



**NBOME**  
NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS

**COMPLEX-USA**  
**BULLETIN OF**  
**INFORMATION**  
**2018-2019**

# IMPORTANT LEGAL NOTICE TO CANDIDATES

Every individual who intends to purchase or take a COMLEX-USA examination must first carefully read the most recently published COMLEX-USA *Bulletin of Information* (BOI) and immediately advise NBOME of any question or concern he or she may have regarding the examination, the conduct required of candidates, or his or her legal obligations to NBOME.

As a condition of providing any COMLEX-USA examination to an individual who intends to purchase or take the examination (candidate), the candidate must establish or have established a current account with NBOME and accept or agree to the Terms and Conditions required of candidates who desire to purchase or take a COMLEX-USA examination. By establishing an account with NBOME, the candidate agrees that he or she is and shall be legally bound by all the terms, conditions, procedures, and obligations of a candidate as set forth in the most recently published BOI online at [www.nbome.org](http://www.nbome.org). The candidate also is and shall be legally bound by all the Terms and Conditions which he or she specifically accepted or agreed to when the candidate established an account with NBOME or purchased any COMLEX-USA examination.

# INQUIRIES

Inquiries should be directed to:

**NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS, INC.**

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## **CLIENT SERVICES**

Toll-free: (866) 479-6828 | Fax: (773) 714-0606

Hours: 7:00 am–7:00 pm (EST) Monday–Friday except NBOME holidays

Candidates may email [clientservices@nbome.org](mailto:clientservices@nbome.org) to request additional information. A candidate should refer to his or her NBOME ID number when making inquiries.

Registration and scheduling for all COMLEX-USA examinations can be completed online at the Client Registration System (CRS) portal account page in accordance with the requirements set out in this *Bulletin of Information*.

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## **CORPORATE OFFICES and CONFERENCE CENTER**

8765 West Higgins Road  
Chicago, IL 60631

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## **EXECUTIVE OFFICES**

101 West Elm Street  
Conshohocken, PA 19428

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## **NATIONAL CENTERS FOR CLINICAL SKILLS TESTING (NCCST)**

NCCST-Philadelphia  
101 West Elm Street, Suite 150  
Conshohocken, PA 19428  
Toll-free: (866) 479-6828

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# I. INTRODUCTION

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The National Board of Osteopathic Medical Examiners, Inc. (NBOME) is a nonprofit corporation, organized under the laws of the state of Indiana. The mission of the NBOME is to protect the public by providing the means to assess competencies of osteopathic medicine and related health care professions.

COMLEX-USA (Comprehensive Osteopathic Medical Licensing Examination of the United States of America) is a three-level, national standardized examination designed for licensure for the practice of osteopathic medicine. Using a primary care approach to patients with the distinctiveness of osteopathic medicine fully integrated throughout, COMLEX-USA assesses osteopathic medical knowledge, knowledge fluency, clinical skills, and other competencies essential for practice as an osteopathic generalist physician.

COMLEX-USA is recognized by the Federation of State Medical Boards and is accepted for physician licensure in all 50 states and some international jurisdictions. The primary purpose of the COMLEX-USA examination program is for licensure of osteopathic physicians seeking to practice osteopathic medicine and surgery.

## II. TERMS AND CONDITIONS

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### TERMS AND CONDITIONS

Candidates are legally bound by the following Terms and Conditions:

- 1. BULLETIN OF INFORMATION (BOI).** The candidate shall comply with all the terms, conditions, procedures, and obligations of a candidate as set forth in this BOI.
- 2. DUTY TO MAINTAIN CONFIDENTIALITY.** The candidate shall not in any manner whatsoever discuss, disclose, paraphrase, publish, or otherwise make known to anyone any test item, information relating to any NBOME examination, or other confidential property belonging to NBOME that is not publicly available on the NBOME website.
- 3. COMMERCIAL TEST PREPARATION.** The candidate shall not in any manner whatsoever contribute to or participate in the development or administration of any commercial test preparation service or enterprise, either directly or indirectly, for a period of at least eighteen (18) full months following the latest date any NBOME examination was taken by the candidate. The candidate shall promptly report to NBOME any solicitation that he or she may receive, or have knowledge of, for the services of the candidate from any commercial test preparation company or enterprise.
- 4. DUTY TO COOPERATE WITH INVESTIGATIONS.** The candidate shall fully cooperate with any NBOME investigation of actual or alleged irregularities in test administration, candidate behavior, and/or breach of test security or confidentiality. Failure to fully cooperate may result in sanctions, including examination failure, notation of irregular conduct, suspension of eligibility, or permanent loss of eligibility to take any COMLEX-USA examination.
- 5. CONFIDENTIAL PROPERTY.** All examinations of NBOME and its means and methods for test development and methodology for testing and scoring examinations, and all related data and other information, are the sole and confidential property of NBOME. The candidate has no right, title, or interest whatsoever in, or access to, any examination or other confidential property belonging to NBOME, except only confidential access to the examination during the administration of the examination to the candidate as permitted by NBOME and under strict supervision of NBOME or NBOME's testing contractor. The candidate acknowledges that any breach under Sections 2 or 5 of these Terms and Conditions will cause irreparable harm for which damages would not be an adequate remedy, and, therefore, the NBOME will be entitled to injunctive relief with respect thereto in addition to any other remedies available.

**6. NO WARRANTY; LIMITATION OF LIABILITY.** Except as expressly and unambiguously stated in this BOI, NBOME makes no warranty whatsoever, expressed or implied. Any damage or loss of the candidate, or others claiming for the candidate, caused by NBOME or any of its employees, officers, directors, or agents is limited to a refund by NBOME to the candidate of any fee paid by or for the candidate to NBOME, which refund shall be the sole and exclusive remedy of the candidate or others for any wrong claimed against NBOME or its employees, officers, directors, or agents, provided neither NBOME nor its employees, officers, directors, or agents shall be liable to the candidate or any other person for any indirect, consequential, punitive, or unforeseeable damages in any event.

