

Tasks and Processing Times for Creating Your FSMB Account and Applying for USMLE Step 1 or Step 2 CK

	Task	Processing Time	Additional Information	Who to Contact
1	Create FSMB account Start at “Login” on FSMB USMLE portal: https://usmle.fsmb.org/	Minutes	<ul style="list-style-type: none"> • You must have either a USMLE ID or a MyIntealth ID to create an account with FSMB. • If you do not have a USMLE ID, you will need to obtain a MyIntealth ID before you can create an account with FSMB. 	FSMB
2	FSMB Identity Verification <i>(required the first time you create an account with FSMB)</i>	Minutes	<ul style="list-style-type: none"> • You must present a paper (not electronic) copy of a valid, unexpired, government-issued ID that shows your name in the Latin alphabet and your date of birth and any other numerical identifiers in Arabic numerals. • You must complete a liveness selfie. Be sure you are appropriately attired in your photo! 	FSMB
3	Manual review of identity documents & assignment of Federation ID (FID) – Done by FSMB USMLE staff.	5-7 days	<ul style="list-style-type: none"> • FSMB staff will manually review your identity document and selfie. FSMB will email you if there are issues with either. • Once the manual review is completed and successful, a FID is assigned, and an email is sent to you. 	FSMB
4	ID Match – via FSMB USMLE portal https://usmle.fsmb.org/	<ul style="list-style-type: none"> • Seconds (if data between FSMB & Intealth matches) • 2-3 days (if data between FSMB & Intealth does <u>not</u> match) 	<ul style="list-style-type: none"> • Requires a MyIntealth ID. • FSMB attempts to "match" you with candidates in MyIntealth system. • If unable to match, you must contact FSMB. 	FSMB

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5	Initial Eligibility verification – via FSMB USMLE portal https://usmle.fsmb.org/	<ul style="list-style-type: none"> Varies. Dependent on how long it takes for your Application for Certification to be accepted by Intealth. 	<ul style="list-style-type: none"> FSMB confirms you have an accepted Application for ECFMG Certification with Intealth. 	Intealth
6	Access granted to USMLE Step 1 and Step 2 CK applications – via FSMB USMLE portal https://usmle.fsmb.org/	Access to the Step 1 and Step 2 CK applications are available via the FSMB USMLE portal as soon as the Initial Eligibility Verification is completed.	You are responsible for checking your status via the FSMB USMLE portal. FSMB does not send a notification email.	FSMB
7	Complete & submit USMLE Step application(s) – via FSMB USMLE portal https://usmle.fsmb.org/	<ul style="list-style-type: none"> Minutes Go through all pages and complete payment to submit. You will receive an automated email response from FSMB once the app is submitted. 	<ul style="list-style-type: none"> Once you start a Step application (e.g., for Step 1), you must complete and submit that application before you can access and submit the application for the other Step (e.g., Step 2 CK). You can submit a Step 1 and a Step 2 CK application on the same day. Applications that are started but not submitted are automatically deleted after 14 days. 	FSMB

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8	Verification of USMLE eligibility requirement that you are an actively enrolled medical student or a graduate. Done via internal FSMB USMLE registration system.	Graduates: <ul style="list-style-type: none"> • 1-2 days Students: <ul style="list-style-type: none"> • Varies. • Time required to verify enrollment depends on how quickly the verification process between your school and Intealth is completed. 	FSMB confirms enrollment or graduation directly with Intealth each time you apply for Step 1 and Step 2 CK.	Intealth and/or your medical school
9	Final application review and approval Manually done by FSMB USMLE staff.	3-5 days	<ul style="list-style-type: none"> • Completed after verification of your student or graduate status is received. • Application will be either approved or cancelled. You will receive an email notification once the review is complete. 	FSMB
11	Scheduling permit Automated process done by USMLE program	3-5 days	<ul style="list-style-type: none"> • Permit generation and delivery cannot be expedited. • You will receive a notification email that includes your permit. • Your permit is also available via the FSMB USMLE portal. 	FSMB

Processing Times for Other USMLE Tasks

Task	Processing Time	Additional Information	Who to Contact
Emails	3-5 days	Emails are answered Monday – Friday in order received.	FSMB
Phones	Minutes	Phones are answered Monday – Friday from 9:00 a.m. – 6:00 p.m. Eastern time.	FSMB
Eligibility period extension & revised permit	<p>Extension: Minutes to submit via FSMB USMLE portal</p> <p>Permit: 3-5 days after extension request is submitted.</p>	<ul style="list-style-type: none"> • You cannot do an Eligibility Extension and a Region Change at the same time (on the same day). You must do one, then wait to receive the new (revised) permit that reflects that change before you can go back into the FSMB USMLE Portal and do the other one. • If you need to do both an eligibility period extension and a region change, it is advised that that you do the eligibility extension first. • Extension option available up to 25 days after the end of your original eligibility period. 	FSMB

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Region change & revised permit	<p>Region change: Minutes to submit via FSMB USMLE portal</p> <p>Permit: 3-5 days after change request is submitted.</p>	<ul style="list-style-type: none"> • A region change cannot be done within 14 days of a scheduled test day. • You cannot do an Eligibility Extension and a Region Change at the same time (on the same day). You must do one, then wait to receive the new (revised) permit that reflects that change before you can go back into the FSMB USMLE Portal and do the other one. • If you need to do both an eligibility period extension and a region change, it is advised that that you do the eligibility extension first. 	FSMB
Score report	Typically within 4 weeks of your test date. Allow up to 8 weeks.	<ul style="list-style-type: none"> • Only available via the FSMB USMLE portal. • Only available for 365 days. 	FSMB
Retake of USMLE Step 1 or Step 2 CK to comply with ECFMG's 7-year rule	4-6 weeks	<p>Before you can submit a new application for a retake, FSMB will:</p> <ol style="list-style-type: none"> 1) Confirm your need to retake a Step(s) directly with Intealth. 2) Confirm approval of the retake with the USMLE program. 3) Reset your eligibility for the appropriate Step(s). <ul style="list-style-type: none"> • All of these tasks must be complete before you will be able to apply for a retake. • FSMB will contact you via email once you can submit a new application for a retake. • Approval for a retake must be completed each time you need to retake a Step. 	FSMB

RESOURCES

- **USMLE website:** <https://www.usmle.org/>
- **FSMB website:** <https://www.fsmb.org/>
- **FSMB USMLE portal:** <https://usmle.fsmb.org/>
- **ECFMG website:** <https://www.ecfm.org/>

CONTACT INFORMATION

FSMB:

Phone: +1 (817) 868-4022 Phones are answered Monday through Friday, from 9:00 a.m. – 6:00 p.m. Eastern time in the U.S.

Email: usmle@fsmb.org

ECFMG/Intealth:

Phone: +1 (215) 386-5900

Email: info@ecfm.org