United States Medical/Comprehensive Osteopathic Licensing Examination
Reimbursement Policy & Procedures

Background: The University of Washington School of Medicine Graduate Medical Education USMLE and Licensure Examinations Policy stipulates, “to meet appropriate educational standards and national quality standards in preparation for licensure and certification by the American Board of Medical Specialties, trainees must successfully pass one of the following examinations United States Medical Licensing Examination (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX).”

Article 21 of the Collective Bargaining Agreement (CBA) between the UW Board of Regents and the UW Housestaff Association (UWHA) stipulates that Training Programs reimburse fees associated with licensing examinations for residents in ACGME accredited training programs.

Policy: Residents must adhere to the University of Washington School of Medicine Graduate Medical Education USMLE and Licensure Examinations Policy. Prior to beginning internship, matched applicants must provide proof of passing USMLE Steps 1 and 2 (Clinical Skills and Clinical Knowledge) or COMLEX Steps 1 and 2.

Internal Medicine trainees are expected to take COMLEX Level 3/USMLE Step 3 during internship and must provide proof of passing by January 1st of the R2 year.

Procedures: Residents will be excused from patient care responsibilities during the two days of the examination. Residents may not take the examination during Risk nor admitting rotations. Residents may take the examination on Day or Night Medicine, during previously scheduled days off, but must comply with AGME minimum days off requirements.

Residents must adhere to the Schedule Change process to request leave. After obtaining required approvals, residents must complete and submit a Schedule Change form. When the form is received, the request will be processed, amion will be updated, and an official Schedule Change communication will be e-mailed. All changes must be finalized at least 30 days in advance.

To request reimbursement, residents must submit.pdf(s) of both a receipt showing payment and a passing score report. When both documents are uploaded to the program’s Google Form, reimbursement will be requested through ARIBA, the UW’s purchasing system. Once approved by a department reviewer, the budget authority, and the resident, the reimbursement will be electronically deposited into the same account that receives the resident’s salary.

Reimbursement Deadlines:
- May 10th - Preliminary Track
- December 31st of the R2 year - Categorical & Primary Care Tracks

Direct questions about scheduling your exam to schedim@uw.edu. Send questions about reimbursement to paymeim@uw.edu.