**7. RELEASE FOR PRIOR ACTS OR OMISSIONS.** By purchasing a COMLEX-USA examination, the candidate thereby unconditionally releases and discharges NBOME, its employees, officers, directors and agents (Released Parties) from any and all claims, liabilities, damages, or losses whatsoever, known or unknown, that arise out of or are related to any act or omission, including any negligent or other wrongful act or omission, of the Released Parties or any of them, that occurred prior to the date the candidate purchased that examination.

**8. CHOICE OF LAW.** The provisions, terms and conditions of this BOI, including Terms and Conditions accepted by the candidate, shall be governed by and construed only under the laws of the state of Indiana. Any claim by or for the candidate against NBOME or its employees, officers, directors, or agents, and any claim by NBOME against the candidate, arising out or relating to any COMLEX-USA examination, shall be considered and resolved only under the laws of the state of Indiana (to the exclusion of the laws of any other state, and without regard to the conflict of law provisions or law of any state), or under any applicable federal law.

**9. FORUM SELECTION, PERSONAL JURISDICTION.** The candidate expressly agrees that any claim, demand, or complaint whatsoever by or for the candidate against NBOME, or any of its employees, officers, directors, or agents, shall be brought only in a court of competent jurisdiction located in Marion County, Indiana, to the exclusion of all other courts and jurisdictions. The candidate acknowledges and agrees that NBOME is incorporated as a nonprofit corporation in the state of Indiana, that NBOME examinations are administered throughout the United States, that it is reasonable for the laws of the state of Indiana, the place of incorporation of the NBOME, to be applicable, and that any claim, demand, or complaint by the candidate against the NBOME, its employees, officers, directors, or agents be brought only in a court of competent jurisdiction located in Marion County, Indiana, to the exclusion of all other state laws and jurisdictions. The candidate expressly agrees and submits to the jurisdiction of courts of competent jurisdiction located in Marion County, Indiana.

**10. VIOLATION BY CANDIDATE.** If the candidate violates any of his or her obligations to the NBOME, including but not limited to these Terms and Conditions, NBOME may in its sole discretion consider such violation to be Irregular Conduct and not score or void the score of the candidate's examination and assign a "Fail" score, and/or impose other sanctions, as NBOME may determine in its sole discretion, in addition to all other remedies available to NBOME, including injunctive relief, monetary damages, costs, and reasonable attorneys' fees. The candidate also acknowledges and agrees that NBOME likely will have no adequate remedy at law and is or shall be entitled to injunctive and/or other equitable relief, and shall not be obligated to post any bond, to prevent or limit violation by the candidate of his or her obligations to NBOME.

**11. ATTORNEYS' FEES, COSTS.** NBOME has the right to recover from the candidate all attorneys' fees and costs incurred by NBOME (or others acting on behalf of the NBOME) to enforce the candidate's obligations under the BOI, to recover damages or other losses from the candidate for violation by the candidate of his or her obligations under the BOI, or to defend any claim made by or for the candidate against NBOME or its employees, officers, directors, or agents.

**12. MISCELLANEOUS.** The BOI is legally binding upon the candidate, his or her heirs, estate, successors and assigns, and any person or entity acting for the candidate. No provision, term, or condition may be waived by the NBOME without the expressed written consent of an authorized officer of NBOME. If any provision, term, or condition of the BOI is unenforceable for any reason, the remaining provisions, terms, and conditions shall remain in full force and effect, as if the unenforceable provision did not exist.

You acknowledge and agree that the NBOME may provide certain personal information to (and receive such information from) medical schools and residency programs in order to process applications, determine eligibility to take NBOME examinations, and for academic and residency application and matriculation purposes. This includes but is not limited to the provision of COMLEX-USA scores and results to medical schools or residency programs and the sharing of academic student records and related information by medical schools or residency programs with the NBOME.

**13. AMENDMENTS.** NBOME may in its sole discretion, at any time, without the consent of any candidate, amend the terms, conditions, procedures, and/or obligations of candidates set forth in the BOI, by publishing the amendment on the NBOME website, [www.nbome.org](http://www.nbome.org); provided any amendment shall not alter the candidate's obligations relating to any COMLEX-USA examination taken by the candidate prior to publication of the amendment on NBOME's website.



# III. DESCRIPTION OF EXAMINATIONS

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The COMLEX-USA examination series is designed to assess the osteopathic medical knowledge, knowledge fluency, and clinical skills considered essential for osteopathic generalist physicians to practice osteopathic medicine. The foundation of COMLEX-USA is based on the osteopathic philosophy of whole-person health care, underlying structure-function relationships and the interdependence of body systems, self-healing and self-regulatory mechanisms, and the full scope of the osteopathic approach to patient care, including osteopathic manipulative medicine.

The COMLEX-USA program is an examination sequence with three levels. This progressive nature of the COMLEX-USA examinations ensures the consistency and continuity of the measurement objectives of the osteopathic medical licensing examinations. A description of the examination blueprints is below, and descriptions of each examination component of the series, including what constitutes a passing score, follows.

COMLEX-USA examinations are administered only in the English language.

Each COMLEX-USA examination is administered in a standardized, time-measured environment, as the ability to recall, interpret, process, and apply clinical knowledge and skills without hesitation and in a fluid manner (“knowledge fluency”) is fundamental to a generalist osteopathic physician’s competence to practice osteopathic medicine and therefore is one of the fundamental competencies the COMLEX-USA examinations assess.

The blueprint contains two dimensions that outline the patient presentations (clinical presentations) and the physician tasks (competency domains). While all examination Levels have a two-dimensional blueprint structure, the depth and emphasis of each Level parallels the educational experiences and the clinical responsibilities of the candidate.

For more information on all COMLEX-USA examinations, the examination blueprint, including registration, practice materials, and updates, visit the NBOME website.

**COMLEX-USA OVERVIEW AND BLUEPRINT** EFFECTIVE JULY 2018 - MAY 2019

**LEVEL 1**

EFFECTIVE THROUGH APR. 2019

**PURPOSE**

LEVEL 1 assesses the competent application of foundational and basic biomedical and osteopathic science knowledge relevant to clinical presentations as defined by the COMLEX-USA blueprint, emphasizing the scientific concepts and principles necessary for understanding the mechanisms of health, clinical problems and disease processes.

