection process. When compiling their rank order lists, program directors typically give preference to applicants they have interviewed. There is no guarantee that the programs to which you have applied will include you on their rank order lists. If you are ranked by programs, there is no guarantee that you will be matched to any of these programs.

Participants who are not matched to a position and program directors with positions that were not filled by the Match are notified of this fact simultaneously, two days prior to the day on which the general Match results are announced. The NRMP posts the list of unfilled positions on its website at [www.nrmp.org](http://www.nrmp.org) for NRMP-registered applicants only.

To participate in the 2003 Match, you will need access to the Internet and an e-mail address. Participants in the 2003 Match will use the Internet to register, pay their fees and submit their rank order lists to the NRMP. They will also use the Internet to access information resulting from the Match, such as whether they have matched, where they have matched and information on vacant positions.

You must register for the Match on the NRMP website at [www.nrmp.org](http://www.nrmp.org). You must provide your USMLE / ECFMG Identification Number at the time of registration. You can register for the Match and submit your rank order list to the NRMP prior to meeting the exam requirements described below.

International medical students / graduates must have passed all exams necessary for ECFMG certification, and the results must be reported to the NRMP in time to participate in the Match. Students / graduates of Fifth Pathway Programs must have met the medical science examination requirement for ECFMG certification, and the results must be reported to the NRMP in time to participate in the Match. (See *Requirements for ECFMG Certification* on page 5.) The NRMP will contact ECFMG directly to confirm that you have passed the necessary exams.

**Important Note: If you have passed exam(s) through other organizations, such as the National Board of Medical Examiners, the Federation of State Medical Boards and the Educational Testing Service, that may be used for ECFMG certification, you should provide this information to ECFMG well in advance of the NRMP Rank Order List deadline. ECFMG will not report such exam information to the NRMP for the purpose of confirming your eligibility to participate in the Match until such exam information has been verified by ECFMG with the appropriate organization and accepted by ECFMG.**

#### **Important dates for the 2003 Match:**

August 2002	Registration opens on the NRMP Website
December 1, 2002	Registration Deadline (late registrations are accepted with an additional late fee)
February 26, 2003	Rank Order Lists / Withdrawals / Other Pertinent Information to the Match
March 20, 2003	Results of Match Announced

#### **Tentative dates for the 2004 Match:**

August 2003	Registration opens on the NRMP Website
December 2003	Registration Deadline
Late February 2004	Rank Order Lists / Withdrawals / Other Pertinent Information to the Match
Late March 2004	Results of Match Announced

For additional information, visit the NRMP website at [www.nrmp.org](http://www.nrmp.org) or contact: NRMP, 2450 N Street NW, Suite 1, Washington, DC 20037-1127 USA; Telephone: (202) 828-0566; E-mail: [nrmp@aamc.org](mailto:nrmp@aamc.org).

## Obtaining a Visa

International medical graduates who are not U.S. citizens or permanent residents must obtain an appropriate visa for themselves and their dependents, if any, to participate in programs of graduate medical education or training in the United States. The most common visa employed for this purpose is the J visa (see *Exchange Visitor Sponsorship Program* below).

### **Examination Requirements Under the Health Professions Educational Assistance Act of 1976 (PL94-484)**

To obtain a visa to enter the United States to perform services as members of the medical profession or to receive graduate medical education, certain alien physicians are required under the provisions of Public Law 94-484 to pass the National Board of Medical Examiners (NBME) Part I and Part II exams or an exam determined to be equivalent for this purpose. The Secretary of Health and Human Services has recognized Step 1 and Step 2 of the United States Medical Licensing Examination (USMLE), as well as the former Visa Qualifying Examination (VQE) and the Foreign Medical Graduate Examination in the Medical Sciences (FMGEMS), as equivalent to NBME Part I and Part II exams for the purposes of PL94-484. For additional information on visa requirements, you should contact U.S. Embassies or Consulates abroad or the Immigration and Naturalization Service in the United States.

### **Exchange Visitor Sponsorship Program (J-1 Visa)**

ECFMG is authorized by the U.S. Department of State to sponsor foreign national physicians as J-1 Exchange Visitors in ACGME-accredited programs of graduate medical education and training. The objectives of this program are to enhance international exchange in the field of medicine and to promote mutual understanding between the people of the United States and other countries through the interchange of persons, knowledge and skills.

