

Detailed USMLE Timeline for CU Anschutz Medical Students

The accommodations application process should begin 12 months prior to your exam date, as it can take time to gather documentation, write a personal statement, and gather letters of support.

Students who wait to apply for accommodations risk not receiving a decision in time to take their Step 1.

For students who require updated psychoeducational evaluations, the process to schedule and receive those can take an **additional 3-6 months**. [Resources linked here](#).

The following timeline has been developed with a February 2024 exam date as an example.

12 months ahead of exam (February 2023- for students needing additional assessments)

- Explore options for educational assessment, such as Student/Resident Mental Health or providers listed at the link above.
- Understand the cost of assessment
- Schedule assessment appointment
- Once you are scheduled, see below for next steps

11 months ahead of exam (March 2023)

- [Meet with ODAI](#) to discuss documentation and how to write your personal statement
- Double-check date to request your testing ID (6-8 months in advance of exam)
- Decide on your deadline to apply for USMLE accommodations: _____
- Request MCAT official scores
- Start your personal statement
- Collect additional documentation as necessary. We recommend providing as much documentation as possible. This can include any of the following:
 - K-12 accommodations, like an IEP or 504
 - Standardized assessment scores/accommodations (AP, ACT/SAT, MCAT, etc.)
 - Undergraduate accommodations
 - Workplace accommodations

10 months ahead of exam (April 2023)

- Continue to gather documentation of a history of accommodations
- Continue drafting your personal statement. Aim to complete a final draft in the next month
- Request letters of support from instructors or employers (past or present)

9-7 months ahead of exam (May - July 2023)

- Submit your personal statement to ODAI for review. Send to disabilityaccess@cuanschutz.edu
 - We request 1 month to review your statement.
 - When you send your statement, please schedule an appointment 1 month out for us to review your statement together
 - Bring any documentation to that meeting that you would like ODAI to review
- Begin finalizing the packet you will submit to USMLE
- Register for USMLE number
- Send USMLE number to ODAI for Verification of Prior Accommodations form

6 months ahead of exam (August 2023)

Submit packet to USMLE

We recommend you submit your application to USMLE 6 months ahead of your exam date. This is the earliest you can register for the exam.

If you have everything finalized and ready, you can send in your application for accommodations and still have time to appeal their decision, if necessary.

USMLE takes **3 months** to respond to accommodation applications, and they take an **additional 3 months** to complete the reconsideration (appeal) process.

If you do not submit in August, you can submit the following month. We **strongly recommend** submitting your request **by September 1 at the latest** (for a February exam date).

Submitting any later **runs the risk of not having accommodations on your Step exam.**

5 months ahead of exam (September 2023)

If you believe you will need to appeal, begin to gather additional documentation (e.g., new evaluations, new letters of support) for the reconsideration process.

3-4 months ahead of exam (October-November 2023)

Await accommodations decision

Once approved, schedule your exam date.

- If not approved, begin the Reconsideration Process if necessary. Connect with ODAI if you require assistance.

Overview/Summary Timeline

**For students needing updated psychoeducational evaluations, begin as early as possible.
All students: begin at least 12 months before your Step 1 exam date.**

February-April	Organize yourself, read over this checklist and UCSF packet Write, edit, revise personal statement Gather required documentation
April-August	Finalize your packet Finalize personal statement (meet with ODAI)
August	Apply for accommodations directly to USMLE
Sept-Nov	Await response
Nov	Appeal decision (if necessary)
Nov-Jan	Await response
January	Reserve Testing Time/Location
February	Take Step 1