**FORMAT**

- A total of 400 test questions divided into two four-hour sessions
- Computer-based: administered at Prometric Test Centers

**LENGTH** One-day test session: Eight hours

**LEVEL 2-CE**

EFFECTIVE THROUGH MAY 2019

**PURPOSE**

LEVEL 2-CE assesses the competent application of knowledge of clinical concepts and principles involved in all steps of clinical problem solving for osteopathic medical practice as defined by the COMLEX-USA blueprint, emphasizing the biomedical and osteopathic concepts and principles necessary for making appropriate clinical diagnoses through patient history and physical examination findings.

**FORMAT**

- A total of 400 test questions divided into two four-hour sessions
- Computer-based: administered at Prometric Test Centers

**LENGTH** One-day test session: Eight hours

**LEVEL 2-PE**

EFFECTIVE THROUGH FEB. 2019

**PURPOSE**

LEVEL 2-PE provides an assessment of fundamental clinical skills. These skills are evaluated in the context of clinical encounters and are required to be personally performed as appropriate in a timely, efficient, safe, and effective manner. The clinical skills tested include: physician-patient communication, interpersonal skills and professionalism, medical history-taking and physical examination skills, osteopathic principles and osteopathic manipulative treatment, and documentation skills (including synthesis of clinical findings, integrated differential diagnosis, and formulation of a diagnostic and treatment plan).

**FORMAT**

- Twelve standardized patient-based cases: 14-minute duration for each patient encounter plus 9 minutes to document findings in an e-SOAP note (Subjective Objective Assessment Plan format).
- Administered at NBOME National Centers for Clinical Skills Testing in Philadelphia and Chicago.

**LENGTH** One-day test session: Seven hours

**LEVEL 3**

For information refer to the section on page 11

**NEW COMLEX-USA MASTER BLUEPRINT EFFECTIVE 2018-2019**

**IMPLEMENTATION OF NEW BLUEPRINT:** Based on extensive research and expert consensus, a new two-dimensional COMLEX-USA Master Blueprint has been developed and will be implemented beginning with COMLEX-USA Level 3 in 2018. COMLEX-USA Levels 1 and 2 will implement the new blueprint in 2019.

The new master examination blueprint emphasizes the competencies required for generalist physicians to deliver safe and effective osteopathic medical care.

The enhanced COMLEX-USA master examination blueprint, beginning with Level 3 in September 2018, features a framework that maps content to competency domains and clinical presentations.

**COMPETENCY DOMAINS** are related sets of foundational abilities representing the required elements and outcomes that define the knowledge, skills, experience, attitudes, values, behaviors, and established professional standards. They constitute a general descriptive framework for the practice of osteopathic medicine. Required elements articulate the essential foundational specifications, including specific, definable knowledge, skills, experiences, attitudes, values, and/or behaviors that make up the standards for the competency domain. Each required element is further delineated by measured outcomes.

**CLINICAL PRESENTATIONS** represent the manner in which a particular patient, group of patients, or community present(s) to osteopathic physicians. These are high-frequency, high-impact categories based on evidence from osteopathic medical practice and are further categorized as topics. Clinical presentations may include, but are not limited to, presentations of patients across all relevant age categories, from special populations, and in varied clinical settings in which patients present for osteopathic medical care.

## NEW COMLEX-USA OVERVIEW AND BLUEPRINT

### LEVEL 1

EFFECTIVE  
MAY 2019

## ASSESSMENT OF FOUNDATIONAL BIOMEDICAL SCIENCES AND OSTEOPATHIC PRINCIPLES AND PRACTICE

### DESCRIPTION

A one-day computer-based assessment that integrates the foundational biomedical sciences and osteopathic principles with clinical knowledge and other physician competencies relevant to addressing clinical presentations and promoting health in supervised clinical practice settings.

#### Foundational Biomedical Sciences

- Anatomy
- Behavioral Science
- Biochemistry
- Genetics
- Immunology
- Microbiology
- Osteopathic Principles and Practice
- Pathology
- Pharmacology
- Physiology
- Health Promotion and Disease Prevention

### FORMAT

- Two computer-based test sessions taken on one day.
- Administered in a secure, time-measured environment.
- Contains approximately 400 questions related to diverse clinical and patient presentations and 7 defined competency domains for osteopathic medical practice.
- Test questions are single-best answer, multiple-choice format. Also includes test questions involving audio-visual components designed to assess an expanded physician competency subset.
- Examples of test question types in Level 1 are found [here](#).

### PASSING

COMLEX-USA Level 1 indicates that the candidate has demonstrated competence in the foundational biomedical sciences and osteopathic principles and related physician competency domains for osteopathic medical care of patients as required to enter supervised patient care settings and to continue lifelong learning.

## NEW COMLEX-USA OVERVIEW AND BLUEPRINT

### LEVEL 2-CE

EFFECTIVE  
JUNE 2019

## ASSESSMENT OF OSTEOPATHIC PATIENT CARE AND RELATED COMPETENCY DOMAINS

### DESCRIPTION

A one-day computer-based assessment that integrates application of knowledge in clinical and foundational biomedical sciences and osteopathic principles with other physician competencies related to the clinical care of patients and promoting health in supervised clinical settings. These competency domains include application of osteopathic medical knowledge, osteopathic patient care and osteopathic principles and practice, communication, systems-based practice, practice-based learning and improvement, professionalism and ethics.

### Clinical Sciences Disciplines

- Emergency Medicine
- Family Medicine
- Health Promotion and Disease Prevention
- Internal Medicine
- Neurology
- Obstetrics/Gynecology
- Osteopathic Principles and Practice
- Pediatrics
- Psychiatry
- Surgery

### FORMAT

- Two computer-based test sessions taken on one day.
- Administered in a secure, time-measured environment.
- Contains approximately 400 questions related to diverse clinical and patient presentations and 7 competency domains for osteopathic medical practice.
- Test questions are single-best answer, multiple-choice format. Also includes test questions involving audio-visual components designed to assess an expanded physician competency subset.
- Examples of test question types in Level 2-CE are found [here](#).