The duration of stay for a J-1 Exchange Visitor physician is limited to the time typically required to complete the advanced medical education program. This refers to the specialty and subspecialty certification requirements published by the American Board of Medical Specialties. Participation is further limited to seven years and is reserved for those progressing in accredited training programs.

Foreign national physicians seeking ECFMG sponsorship as J-1 Exchange Visitors must, among other requirements, meet the following general requirements:

- Have passed USMLE Step 1 and Step 2 or the former VQE, NBME Part I and Part II or FMGEMS (See *Examination Requirements Under PL94-484* above.);
- Hold a **valid** Standard ECFMG Certificate (See *Revalidation of the Certificate* on page 7.);
- Hold a contract or an official letter of offer for a position in an accredited program of graduate medical education or training that is affiliated with a medical school;
- Provide a statement of need from the Ministry of Health of the country of nationality or last legal permanent residence. This statement must provide written assurance that the country needs specialists in the area in which the Exchange Visitor will receive training. It also serves to confirm the physician's commitment to return to that country upon completion of training in the United States (as required by §212(e) of the Immigration and Nationality Act as amended). (Note: If permanent residence is in a country other than that of citizenship, the Ministry of Health letter must come from the country of last legal permanent residence.)

**Important Note: Visa requirements and procedures are subject to change. For updated information, visit the ECFMG website at [www.ecfm.org/evsp](http://www.ecfm.org/evsp).**

Application materials and additional information on the Exchange Visitor Sponsorship Program are available on the ECFMG website at [www.ecfm.org/evsp](http://www.ecfm.org/evsp) and from ECFMG, upon request.

## **ECFMG AIMS AND MISSIONS**

The Educational Commission for Foreign Medical Graduates (ECFMG) has the responsibility of evaluating qualifications of international medical graduates who seek entry into postgraduate medical education positions in the United States, and has an organizational commitment to promote excellence in international medical education.

In recognition and fulfillment of public responsibilities for the quality of health care, its delivery, and health professions education, the sponsoring organizations established ECFMG to concern itself with international medical education and international medical graduates.

To meet its responsibilities, ECFMG identifies the following as its aims and missions:

- Provide information to international medical graduates regarding entry into graduate medical education and health care systems in the United States;
- Evaluate the qualifications of international medical graduates for entry into graduate medical education and health care systems in the United States;
- Identify the cultural and professional needs of international medical graduates and assist in the establishment of educational policies and programs to meet these needs;
- Provide international access to testing and evaluation programs;
- Gather, maintain, analyze, and disseminate data and conduct research studies on such data concerning international medical graduates;
- Assist medical schools located outside of the United States and Canada and other institutions and international agencies concerned with health professions education through consultation and cooperation relative to program development, standard setting and evaluation.

## **ECFMG SPONSORING ORGANIZATIONS**

The Educational Commission for Foreign Medical Graduates (ECFMG) is a private, non-profit organization sponsored by the:

American Board of Medical Specialties

American Medical Association

Association of American Medical Colleges

Association for Hospital Medical Education

Federation of State Medical Boards of the United States, Inc.

National Medical Association

## Appendix 1: Reference Guide for Medical Education Credentials

**Important Note:** The information in this reference guide, although based upon the most current information available at the time of publication, is subject to change.

### A

Country of Medical School	Required Credentials
Afghanistan.....	Doctor of Medicine diploma
Albania .....	Mjek I Pergjithshem Diploma
Algeria .....	Docteur en Medecine Diploma
Angola .....	Doctor em Medicina Diploma
Antigua and Barbuda.....	Doctor of Medicine diploma
Argentina .....	Medico diploma
Armenia .....	Doctor of Medicine diploma
Australia.....	MBBS diploma
Austria .....	Medicinae Universalis Doctor diploma
Azerbaijan.....	Physician diploma

