

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Paul L. Foster School of Medicine  
GRADUATE MEDICAL EDUCATION  
Standard Policy and/or Procedure

**TITLE:** Passage of Licensing Examination

**APPROVED:** 5/18/2000

**REVISED:** 6/2006; 6/18/2004; 10/16/2000, 3/29/2010

**EFFECTIVE DATE:** 7/1/2007; 7/1/2004; 7/1/2001

**PURPOSE:** To have a written institutional policy for licensing examination requirements.

**POLICY/PROCEDURE STATEMENT:**

1. Prior to accepting an applicant for residency, the Program Director shall verify that the applicant has passed USMLE , Step 1 and Step 2 CK and CS or COMLEX, Step 1 and Step 2 or NBOME, Step 1 and Step 2, as applicable. Passage of licensing examinations must be within the number of attempts indicated by the Texas Medical Board (TMB) for Texas licensure.
2. USMLE, Step 3 or COMLEX, Step 3 or NBOME, Step 3, as applicable must be taken and passed prior to March 1 of the PGY-2 year. If a passing score is not recorded for a trainee by this date, a new Graduate Medical Education Agreement of Appointment will NOT be offered to the trainee. However, the trainee will be required to fulfill the terms of his/her current agreement. If a passing score is recorded subsequent to March 1 and prior to June 30 of the PGY-2 year, a new agreement may be offered to the trainee at the discretion of the Program Director if the program has not already filled the position.
3. The requirement of the passage of the respective Step 3 examination applies to any trainee joining a program at a level higher than the PGY-2 year as well as to a fellowship program applicant.