### PASSING

Level 2-CE indicates that the candidate has demonstrated competence in the clinical sciences and osteopathic principles and related physician competency domains for osteopathic medical care of patients as required to enter into supervised graduate medical education settings and to continue lifelong learning.

## NEW COMLEX-USA OVERVIEW AND BLUEPRINT

### LEVEL 2-PE

EFFECTIVE  
MAR. 2019

## ASSESSMENT OF FUNDAMENTAL CLINICAL SKILLS FOR OSTEOPATHIC MEDICAL PRACTICE

### DESCRIPTION

An assessment of fundamental clinical skills evaluated through 12 encounters with standardized patients. Candidates assess problem-centered and health-promotion-centered patient presentations. Each candidate must personally perform the clinical skills with standardized patients as appropriate in a timely, efficient, safe, and effective manner.

The examination augments the Level 2-Cognitive Evaluation (Level 2-CE) through an assessment of six fundamental clinical skills for osteopathic medical practice within two scored examination domains: the Humanistic Domain and the Biomedical/Biomechanical Domain.

#### Fundamental Clinical Skills Assessed Humanistic Domain

- Physician-patient communication
- Interpersonal skills
- Professionalism

#### Biomedical/Biomechanical Domain

- Medical history-taking and physical examination skills
- Osteopathic principles and osteopathic manipulative treatment (OMT)
- Documentation skills (including synthesis of clinical findings, integrated differential diagnosis, and formulation of a diagnostic and treatment plan)

### FORMAT

- See current format descriptions – 12 standardized patient based-cases.
- 14-minute duration for each patient encounter plus 9 minutes to document findings in an e-SOAP note (Subjective Objective Assessment Plan format).
- Administered at NBOME National Centers for Clinical Skills Testing in Philadelphia and Chicago.

### PASSING

Level 2-PE indicates that the candidate has demonstrated competence in the fundamental clinical skills and related physician competency domains for osteopathic medical care of patients as required to enter into supervised graduate medical education settings and to continue lifelong learning.

## NEW COMLEX-USA OVERVIEW AND BLUEPRINT

### LEVEL 3

EFFECTIVE  
SEPT. 2018

## ASSESSMENT OF COMPETENCIES FOR OSTEOPATHIC MEDICAL PRACTICE

### DESCRIPTION

A two-day computer-based examination assessing competence in the foundational competency domains required for generalist physicians to deliver safe and effective osteopathic medical care and promote health in unsupervised clinical settings.

Competency domains assessed include application of osteopathic medical knowledge, osteopathic patient care and osteopathic principles and practice, communication, professionalism and ethics. Competency assessment occurs in the context of clinical and patient presentations and systems-based practice as required for entry into the unsupervised practice of osteopathic medicine as an independently practicing osteopathic generalist physician and for readiness for lifelong learning and practice-based learning and improvement.

### FORMAT

- Four computer-based test sessions of 3.5 hours each taken over two days (two sessions per day).
- Administered on consecutive days (or within a 14-day window) in a secure, time-measured environment.
- Contains approximately 420 questions in the multiple-choice question format (MCQ) and test questions related to approximately 28 clinical decision-making (CDM) cases. These are related to diverse and representative clinical presentations and 7 competency domains for osteopathic medical practice.
- Test questions are predominantly in the single-best answer and multiple-choice formats.
- CDM question formats include extended multiple-choice (selection of more than one answer from an extensive list that may contain more than one correct answer) and constructed response (short-answer) test questions.
- Also includes audio-visual components designed to assess an expanded physician competency subset.
- Examples of test question types in Level 3 are found [here](#).

### PASSING

Level 3 indicates that the candidate has demonstrated competence in the foundational competency domains required for generalist physicians to deliver safe and effective osteopathic medical care of patients as required for entry into the unsupervised practice of osteopathic medicine and to continue lifelong learning and practice-based learning and improvement.

# IV. COMLEX-USA ELIGIBILITY

A candidate must meet the requirements outlined in the table below. Examinations must be taken in sequence and each level passed before the candidate is eligible to take the next level. COMLEX-USA Level 2-CE and Level 2-PE may be taken in any order, but both sections of COMLEX-USA Level 2 must be passed to qualify for COMLEX-USA Level 3.

COMLEX-USA LEVEL / PREREQUISITE			
LEVEL 1	LEVEL 2-CE	LEVEL 2-PE	LEVEL 3
<ul style="list-style-type: none"> <li>• Completion of the first year of study at an <i>accredited COM</i><sup>1</sup></li> <li>• Attestation by the COM that the candidate is in good academic and professional standing<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Passing of COMLEX-USA Level 1</li> <li>• Completion of the second year of study at an <i>accredited COM</i><sup>1</sup></li> <li>• Attestation by the COM that the candidate is in good academic and professional standing<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Passing of COMLEX-USA Level 1</li> <li>• Completion of the second year of study at an <i>accredited COM</i><sup>1</sup></li> <li>• Attestation by the COM that the candidate is in good academic and professional standing<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Passing of both COMLEX-USA Level 2-CE and Level 2-PE</li> <li>• Graduation from an <i>accredited COM</i><sup>1</sup></li> <li>• Has earned a DO degree</li> <li>• Attestation by a program director<sup>3,4</sup> that the candidate is in good academic and professional standing<sup>2</sup></li> </ul>
<p><sup>1</sup> An <i>accredited COM</i> is a college of osteopathic medicine (COM) accredited by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA).</p> <p><sup>2</sup> “Good academic and professional standing” denotes that the candidate meets the academic and professional requirements of the college of osteopathic medicine or residency program and is eligible to continue as a student or resident in the program.</p> <p><sup>3</sup> Individual who meets the requirements and qualifications as deemed by the AOA or ACGME as the director of a residency program and designated with authority and accountability for the operation of a residency/fellowship program.</p> <p><sup>4</sup> Candidates not in a residency program, refer to Temporary Alternate Attestation Pathway below.</p> <hr/> <p><b>VERIFICATION:</b> All levels require the COM Dean’s Office to confirm eligibility requirements are met.</p> <p><b>NOTE:</b> Attestation by a residency program director that a candidate is in good academic and professional standing in an AOA- or ACGME-accredited residency program will be required for Level 3 eligibility. This attestation does not expire unless rescinded by the program director and is good for up to the six-attempt limit and four attempts in any 12-month period. An attestation can be provided by a program director up to six months after a candidate leaves or graduates from a program.</p> <p>NBOME recommends but does not require that a candidate has completed six months in a residency program prior to taking the Level 3 examination.</p>			



Beginning with the 2019-2020 test cycles, eligibility for the COMLEX-USA Level 1, Level 2-CE or Level 2-PE will require an attestation from an AOA COCA-accredited COM dean that an osteopathic medical student is in “good academic and professional standing.”