### B

Country of Medical School	Required Credentials
Bahrain.....	Doctor of Medicine diploma
Bangladesh.....	MBBS diploma
Barbados .....	MBBS diploma
Belarus.....	Kvalifikacija (Physician) diploma
Belgium .....	Arts (Physician) or Doctor of Medicine diploma
Belize.....	Doctor of Medicine diploma
Benin .....	Docteur en Medecine diploma
Bolivia .....	Medico Cirujano diploma
Bosnia-Herzegovina .....	Lekar or Zdravnik diploma
Brazil.....	Medico diploma
Bulgaria .....	Master's / Physician diploma
Burkina Faso.....	Doctorat d'Etat en Medecine diploma
Burundi.....	Doctor of Medicine diploma

### C

Country of Medical School	Required Credentials
Cambodia.....	Doctor of Medicine diploma
Cameroon.....	Docteur en Medecine diploma
Central African Republic .....	Docteur en Medecine diploma
Chad .....	Doctorat en Medecine diploma
Chile .....	Medico Cirujano diploma
China .....	Bachelor of Medicine in Medicine diploma
Colombia.....	Medico or Medico Cirujano diploma
Congo.....	Docteur en Medecine diploma
Cook Islands.....	Doctor of Medicine diploma
Costa Rica.....	Medico Cirujano diploma
Croatia .....	Doctor of Medicine diploma
Cuba .....	Doctor en Medicina diploma
Czech Republic .....	Medicinae Universae Doctor diploma

### D

Country of Medical School	Required Credentials
Democratic Republic of the Congo.....	Docteur en Medecine diploma
Denmark.....	Candidatus Medicinae diploma
Dominica .....	Doctor of Medicine diploma
Dominican Republic .....	Doctor en Medicina diploma

## E

Country of Medical School	Required Credentials
Ecuador .....	Doctor en Medicina y Cirugia diploma
Egypt .....	MB ChB diploma
El Salvador .....	Doctor en Medicina diploma
Estonia .....	Doctor Medicinae diploma
Ethiopia .....	Doctor of Medicine diploma

## F

Country of Medical School	Required Credentials
Fiji .....	MBBS diploma
Finland .....	Licenciate in Medicine diploma
France .....	Docteur en Medecine diploma

## G

Country of Medical School	Required Credentials
Gabon .....	Doctorat d'Etat en Medecine diploma
Georgia .....	Physician diploma
Germany .....	Arztliche Prufung diploma
Ghana .....	Doctor of Medicine or MB, ChB diploma
Greece .....	Ptychion Iatrikes diploma
Grenada .....	Doctor of Medicine diploma
Guatemala .....	Titulo de Medico Cirujano diploma
Guinea .....	Docteur en Medecine diploma
Guinea-Bissau .....	Doctor en Medicina diploma
Guyana .....	Doctor of Medicine diploma

## H

Country of Medical School	Required Credentials
Haiti .....	Docteur en Medecine diploma
Honduras .....	Doctor en Medicina y Cirugia diploma
Hong Kong .....	MBBS diploma
Hungary .....	Orvosdoktor or MD diploma

## I

Country of Medical School	Required Credentials
Iceland .....	Candidatus Medicinae et Chirurgiae diploma
India .....	MBBS diploma
Indonesia .....	Doktor diploma
Iran .....	Doctor of Medicine diploma
Iraq .....	MB, ChB diploma
Ireland .....	MB BCh BAO diploma
Israel .....	Doctor of Medicine diploma
Italy .....	Laurea in Medicina e Chirurgia diploma
Ivory Coast .....	Doctorat d'Etat en Medecine diploma

## J

Country of Medical School	Required Credentials
Jamaica .....	MBBS diploma
Japan .....	Igakushi or MB diploma
Jordan .....	MBBS diploma

## K

Country of Medical School	Required Credentials
Kazakhstan .....	Physician diploma
Kenya .....	MB ChB diploma
Kuwait .....	MBBS diploma
Kyrgyzstan .....	Physician diploma

## L

Country of Medical School	Required Credentials
Laos .....	Docteur en Medecine diploma
Latvia .....	Physician diploma
Lebanon .....	Doctor of Medicine diploma
Liberia .....	Doctor of Medicine diploma
Libya.....	MB BCh diploma
Lithuania .....	Physician diploma

