

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
Policy

TITLE:	USMLE Step 3 / COMLEX Level 3 Policy
PURPOSE:	The intention of the sponsoring institution is that residents/fellows become eligible for licensure before completion of their training.
REVIEW:	This policy will be reviewed every two years by the Graduate Medical Education Committee (GMEC).
POLICY STATEMENT:	The Sponsoring Institution (SI), through the Graduate Medical Education Committee (GMEC), is committed to assuring that the Sponsoring Institution monitors compliance by requiring passage of Step 3/COMLEX Level 3 prior to offering a PGY-3 Resident Contract/Agreement.

PROCEDURE:

1. All PGY-1 residents, including Transitional Year (TY) Residency Program, must take USMLE 3 or COMLEX Level 3 by the end of the PGY-1 training year/ completion of TY training program. *If a resident is unsuccessful in passing after the first attempt, the program director should develop a focused individualized learning plan that includes compliance with this requirement.*
2. USMLE Step 3 or COMLEX Level 3, as applicable must be passed prior to March 1 or 4 months prior to the completion 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 still be required to fulfill the terms of his/her current agreement. The program director must notify the resident, in writing, that contract renewal is contingent upon passage of Step 3 or Level 3.
3. If a passing score is recorded subsequent to March 1 and prior to June 30 of the PGY-2 year or for off-cycle residents prior to the end of current PGY-2 agreement, 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.
If a resident passes USMLE Step 3/ COMLEX Level 3 after March 1, or 4 months and prior to June 30, the Program Director may offer the new TTUHSC EP GME Agreement of Appointment if the program has not already committed to fulfilling the position.
Passing USMLE Step 3/COMLEX Level 3 does not guarantee a promotion to the next academic year.

4. The requirement of passage of the respective Step 3 or Level 3 examination also applies to any trainee joining a program at a level higher than the PGY-2 year or a fellowship program applicant.
5. An **official USMLE/COMLEX Transcript of Scores** will be required from each trainee. Transcripts should be sent to:

Texas Tech University Health Sciences Center El Paso (TTUHSCEP)
137 Rick Francis St.
MSC 21008
El Paso, TX 79905
Attention: Office of Graduate Medical Education

Physician In-Training Acknowledgement:

I, _____ acknowledge that I have read and understand the content in the USMLE Step 3/COMLEX Level 3 Policy provided above.

Signature

Date

Reference: Texas Medical Board (<http://www.tmb.state.tx.us/>
<https://www.tmb.state.tx.us/dl/84B15AC2-5428-389E-168A-034C319BA14C>)