**TEMPORARY ALTERNATE ATTESTATION PATHWAY:** For those candidates who are not in a residency program and therefore unable to attain a residency program director attestation, NBOME has created a temporary alternate pathway. The NBOME will accept a request from a dean of a college of osteopathic medicine for a temporary alternate pathway for COMLEX-USA Level 3 attestation. The dean will attest to the candidate’s good academic and professional standing based on the conditions outlined in the Petition Guidelines. Read the [petition guidelines](#) and download the [petition form](#).

**ADDITIONAL INFORMATION**

All candidates must:

- Establish or maintain an online account with NBOME (see also Registration and Scheduling.)
- Agree to the Terms and Conditions described above.
- Provide proof of identity at the time of the examination (see also Examination Administration.)
- Understand and agree that no candidate may take any Level examination for practice or to improve his or her score for any purpose other than to pass a previously failed examination or an examination where the score has been voided.

**SEQUENCE OF EXAMINATIONS**

COMLEX-USA is a three-level examination sequence that must be taken in order as follows. All eligibility requirements are outlined above.

EXAMINATION SEQUENCE	
IN ORDER TO TAKE	A CANDIDATE
<b>COMLEX-USA LEVEL 1</b>	Must meet all eligibility requirements to begin the examination sequence
<b>COMLEX-USA LEVEL 2</b> Level 2-CE or Level 2-PE	Must meet all eligibility requirements and have taken and passed COMLEX-USA Level 1
<b>COMLEX-USA LEVEL 3</b>	Must meet all eligibility requirements and have taken and passed COMLEX-USA Level 1, Level 2-CE and Level 2-PE
<p><b>OUT-OF-SEQUENCE ADMINISTRATION OF COMLEX-USA LEVEL 2-PE</b></p> <p>At the sole discretion of NBOME’s Vice President for Clinical Skills Testing, an Out-of-Sequence Administration of COMLEX-USA Level 2-PE Exception for a candidate who has graduated from an AOA COCA-accredited osteopathic medical school and successfully completed COMLEX-USA Level 3 (or its equivalent) may be administered provided all of the following criteria are met:</p>	

- A state licensing board or jurisdiction, either domestic or international, that issues licenses to practice medicine (“Medical Licensing Agency”), provides a written request to the NBOME that the NBOME administer the COMLEX-USA Level 2-PE examination out of sequence to the candidate;
- The candidate and Medical Licensing Agency accept as final the NBOME’s standard pass/fail decision for the COMLEX-USA Level 2-PE examination, which is intended to assess the clinical skills and osteopathic principles required to solve clinical problems for entry into graduate medical education;
- And the candidate agrees to indemnify and hold harmless the NBOME, including reasonable attorneys’ fees and costs, arising out of or relating to administration of the COMLEX-USA Level 2-PE examination.

If the NBOME approves the Medical Licensing Agency’s request to administer the COMLEX-USA Level 2-PE examination to a candidate out of sequence, the candidate must register and schedule to take the examination and pay the appropriate registration fee(s) as required by the NBOME. The candidate may not register for or schedule an out-of-sequence COMLEX-USA Level 2-PE examination until the candidate is notified by the NBOME that the Medical Licensing Agency’s request has been approved by the NBOME. The NBOME will provide the score and other related information directly to the Medical Licensing Agency and, if requested by the Medical Licensing Agency, to the candidate.

### RETKING AN EXAMINATION

IF A CANDIDATE’S SCORE	LEVELS 1, 2-CE AND 3	LEVEL 2-PE
<b>IS PASSING</b>	Candidate is not permitted to retake examination to improve his or her score	
<b>IS FAILING</b>	Candidate may retake examination a maximum of four times in any 12-month period	Candidate may retake examination a maximum of three times in any 12-month period
<b>IS VOIDED AND NOT REPORTED</b>	Candidate may retake examination a maximum of four times in any 12-month period	Candidate may retake examination a maximum of three times in any 12-month period

#### LIMITED NUMBER OF ATTEMPTS

Candidates taking COMLEX-USA examinations are limited to a total of six (6) attempts for each examination.

#### EXCEPTION TO SIX-ATTEMPT LIMIT

The only consideration for an exception to this policy for one additional attempt beyond the six-attempt limit is at the explicit request of a Medical Licensing Agency.

For NBOME to waive the limitation of a maximum of six attempts for any COMLEX-USA examination, candidates are required to:

- Obtain a written petition for waiver from a Medical Licensing Agency;
- And for Level 1, Level 2-CE and Level 2-PE, must submit written documentation from the COM confirming the candidate's good academic and professional standing.

### **CHANGE IN ELIGIBILITY STATUS**

#### **If a candidate becomes ineligible before administration of an examination**

- The candidate may not take examination.
- The candidate is required to promptly notify NBOME in writing via email of ineligibility ([clientservices@nbome.org](mailto:clientservices@nbome.org)).
- If NBOME is notified that the candidate is ineligible for any reason and the examination was administered before it was scored or the score was released, the score will be voided and the transcript will reflect the test administration with no score, and the candidate's record may be annotated as "Other."
- If irregular conduct occurred, a candidate's record and transcript may be annotated with this information. See also "Irregular Conduct."

#### **To request a refund, the candidate must**

- Provide a written explanation satisfactory to NBOME, within 30 days of the date notified ineligible to take the examination.
- At NBOME's discretion, all or a portion of exam fees paid may be refunded.
- Fees outlined in "Candidate Rescheduled, Canceled, or Missed Scheduled Examinations" apply.
- If not in compliance with the terms herein, all fees paid by or for the candidate will be forfeited.