## M

Country of Medical School	Required Credentials
Macedonia .....	Doctor of Medicine diploma
Madagascar.....	Docteur en Medecine diploma
Malawi.....	MBBS diploma
Malaysia .....	Doktor Perubatan diploma
Mali .....	Docteur en Medecine diploma
Malta.....	Doctor of Medicine diploma
Mexico.....	Titulo de Medico Cirujano diploma
Micronesia .....	Doctor of Medicine Diploma
Moldova .....	Doctor of Medicine Diploma
Mongolia .....	Physician diploma
Morocco.....	Docteur en Medecine diploma
Mozambique.....	Licenciatura em Medicina diploma
Myanmar.....	MBBS diploma

## N

Country of Medical School	Required Credentials
Nepal.....	MBBS diploma
Netherlands .....	Arts diploma
Netherlands Antilles .....	Doctor of Medicine Diploma
New Zealand .....	MB ChB diploma
Nicaragua.....	Doctor en Medicina y Cirugia diploma
Niger.....	Docteur en Medecine diploma
Nigeria .....	MBBS diploma
North Korea .....	Doctor diploma
Norway.....	Candidatus Medicinae diploma

## O

Country of Medical School	Required Credentials
Oman.....	Doctor of Medicine diploma

## P

Country of Medical School	Required Credentials
Pakistan.....	MBBS diploma
Panama .....	Doctor en Medicina diploma
Papua New Guinea .....	MBBS diploma
Paraguay.....	Doctor en Medicina y Cirugia diploma
Peru.....	Titulo de Medico Cirujano diploma
Philippines .....	Doctor of Medicine diploma
Poland.....	Lekarz diploma
Portugal.....	Licenciatura em Medicina diploma

## Q/R

Country of Medical School	Required Credentials
Romania .....	Doctor-Medic diploma
Russia .....	Doctor of Medicine diploma
Rwanda.....	Docteur en Medecine diploma

## S

Country of Medical School	Required Credentials
Saint Kitts and Nevis .....	Doctor of Medicine diploma
Saint Lucia .....	Doctor of Medicine diploma
Saint Vincent and the Grenadines.....	Doctor of Medicine diploma
Saudi Arabia .....	MBBS diploma
Senegal.....	Doctor of Medicine diploma
Serbia.....	Lekar or Zdravnik diploma
Seychelles .....	Doctor of Medicine diploma
Sierra Leone .....	MBBS diploma
Singapore .....	MBBS diploma
Slovak Republic .....	Medicinae Universae Doctor diploma
Slovenia .....	Lekar or Zdravnik diploma
Somalia .....	Laurea en Medicina e Chirurgia diploma
South Africa.....	MB ChB diploma
South Korea .....	Hak Sa diploma
Spain .....	Licenciado en Medicina y Cirugia diploma
Sri Lanka.....	MBBS diploma
Sudan.....	MB, BS diploma
Suriname .....	Arts diploma
Sweden .....	Lakarexamen diploma
Switzerland .....	Diplome Federal diploma
Syria .....	Doctor of Medicine diploma

## T

Country of Medical School	Required Credentials
Taiwan.....	Bachelor of Medicine diploma
Tajikistan.....	Physician diploma
Tanzania .....	Doctor of Medicine diploma
Thailand .....	Doctor of Medicine diploma
Togo .....	Docteur en Medecine diploma
Trinidad and Tobago.....	MBBS diploma
Tunisia .....	Docteur en Medecine diploma
Turkey.....	Doctor of Medicine diploma
Turkmenistan.....	Physician diploma

## U

Country of Medical School	Required Credentials
Uganda.....	Doctor of Medicine or MB ChB diploma
Ukraine .....	Doctor of Medicine diploma
United Arab Emirates .....	MBBS diploma
United Kingdom.....	MB ChB or MB ChB BAO diploma
Uruguay .....	Doctor en Medicina diploma
Uzbekistan.....	General Practitioner diploma

## V/W

Country of Medical School	Required Credentials
Venezuela .....	Medico Cirujano diploma
Viet Nam.....	Doctor of Medicine diploma

## X/Y/Z

Country of Medical School	Required Credentials
Yemen .....	MB ChB diploma
Zambia .....	MB ChB diploma
Zimbabwe .....	MB ChB diploma

**Note Regarding Ineligible Practitioners:** Graduates licensed only in stomatology, ayurvedic or homeopathic medicine, or those awarded only the diploma of Physician-Epidemiologist-Hygienist, Physician-Biochemist, Physician-Cyberneticist, Physician-Biophysicist, Licensed Medical Practitioner or Assistant Medical Practitioner are not eligible for admission to the exams or for ECFMG certification.

