

Departmental Policy Title	USMLE Step 3, COMLEX Level 3 Examination Policy - GME	Policy ID	11320
Keywords	USMLE, COMLEX, Step, Level, 3, Board, Eligible, Eligibility, Examination		
Department	Graduate Medical Education (GME)		

I. Purpose of Policy

To establish the requirements for a Resident passing USMLE Step 3 or COMLEX Level 3 examination to continue training in an Accreditation Council for Graduate Medical Education (ACGME) accredited Graduate Medical Education (GME) program or to enter a ACGME accredited fellowship at Dartmouth Hitchcock (DH).

II. Policy Scope

The policy applies to Residents, Fellows and Program Directors of ACGME-accredited GME training programs at DH.

III. Definitions

COMLEX: Comprehensive Osteopathic Medical Licensing Examination

Post Graduate Year (PGY): Refers to a Resident's current year of accredited GME training. This designation may or may not correspond to the Resident's training year in a program. For example, a Resident in a cardiology fellowship could be in their first year of training in the fellowship but in their fourth graduate year of GME (includes the 3 prior years of internal medicine residency).

Resident: Any physician in an accredited GME program, including Residents and Fellows

USMLE: United States Medical Licensing Examination

IV. Policy Statement

Completion of the USMLE or COMLEX examination series satisfies one of the key requirements for achieving Board eligibility and successfully passing the USMLE Step 3 or COMLEX Level 3 exam is required for a Resident to continue training at DH and for entry into a DH fellowship.

Resident Post Graduate Year and Exam Timing

PGY-1

A PGY-1 Resident is strongly encouraged to take and pass USMLE Step 3 or COMLEX Level 3 prior to the end of their first year of training and must take and pass the exam within 18 months of their first day of GME orientation at DH (initial start date).

- A Resident matching in a singular Preliminary Year at DH is encouraged to take their exam prior to the end of their training, yet are not required to do so.

Failure to take and pass USMLE Step 3 or COMLEX Level 3 on or before the third attempt within 18 months of the Resident's initial start date in a DH residency program may result in the Resident's automatic resignation from the program. Determination as to the timing of the resignation will be at the discretion of the Program Director and Designated Institutional Official yet will be no later than the conclusion of the academic year.

PGY-2

A PGY-2 incoming Resident must take and pass their USMLE Step 3 or COMLEX Level 3 by the end of their PGY-2 year.

Failure to take and pass USMLE Step 3 or COMLEX Level 3 on or before the third attempt by the end of their PGY-2 year may result in the Resident's automatic resignation from the program. Determination as to the timing of the resignation will be at the discretion of the Program Director and Designated Institutional Official yet will be no later than the conclusion of the academic year.

PGY-3+

A PGY-3+ incoming Resident must demonstrate a passing score on USMLE Step 3 or COMLEX Level 3 exam prior to their first day of GME orientation at DH. A Canadian national may substitute documentation of successful passing score on LMCC/MCCQE examination in lieu of USMLE Step 3 or COMLEX Level 3.

Failure to provide documentation prior to their program start date results in an inability to start the program as planned.

Resident Responsibilities

The Resident should work with their Chief Resident, Program Coordinator, and/or Program Director, to identify the appropriate time to take the USMLE Step 3 or COMLEX Level 3 exam allowing enough time to receive their exam result prior to the stated deadline above. The Resident must provide the program with their final exam report and test scores as soon as they are received.

Program Responsibilities

Programs are responsible for working with their Resident(s) to plan for completion of examination requirements. The program must upload the final test score and exam report into the Resident's file within the residency management system, MedHub.

Consistent with ACGME Institutional Requirements, a program must provide written notification regarding non-renewal of the Resident Agreement of Appointment for the following academic year to a Resident who fails to meet this policy-defined deadline.

V. References

ACGME Institutional Requirements. Retrieved from ACGME.org: [Institutional Requirements \(acgme.org\)](https://www.acgme.org/Portals/0/PDFFiles/InstitutionalRequirements.pdf).

the 3 prior years of internal medicine residency).

Responsible Owner:	Graduate Medical Education (GME)	Contact(s):	Karen Miller
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Related Polices & Procedures:	Disciplinary Action Policy - GME Academic Improvement Policy (Non-Disciplinary) - GME Eligibility Requirements Policy - GME		
Related Job Aids:			