# V. REGISTRATION AND SCHEDULING

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## REGISTRATION OVERVIEW

Once a candidate is approved for eligibility to take the examination by his or her COM, and he or she intends to take a COMLEX-USA examination, the candidate must set up an online account with the NBOME and agree to the Terms and Conditions contained therein. With this account, a candidate can register, pay for, schedule, or cancel a COMLEX-USA examination by accessing the NBOME website ([www.nbome.org](http://www.nbome.org)) and logging in to the NBOME CRS portal. Because dates and seats are limited, a candidate should schedule an examination at least 90 days in advance of the desired test session.

Testing dates for COMLEX-USA Level 1, Level 2-CE, and Level 3 are available up to six months in advance. Testing dates for COMLEX-USA Level 2-PE are available for scheduling up to 12 months in advance.

Examination fee information for each specific examination can be found under Registration & Scheduling—Examination Fees for each COMLEX-USA examination: Level 1, Level 2-CE, and Level 3 and COMLEX-USA Level 2-PE on our website.

## TEST ACCOMMODATION REQUESTS

If a candidate is a person with disabilities as defined under the Americans with Disabilities Act (ADA), as amended, and has established an account with the NBOME, is eligible for the examination and affirmatively has accepted the Terms and Conditions online, he or she may apply to the NBOME for reasonable accommodations under the ADA if needed for a COMLEX-USA examination to be offered in a place and manner accessible to the candidate.

Any candidate requesting an accommodation under the ADA must:

- Download the appropriate [form and instruction](#) and carefully review the instructions, and complete the form.
- Compile and provide credible and objective documentation to substantiate that the candidate is a “person with disability” as defined by the ADA, including the candidate’s physical or mental impairment(s), how the impairment(s) substantially limits the candidate’s ability to access the examination when he or she is compared with most people in the general population, and why the requested accommodation(s) is necessary and reasonable for the examination to be accessible to the candidate.
- The candidate must include with the completed application form a personal statement that elaborates or further explains the information requested on the application form.
- Submit the completed form and all supporting documentation to the NBOME at 101 West Elm Street, Suite 150, Conshohocken, PA 19428, by a traceable means to assure delivery

of the candidate's application and all documentation to NBOME, which may include U.S. Postal, certified mail, return receipt request, established commercial carrier, or by email addressed to Client Services ([testacc@nbome.org](mailto:testacc@nbome.org)).

A completed application with full supporting documentation is generally evaluated and a decision rendered by the NBOME within forty-five (45) days of its receipt by the NBOME, however additional processing time may be required if additional documentation is needed.

If the candidate does not provide complete information and supporting documentation within thirty (30) days of receipt by the candidate of any notification that the application is incomplete, the NBOME will close the candidate's request and notify the candidate that the case has been closed. The candidate may subsequently submit a new application for test accommodations.

**SCHEDULING:** A candidate may not schedule an accommodated examination unless and until the candidate receives written approval of the accommodation from the NBOME. Nonetheless, pending NBOME's consideration of a request for accommodation(s), a candidate may schedule a standard (non-accommodated) examination. However, if an accommodation is later approved by the NBOME, and the candidate has not taken the examination, the candidate may need to reschedule depending on the nature of the approved accommodation(s). See "[Candidate Rescheduled, Canceled, or Missed Scheduled Examinations.](#)"

If an accommodation is approved by the NBOME for a candidate for a COMLEX-USA examination, the candidate must contact Client Services to arrange for administration of that examination or other instructions regarding the accommodation.

If the candidate chooses to schedule and takes a standard (non-accommodated) examination while his or her request for accommodation and any accommodated examination is pending, the candidate's application of an accommodation will be deemed to have been withdrawn, and NBOME will score the standard (non-accommodated) examination and report the candidate's score in the manner set forth herein.

**RECONSIDERATION:** If an application for accommodation is not approved as requested, and the candidate thereafter obtains new and compelling additional objective information and/or documentation supporting his or her request that addresses NBOME's concerns, the candidate may request the NBOME to reconsider its decision. Any request for reconsideration must be in writing and submitted to the NBOME at 101 West Elm Street, Suite 150, Conshohocken, PA 19428 or by email ([testacc@nbome.org](mailto:testacc@nbome.org)). Requests for reconsideration are

generally evaluated and a decision reported by the NBOME within 45 days of NBOME’s receipt of the request.

**CANDIDATE RESCHEDULED, CANCELED, OR MISSED SCHEDULED EXAMINATIONS**

The process and fees associated with candidates that reschedule, cancel, or miss scheduled examinations differ by the examination type and lead time.

For COMLEX-USA Level 1, Level 2-CE, and Level 3, candidates may reschedule as follows:

<p><b>MORE THAN 30 DAYS BEFORE THE SCHEDULED DATE</b></p>	<ul style="list-style-type: none"> <li>• Reschedule or cancel online</li> <li>• No fee due</li> <li>• Receive a refund for the full amount for cancellations</li> </ul>
<p><b>6 TO 30 DAYS BEFORE THE SCHEDULED DATE</b></p>	<ul style="list-style-type: none"> <li>• Reschedule or cancel online</li> <li>• \$85 fee due to Prometric for COMLEX-USA Level 1, Level 2-CE</li> <li>• \$170 fee due to Prometric for COMLEX-USA Level 3</li> <li>• Receive a refund for the remainder for cancellations</li> </ul>
<p><b>1 TO 5 DAYS BEFORE THE SCHEDULED DATE</b></p>	<ul style="list-style-type: none"> <li>• Cancel online</li> <li>• Forfeit \$190 of the registration fee for COMLEX- USA Level 1, Level 2-CE</li> <li>• Forfeit \$290 of the registration fee for COMLEX-USA Level 3</li> <li>• Receive a refund for the remainder for cancellations</li> </ul>
<p><b>WITHIN 24 HOURS OF THE SCHEDULED DATE</b></p>	<ul style="list-style-type: none"> <li>• Candidate is a “No Show” (see Request for Waiver)</li> <li>• Forfeit \$225 of the registration fee for COMLEX- USA Level 1, Level 2-CE</li> <li>• Forfeit \$340 of the registration fee for COMLEX-USA Level 3</li> <li>• Receive a refund for the remainder for cancellations</li> </ul>