## APPENDIX 2: TESTING REGIONS AND INTERNATIONAL TEST DELIVERY SURCHARGES FOR USMLE STEP 1 AND STEP 2

USMLE Step 1 and Step 2 are expected to be available at Prometric test centers in the locations listed below in 2003. When you apply, you must select one of the **TESTING REGIONS** (AFRICA, ASIA, etc.) from the list below. (The countries and cities listed for each testing region are provided for reference only in selecting a testing region. You will not select countries or cities at the time of application.) **Although this list was current at the time of publication, the test centers available for USMLE are subject to change. Additionally, certain test centers in international testing regions are scheduled to close. These centers are marked with asterisks (\*\*) in the following list. You are strongly encouraged to visit the Prometric website at [www.prometric.com](http://www.prometric.com) or contact Prometric for current information on test centers in specific testing regions.**

If you select a testing region other than the United States & Canada, you must also pay the appropriate **INTERNATIONAL TEST DELIVERY SURCHARGE** from the list below for each exam for which you apply. These surcharges are **in addition** to the examination fee of \$660. (See *Fees* on page 18.) **Please note that the surcharges differ depending on which testing region and exam (Step 1 or Step 2) you select.**

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### AFRICA International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120

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<b>GHANA:</b> Accra <b>KENYA:</b> Nairobi <b>MAURITIUS:</b> Port Louis	<b>SOUTH AFRICA:</b> Cape Town, Johannesburg <b>UGANDA:</b> Kampala <b>ZIMBABWE:</b> Harare
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### ASIA International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120

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<b>BANGLADESH:</b> Dhaka <b>MALAYSIA:</b> Kuala Lumpur, Kuching** <b>NEPAL:</b> Kathmandu <b>PAKISTAN:</b> Islamabad, Karachi, Lahore	<b>PEOPLE’S REPUBLIC OF CHINA:</b> Hong Kong (For other centers in the PRC, see <b>CHINA</b> testing region.) <b>PHILIPPINES:</b> Cebu City, Manila <b>SINGAPORE:</b> Singapore <b>SRI LANKA:</b> Colombo**
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### AUSTRALIA International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120

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<b>AUSTRALIA:</b> Perth**, Sydney	<b>NEW ZEALAND:</b> Christchurch**
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### CHINA International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120

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**PEOPLE’S REPUBLIC OF CHINA:** Beijing, Guangzhou, Shanghai (For **Hong Kong**, see **ASIA** testing region.)

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### EUROPE International Test Delivery Surcharges: STEP 1 – \$140 / STEP 2 – \$155

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<b>ARMENIA:</b> Yerevan <b>CROATIA:</b> Zagreb <b>CZECH REPUBLIC:</b> Prague** <b>DENMARK:</b> Copenhagen** <b>FINLAND:</b> Helsinki <b>FRANCE:</b> Lyon**, Paris, Toulouse <b>GEORGIA:</b> Tbilisi <b>GERMANY:</b> Berlin, Frankfurt, Munich <b>GREECE:</b> Athens, Thessaloniki <b>HUNGARY:</b> Budapest <b>IRELAND:</b> Dublin <b>ISRAEL:</b> Tel Aviv	<b>ITALY:</b> Milan <b>LITHUANIA:</b> Vilnius <b>NETHERLANDS:</b> Arnhem <b>PORTUGAL:</b> Lisbon <b>ROMANIA:</b> Bucharest <b>RUSSIAN FEDERATION:</b> Moscow <b>SPAIN:</b> Barcelona, Madrid <b>SWEDEN:</b> Lund**, Stockholm** <b>SWITZERLAND:</b> Geneva** <b>TURKEY:</b> Ankara <b>UKRAINE:</b> Kiev <b>UNITED KINGDOM:</b> London, Twickenham
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(For **East Jerusalem**, see **MIDDLE EAST** testing region.)

