



USMLE Step Exam Accommodations

Types of Request Forms

Listed below are the five different types of accommodation request forms and their purpose. Please download the form that fits your needs best from the “Forms for Submission” section on the [USMLE website](#). The “New Request” form is the most common type used, so this document only breaks down this form in further detail; however, if you are considering a different request form, please feel free to email ODAI at testing@cuanschutz.edu about which form to choose or schedule a meeting with ODAI for support in understanding the request form and requirements.

- **New Requests** are for students who have not requested accommodation(s) from USMLE for any Step exam. The different sections of this document (application summary and timeline) will focus on these requests.
- **Subsequent Requests** are for students who have received accommodations on a previous Step exam and are looking to receive the same accommodations on following Step exams. If you are requesting different or additional accommodations, also submit new documentation with this request form.
- **Additional Break Time Only Requests** are for those who do not need additional testing time but only need additional break time. This can be helpful for nursing mothers or for those with diabetes who may need extra time to manage their condition.
- **Personal Item Requests** are for those who wish to bring an item not on the pre-approved items list into the testing area. Common pre-approved items include water in a clear container, eye drops, and foam earplugs.
- **Reconsideration Requests** are for those who would like to make an appeal for NBME to reconsider their request once a decision has been reached. Students may only submit one reconsideration request per active registration. Include the appropriate request form and additional documentation that supports your request that you have not previously submitted.

New Request Application

- First, you will need to include in your application the **New Request Form for Test Accommodations**. This form asks for demographic information, your primary/secondary disabilities, and the accommodation(s) for which you are applying. It also includes information on how to submit your entire application when completed (either by fax or email).
- Second, you will need to write your **Personal Statement**. ODAI is always available to assist in reviewing your personal statement before submitting if you wish. Email testing@cuanschutz.edu with your personal statement attached and request a review. ODAI will get back to you as soon as possible; however, we do request 2-3 weeks to process reviews. More information on how to craft your personal statement is available here: [Crafting a Personal Statement](#)
- Third, you will need **Clinical Documentation**. This should include the history and impact of your symptoms, the diagnosis, and the recommendation for specific exam accommodations from the provider. It should be signed and dated by your medical professional. You might also need comprehensive clinical documentation (i.e., psychological/neuropsychological evaluation), preferably done within three years prior to your exam date.
- Fourth, you will need the **Certification of Prior Test Accommodations Form (CPTA)**, which can be found on the [USMLE website](#). For ODAI to complete the CPTA form on your behalf, please email testing@cuanschutz.edu and request the form, making sure to include your USMLE ID number. ODAI will complete the form for you as soon as possible and email it back to you to include it with your application packet.
- Finally, you will need to include **Other Documentation**. This would include, but is not limited to, MCAT, GRE, or SAT/ACT scores if you received accommodations on these exams. It might also include other standardized test scores, written feedback from professors, past accommodations through an IEP or 504 Plan, or academic transcripts. ODAI is available to provide guidance on what documents to include based on your personal situation.

Detailed Timeline

10-12 Months Prior to Exam:

- If you need support beyond this document, consider scheduling a meeting with the ODAI team to begin the discussion about applying for Step accommodations.
- Consolidate and review your personal clinical documentation. Traditionally, USMLE has preferred a formal diagnostic evaluation (i.e., psychological/neuropsychological evaluation), so if you don't have this, we recommend exploring options for clinical documentation, if you need an updated report. If you need suggestions on where to get an evaluation, please connect with your personal provider for recommendations or explore [ODAI's list of potential evaluation clinics/providers](#) (*Note: it is your responsibility to verify your insurance covers any of these suggestions).
- Decide on a personal deadline for submitting your application packet (we suggest between 3-6 months before your exam window).
- Request MCAT official scores if you do not have a copy saved already.
- Begin drafting your Personal Statement.
- Collect other supplemental documentation, as necessary. This can include accommodations in your K-12 schooling (such as an IEP or 504), accommodation letters from past universities, other standardized assessments (such as ACT/SAT, GRE), your workplace, etc.

7-9 Months Prior to Exam

- If you wish, submit your Personal Statement to ODAI for review. Send it as an attachment to testing@cuanschutz.edu. We request 2-3 weeks to review your statement.
- Your program should send an informational email to students in your cohort with details on how to create an account with [myUSMLE](#). Once this step is completed, send your USMLE ID# to ODAI so we can complete the Certification of Prior Test Accommodations (CPTA) form on your behalf. We will send this completed form back to you to include it in your application packet.

3-6 Months Prior to Exam

- USMLE states that they can take up to 60 business days (~90 consecutive days) to process your application and respond with a decision. Therefore, we recommend submitting your application 3-6 months prior to your desired exam date, as this builds in additional time to submit a Reconsideration Request, which requires you to obtain additional documentation, should you be denied accommodations.
- Submit your application packet to disabilityservices@nbme.org. It must be less than 15MB, or you may have to do multiple emails. You can also fax your packet to (215)-590-9422. Look out for an email within 2 business days as proof that your submission was received.
- Await a decision from USMLE (full approval, partial approval, or full denial), which they will email you. If approved, your scheduling permit will be taken off hold, and you can reserve your testing location and date. If not approved, decide whether you want to submit a Reconsideration Request. Connect with ODAI if you need assistance doing so.

Additional Resources

- **Docs with Disabilities Initiative (DWI):** [Guide to Requesting USMLE Step Accommodations](#)
- **USMLE's Website:** [Test Accommodations](#)
- **USMLE's Email:** disabilityservices@nbme.org
- **USMLE's Phone Number:** (215)-590-9700
- **USMLE's FAQs:** [Commonly Asked Questions](#)
- **ODAI's Location:** Strauss Health Sciences Library, First Floor, Office 1409
- **ODAI's Website:** [Office of Disability, Access, & Inclusion](#)
- **ODAI's Email:** testing@cuanschutz.edu
- **ODAI's Phone Number:** (303)-724-5640
- **Schedule a Meeting with ODAI for Board Exam Support:** [Directions to Schedule a Meeting](#)