For COMLEX-USA Level 2-PE, candidates may reschedule as follows:

<b>GREATER THAN 90 DAYS BEFORE THE SCHEDULED DATE</b>	<ul style="list-style-type: none"> <li>• Reschedule or cancel online</li> <li>• No fee</li> <li>• Receive a credit voucher or refund for the full amount</li> </ul>
<b>30 TO 90 DAYS BEFORE THE SCHEDULED DATE</b>	<ul style="list-style-type: none"> <li>• Reschedule or cancel online</li> <li>• Forfeit \$50 of the registration fee</li> <li>• Receive a credit voucher or refund for the remainder</li> </ul>
<b>48 HOURS TO 29 DAYS BEFORE THE SCHEDULED DATE</b>	<ul style="list-style-type: none"> <li>• Reschedule or cancel online</li> <li>• Forfeit \$150 of the registration fee</li> <li>• Receive a credit voucher or refund for the remainder</li> </ul>
<b>24 TO 48 HOURS BEFORE THE SCHEDULED DATE</b>	<ul style="list-style-type: none"> <li>• Reschedule or cancel by phoning the NCCST at 610-825-6551 or 866-626-6397</li> <li>• Forfeit \$400 of the registration fee</li> <li>• Receive a credit voucher or refund for the remainder</li> </ul>
<b>LESS THAN 24 HOURS BEFORE THE SCHEDULED DATE</b>	<ul style="list-style-type: none"> <li>• Candidate is a “No Show” (see Request for Waiver)</li> <li>• Forfeit \$750 of the registration fee</li> <li>• Receive a credit voucher or refund for the remainder</li> </ul>

**NOTE:** If a candidate is prohibited from taking or completing a scheduled examination because of irregular conduct, the candidate will forfeit his or her entire registration fee. See “Irregular Conduct.” If and when a candidate is eligible to reschedule the examination not taken because of his or her irregular conduct, the candidate must pay the full registration fee.

**REQUEST FOR WAIVER OF RESCHEDULING/CANCELLATION FEE**

If the candidate reschedules or cancels or is considered a “No Show” because of circumstances beyond his or her control, and submits a request to the NBOME in writing no later than 30 days following the scheduled/missed administration, the NBOME in its sole discretion may waive and/or refund all or a portion of the rescheduling/cancellation fee.

# VI. EXAMINATION ADMINISTRATION

## **ARRIVAL**

### **ALL LEVELS**

Candidates must arrive 30 minutes before the start of the scheduled test administration.

## **IDENTIFICATION**

### **ALL LEVELS**

Candidates must bring one piece of identification, which must be a valid government-issued photo ID with signature, such as a current driver's license, military ID, or passport.

A candidate whose name is changed by marriage or for some other reason must notify the NBOME at least five business days in advance of testing if he or she is to be tested under the new name. Any candidate presenting an ID that does not match the name in the NBOME CRS portal will not be permitted to take the examination and will be considered a "No Show" for all purposes.

As part of the candidate's identification processing, the driver's license, military ID, or passport will be scanned in order to retain scanned information by the NBOME. All candidates will be digitally photographed and may be biometrically scanned (by fingerprint) as part of the registration process. This identification will be required to enter and exit the test center.

## **ATTIRE**

### **LEVELS 1/2-CE/3**

Candidates should dress comfortably as the examination may take a full day.

### **LEVEL 2-PE**

Candidates should be professionally dressed, including a white lab coat, and are required to provide their own standard stethoscope.

## **LATE ARRIVAL**

### **LEVELS 1/2-CE/3**

Any candidate who arrives at the designated test center up to 30 minutes after the scheduled start time and requests to take the examination will be permitted to do so, but only if the test center is able to deliver the examination in its entirety.

Any candidate who arrives later than 30 minutes past the scheduled start time and is not permitted to take the examination shall be considered a "No Show" unless the test center is able to deliver the examination in its entirety.

### **LEVEL 2-PE**

A candidate arriving late who misses the full orientation or any part thereof will not be allowed to take the examination unless the candidate acknowledges in writing that he or she missed all or any part of the orientation and confirms that he or she waives any and all claims, demands, liabilities, or obligations of the NBOME arising out of or relating to the taking of the examination, including but not limited to matters covered during the orientation session. In no instance will the candidate be permitted to begin his or her examination after the first clinical encounter starts.

Any candidate arriving late and missing any part of the first encounter will be considered a "No Show" and will not be allowed to take that examination. The candidate must reschedule to take the examination and pay all required fees.



## **NO OUTSIDE INFORMATION OR ACCESS TO PERSONAL ITEMS**

### **ALL LEVELS**

During the full test session, a candidate will not be permitted access to any information or data (except for information or data provided to the candidate by the NBOME or Prometric at the test center) and the candidate may not communicate in any manner with anyone outside the test center. Candidates are required to place all personal property, including watches, in the secure lockers provided at the test center. For all *scheduled* breaks, candidates will be permitted access to their lockers for food, drink, medicine, and other stored items including electronic devices such as cell phones. Candidates may NOT access study materials or electronic devices during any unscheduled breaks. No locker access is granted until the conclusion of the exam at the Level 2-PE National Centers for Clinical Skills Testing (NCCST). Any candidate found with prohibited materials at any time during the test may be considered to have committed or contributed to irregular conduct regardless of the intent of the candidate. In such cases the candidate may be removed from the testing area, and a notation of irregular conduct may be made on the score report. See also “Irregular Conduct.”

## **FOOD AND DRINK**

### **LEVELS 1/2-CE/3**

Candidates are not permitted to bring food or drink into the testing area. Food and drink must be stored in the assigned locker that candidates can access during the 10-minute optional breaks and the 40-minute lunch break. If a candidate has a medical need that requires food or drink during the testing period, he or she must submit the request in writing to the NBOME in advance for consideration.