**\*\* Testing locations marked with asterisks are scheduled to close during 2003. Contact Prometric for more information.**

**INDIA** **International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120**

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**INDIA:** Ahmadabad, Allahabad, Bangalore, Calcutta, Hyderabad, Madras, Mumbai, New Delhi

**INDONESIA** **International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120**

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**INDONESIA:** Jakarta

**JAPAN** **International Test Delivery Surcharges: STEP 1 – \$270 / STEP 2 – \$295**

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**JAPAN:** Osaka, Tokyo

**KOREA** **International Test Delivery Surcharges: STEP 1 – \$140 / STEP 2 – \$155**

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**KOREA:** Seoul

**LATIN AMERICA** **International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120**

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**ARGENTINA:** Buenos Aires

**BOLIVIA:** La Paz

**BRAZIL:** Belo Horizonte, Brasilia, Curitiba, Fortaleza\*\*,  
Porto Alegre, Recife, Rio De Janeiro, Salvador\*\*,  
Sao Paulo

**CHILE:** Santiago\*\*

**COLOMBIA:** Bogota

**COSTA RICA:** San Jose\*\*

**DOMINICAN REPUBLIC:** Santo Domingo

**ECUADOR:** Quito\*\*

**EL SALVADOR:** San Salvador\*\*

**GUATEMALA:** Guatemala City

**JAMAICA:** Kingston\*\*

**MEXICO:** Guadalajara, Mexico City, Monterrey

**PERU:** Lima

**VENEZUELA:** Caracas

**MIDDLE EAST** **International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120**

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**BAHRAIN:** Manama\*\*

**EGYPT:** Cairo

**ISRAEL:** East Jerusalem

(For **Tel Aviv**, See **EUROPE** testing region.)

**JORDAN:** Amman

**LEBANON:** Beirut

**MOROCCO:** Rabat\*\*

**SAUDI ARABIA:**

DAMMAM-Men, RIYADH-Men\*\*,

DAMMAM-Women, RIYADH-Women\*\*

**SYRIA:** Damascus

**TUNISIA:** Tunis\*\*

**UNITED ARAB EMIRATES:** Dubai

**TAIWAN** **International Test Delivery Surcharges: STEP 1 – \$140 / STEP 2 – \$155**

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**TAIWAN:** Taipei

**THAILAND** **International Test Delivery Surcharges: STEP 1 – \$110 / STEP 2 – \$120**

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**THAILAND:** Bangkok, Chiang Mai\*\*

**\*\* Testing locations marked with asterisks are scheduled to close during 2003. Contact Prometric for more information.**

**UNITED STATES**

**ALABAMA:** Birmingham, Decatur, Dothan, Mobile, Montgomery  
**ALASKA:** Anchorage  
**AMERICAN SAMOA:** Pago Pago  
**ARIZONA:** Phoenix, Phoenix/Goodyear, Tucson  
**ARKANSAS:** Arkadelphia, Fort Smith, Little Rock  
**CALIFORNIA:** Anaheim, Atascadero, Brea/Fullerton, Diamond Bar, Fremont, Gardena, Glendale, Irvine, Los Angeles/Culver City, Palm Desert, Piedmont, Rancho Cucamonga, Redlands, Riverside, Sacramento/Fair Oaks, San Diego/La Mesa, San Francisco, San Francisco/West Portal, San Jose, Santa Rosa, Westlake Village  
**COLORADO:** Colorado Springs, Denver, Longmont, Pueblo  
**CONNECTICUT:** Glastonbury, Hamden, Norwalk  
**DELAWARE:** Dover, Wilmington  
**DISTRICT OF COLUMBIA:** Washington  
**FLORIDA:** Coral Springs, Fort Myers, Gainesville, Jacksonville, Miami Lakes, Miami/Davie, Miami/Hollywood, Orlando/Maitland, Orlando/Castleberry, Sarasota, Tallahassee, Tampa, Temple Terrace  
**GEORGIA:** Albany, Atlanta, Atlanta/Jonesboro, Atlanta/Marietta, Augusta, Macon, Savannah, Valdosta  
**GUAM:** Hagatna, Dededo/Saipan  
**HAWAII:** Kailua  
**IDAHO:** Boise  
**ILLINOIS:** Carbondale, Chicago, Chicago/Lombard, Homewood, Northbrook, Peoria, Springfield, Sycamore, Westchester  
**INDIANA:** Evansville, Fort Wayne, Indianapolis, Lafayette, Merrillville, Mishawaka, Terre Haute  
**IOWA:** Ames, Bettendorf, Sioux City, West Des Moines  
**KANSAS:** Topeka, Wichita  
**KENTUCKY:** Lexington, Louisville  
**LOUISIANA:** Baton Rouge, Bossier City, New Orleans  
**MAINE:** Orono, South Portland  
**MARYLAND:** Baltimore, Bethesda, Columbia, Lanham, Pikesville, Salisbury, Towson  
**MASSACHUSETTS:** Boston, Boston/Braintree, Boston/Brookline, Boston/Lexington, Boston/Waltham, East Longmeadow, Worcester  
**MICHIGAN:** Ann Arbor, Detroit/Livonia, Detroit/Southfield, Detroit/Troy, Detroit/Utica, Grand Rapids, Lansing, Portage  
**MINNESOTA:** Bloomington, Duluth, Rochester, Woodbury  
**MISSISSIPPI:** Jackson, Tupelo  
**MISSOURI:** Ballwin, Cape Girardeau, Hazelwood, Jefferson City, Lee’s Summit, St. Joseph, Springfield  
**MONTANA:** Billings, Helena  
**NEBRASKA:** Columbus, Lincoln, Omaha  
**NEVADA:** Las Vegas, Reno  
**NEW HAMPSHIRE:** Portsmouth  
**NEW JERSEY:** Deptford, East Brunswick, Fair Lawn, Hamilton, Toms River, Union, Verona

