

How to Register for USMLE Step 1

1. Visit [NBME Licensing Examination Services](#). Click first-time user, enter your name, SSN and medical school information. It is important that you enter your name *exactly* how it appears on the identification that you will present the day you take the exam. (ie; driver's license, passport).
2. The NBME will e-mail you your USMLE ID and a temporary password. This may take up to one business day. Please keep your USMLE ID number as you will need it to register for future exams.
3. Once you receive this information, you should log in to the menu item: **Apply for the USMLE**. You will be required to change your password at this time.
4. You will then be successfully logged on to the NBME Interactive Website. To start a new application, click on "NEW".
5. You will be asked to read the application instructions. Then hit "next". The examination you are applying for is: Step 1
6. Follow the instruction and complete the application. We recommend that you choose the testing window of March-May 2020 for normal MD students, and April-June 2020 for MSTP students.
7. You will need to pay the registration of **\$645**. (via credit card)
8. Print the Certification of ID and authorization Form and bring it to Ms. Lindsey Gilbert in the front reception area of Admissions and Enrollment Management, Volker Hall 107. **Do not attach a photo. Do not sign your form in advance.** The records staff will process your authorization and send the paperwork to NBME for you. Upon receipt of your application materials, the NBME will process your registration and verify your eligibility. This can take up to 2 weeks.
9. After the NBME has completed the processing of the form they will e-mail you with your scheduling permit. This confirms the three-month window in which you can schedule your exam date.
10. To schedule your examination test location and date, visit the Prometric website (<http://www.prometric.com/usmle>). **This can be done no sooner than 6 months in advance.**

Important Dates:

Deadline to take Step 1 regular MD: On or before Tuesday, April 28th

Deadline to take Step 1 MSTP students: On or before Tuesday, May 26th

Mandatory 3rd year orientation dates: April 29th & 30th

Helpful Tips:

- Please make sure you mark the “I authorize the NBME to accept my NBME on-line services password”, etc. on the bottom half of the form to accept. If you do not accept, you must complete the application form each time you apply for an exam.
- On exam day, you must present your scheduling permit and an **unexpired**, government-issued form of identification that includes both your photo and signature (for example, a driver’s license or passport) to the examination site, and your name must be an exact match with the name you registered.
- If you require test accommodations, you must check that item on your application to indicate that you are submitting a request for accommodations. Please note that this is a lengthy process. Please see the website for further information: <http://www.usmle.org/test-accommodations> . You must also check in with Brook Hubner (bhubner@uab.edu) in Medical Student Services if you think you will require test accommodations.