

Appendix A: Recommended Timeline for USMLE Accommodation Requests

Students should aim to begin the process immediately after matriculation to medical school. Waiting to apply for accommodations risks not receiving a decision in time to take the exam. This can result in a delay in the start of clerkship or even put their medical curriculum on hold.

At matriculation

- Speak with your disability resource professional (DRP) to review the suitability of your disability documentation; note any necessary updates.
- Schedule updated testing (if necessary) or visit with the treating provider (e.g., psychologist, medical doctor, etc.)
- Develop a plan and timeline to apply for accommodations on the USMLE Step exam
- Begin to draft personal statement

One year prior to exam

- Begin completing the application
- Revise personal statement
- Request MCAT official scores
- Collect additional documentation as necessary

Ten to Twelve months prior to exam

- Have personal statement reviewed by DRP
- Submit updated documentation to the DRP to support your application
- Get completed “certification of prior accommodation” form completed by school official

Eight to Ten months prior to exam

- Finalize personal statement
- Apply for USMLE ID
- Identify multiple potential testing centers (some may be full)
- Review the letter of support with your DRP and make any adjustments
- Make sure all documentation is signed and dated

Six to Eight months prior to exam

- Complete application and personal statement
- Submit (as a single PDF less than 15 MB) your completed request form and supporting documents to disabilityservices@nbme.org
- Receive confirmation of your submission

Three to Six months prior to exam

- Wait for NBME decision

As soon as you receive your decision

- Reserve Testing Location/Date
- Engage in reconsideration process, as needed