**NEW MEXICO:** Albuquerque  
**NEW YORK:** Brooklyn Heights, Buffalo/Amherst, East Syracuse, Garden City, Ithaca, Manhasset, Melville, New York/Midtown, New York/Penn Plaza, New York/Wall Street, Queens/Rego Park, Rochester, Staten Island, Vestal, Wappingers Falls, Watertown, White Plains  
**NORTH CAROLINA:** Asheville, Charlotte, Gastonia, Greensboro, Greenville, Raleigh, Salisbury, Wilmington  
**NORTH DAKOTA:** Bismarck, Fargo  
**OHIO:** Akron/Stow, Centerville, Cincinnati, Columbus, Hilliard, Lima, Mentor, Niles, Reynoldsburg, Strongsville, Toledo  
**OKLAHOMA:** Oklahoma City, Tulsa  
**OREGON:** Milwaukie, Portland  
**PENNSYLVANIA:** Allentown, Clarks Summit, Erie, Harrisburg, Lancaster, Philadelphia, Philadelphia/Montgomeryville, Pittsburgh, State College, York  
**PUERTO RICO:** Hato Rey  
**RHODE ISLAND:** Cranston  
**SOUTH CAROLINA:** Charleston, Columbia, Greenville, Myrtle Beach  
**SOUTH DAKOTA:** Sioux Falls  
**TENNESSEE:** Chattanooga, Clarksville, Franklin, Johnson City, Knoxville, Madison, Memphis  
**TEXAS:** Abilene, Amarillo, Austin, Beaumont, Corpus Christi, Dallas, Dallas/Mesquite, El Paso, Ft. Worth/Arlington, Ft. Worth/Bedford, Houston/Clear Lake, Houston/Kingwood, Houston/Sugar Land, Lubbock, Midland, New Braunfels, San Antonio, Tyler, Waco  
**UTAH:** Ogden, Orem, Salt Lake City  
**VIRGINIA:** Fairfax, Lynchburg, Mechanicsville, Newport News, Roanoke  
**VIRGIN ISLANDS:** St. Croix  
**VERMONT:** Williston  
**WASHINGTON:** Mountlake Terrace, Seattle/Puyallup, Spokane  
**WEST VIRGINIA:** Morgantown, South Charleston  
**WISCONSIN:** Madison, Milwaukee/Fox Point, Milwaukee/New Berlin, Milwaukee/Racine  
**WYOMING:** Casper

**CANADA**

**ALBERTA:** Calgary, Edmonton  
**BRITISH COLUMBIA:** Coquitlam, Richmond  
**MANITOBA:** Winnipeg  
**NEWFOUNDLAND:** St. John’s  
**NOVA SCOTIA:** Halifax  
**ONTARIO:** Cambridge, Detroit/Windsor, Etobicoke, London, Ottawa, Whitby  
**QUEBEC:** Montreal  
**SASKATCHEWAN:** Saskatoon