

Elmhurst Hospital Internal Medicine Residency USMLE Step 3 Policy

1. You are **strongly advised to take Step 3 during your intern year** with an absolute recommendation to take it **by March 1st** of your **PGY2** year.
2. In order to schedule your test, you must go to the FSMB website (<https://www.fsmb.org/step-3>) and register several months ahead of your planned block (if you want to take your exam in April, you should start this process in December or January). In order to register for your exam, you are required to submit both an electronic application and a paper CID (Certification of Identity).
 - a. The CID is a paper form which requires a passport sized photo, both of which must be notarized by a public notary before being mailed into FSMB (a list of notaries in the hospital is available on the intranet; Veronica Jones in C6-10 is one). **Make sure you make a photocopy or scan of your notarized CID!**
3. After submitting both your electronic application and your CID, you will be sent an email saying you've been approved to take Step 3 and you'll be able to sign up for your test. The test is two days long but does not need to be taken on consecutive dates. Sign in to the FSMB website and choose two dates during the block that you are planning on taking your exam.
4. Plan to take Step 3 during a clinic, elective, or vacation block. You cannot schedule Step 3 for Wards, Night Wards, MICU/CCU, ED, Jeopardy, or TR rotations. Keep in mind that Step 3 is NOT offered during the first two weeks of January or on holidays.
5. Once you have selected your test dates, email the chief resident with those dates. Your chief will ensure that you do not have any schedule conflicts.
6. Once your exam is scheduled, be sure to activate your UWorld subscription for USMLE Step 3. The subscription is 6 months long. You can reach out to Sheryl Ramer in the EHC Library for instructions.
7. Keep in mind that you may use your CIR Educational Stipend for exam fees. You can apply to use your stipend with this form:

https://secure.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhCwJ A-HHINjp9uNaORUI3DIPwE4Gnt6P0U7WsaYb03TM-oLden9G4SxCi-qHTPv7S8*