### **LEVEL 2-PE**

Each candidate will be provided with a boxed lunch at the first of two scheduled examination breaks; candidates may bring their own food (not requiring reheating) and beverages for use during the breaks if desired. If a candidate has strict dietary needs, it is recommended that he or she bring his or her own food for the examination day.

## **MUST BE UNACCOMPANIED**

### **ALL LEVELS**

A candidate may not have in the testing area assigned to the candidate any family member, assistant, or other person for any reason except as specifically approved by the NBOME as a test accommodation.

## **SPECIAL ASSISTANCE**

### **ALL LEVELS**

Unauthorized possession of personal items in the secure testing area is prohibited. A candidate requiring the use of personal items for medical reasons during testing must contact the NBOME at least four weeks before his or her test date. Even though a candidate may not be a person with disability in accordance with the provisions of the ADA, the NBOME may provide limited special assistance if sufficient notification is provided to the NBOME. See also “Test Accommodation Requests” herein. The test center professional staff may permit or provide special assistance in accordance with the business parameters established between the test center provider and the

NBOME; however, under no circumstance may the test center professional staff permit any additional time to take the examination or modify the examination or testing conditions in any way that would alter the standards for measurement of the knowledge or skill being tested by the examination. Examples of other special assistance that may be permitted include but are not limited to the use of ear plugs, dietary needs, taking of medication, breast pumps, or checking blood glucose during the exam.

## LEAVING TESTING AREA

### LEVELS 1/2-CE/3

If a candidate leaves his or her assigned testing area during administration of these COMLEX-USA examinations without permission, the NBOME may in its sole discretion determine whether irregular conduct occurred. If the NBOME determines that irregular conduct occurred, the examination score may be voided and not reported, and the candidate may face other action, as determined by the NBOME, and such conduct will be noted on the candidate's score report and transcript. See also "Irregular Conduct."

If in the opinion of the NBOME a candidate leaves the test area because he or she is unable to complete an examination due to a significant illness, the NBOME may in its sole discretion void and not report the examination, and, upon written request of the candidate within 10 calendar days of the date of the examination, with appropriate documentation as may be required by the NBOME, permit the candidate to schedule a new test date without payment of an additional fee.

Regardless of the reason the candidate left the assigned test area, if the candidate is permitted to continue with the examination, he or she will not be granted any additional time to complete the examination.

If any COMLEX-USA cognitive examination does not launch or malfunctions, including but not limited to test form not assigned, or missing test items or portions of test items (including visuals, graphics and/or text) during the administration of the examination, such that the completeness, integrity or security of the examination is compromised for any candidate, the score of the candidate(s) adversely affected may be voided by the NBOME.

### LEVEL 2-PE

A candidate will not be allowed to leave the clinical skills test center (including the suite with examination rooms, e-SOAP note desks, break room, and restrooms) during administration of the examination unless permitted or required to do so by the NBOME.

If a candidate leaves the assigned testing area without permission during administration of the COMLEX-USA Level 2-PE examination, a failing score and a note citing unprofessional or irregular conduct may be entered on the candidate's score report and transcript for that examination. See also "Irregular Conduct."

However, if the candidate leaves the assigned testing area because of a serious illness or other unforeseeable emergency, the candidate may, within 10 calendar days following the examination, submit to the NBOME a written request that he or she not be assigned a failing score, explaining in detail why the illness or emergency caused the candidate to leave the testing area and providing adequate supporting documentation, which the NBOME in its sole discretion may accept or reject.

## COMPUTER PROGRAM MALFUNCTION

### ALL LEVELS

A malfunction occurring during administration of an examination will be presumed to have compromised the completeness, integrity, or security of the examination if the malfunction lasts longer than 60 minutes or, if in the opinion of the NBOME, otherwise significantly alters the content or construct specifications for the examination.

If the NBOME in its sole discretion determines that the completeness, integrity, or security of the candidate's examination was not adversely affected by a malfunction, the examination will be scored and reported the same as if the malfunction had not occurred.

## INTERRUPTION OF EXAMINATION

### ALL LEVELS

Unanticipated circumstances may arise including, but not limited to, fire alarm, evacuation, weather emergency, power failure, software failure, equipment failure, and forced evacuation, which may require a test center to close immediately before or during administration of an examination. If the test center professional staff stops all testing, the candidates must stop further work on the examination.

Candidates must obey all test center professional staff instructions and test center placards for the safety of all affected by the emergency. Depending on the time required to restore a safe testing environment, the test center professional staff will determine whether or not to resume testing from the point when the examination was stopped if the examination interruption will still permit the examination to be administered in its entirety.

A candidate:

1. Must promptly report any interruption of the examination to the test center staff on the day of the examination.
2. Must directly provide to the NBOME, via email to [clientservices@nbome.org](mailto:clientservices@nbome.org), or letter to NBOME, 8765 W. Higgins Road, Suite 200, Chicago, IL 60631, credible and verifiable written evidence of the interruption within 10 calendar days following the date of the examination. See also "[Required Notifications of Adverse Testing Conditions.](#)"

If the examination is interrupted for a period of time that will not permit the examination to be administered in its entirety, or the examination is canceled for emergency or safety purposes, any portion of the examination to the extent completed may be unscored but the attempt may be annotated on the transcript as "Other."

If an interruption occurs after the morning test session has been completed, and the examination cannot be resumed or there is insufficient time to permit the afternoon session to be administered in its entirety, the candidate will be required to schedule a new appointment to take the examination in its entirety. The incomplete administration will not be scored but the attempt may be annotated on the transcript as "Other."

## TEST CONTENT COMMENTS

### ALL LEVELS

Candidates are encouraged to report to the NBOME any comments regarding examination content in the item notes fields that are available during the examination, or as provided in the post-examination surveys. These comments are reviewed by NBOME staff on a regular basis.

## EMERGENCY AND EVACUATION

### ALL LEVELS

In the event of an emergency during administration of a COMLEX-USA examination, the NBOME (either directly or through Prometric) will endeavor to protect the safety of all candidates and staff while preserving the integrity of the examination. All candidates are required to follow the test center professional staff's instructions and obey test center placards for their safety and the safety of others.

If as a result of the emergency or evacuation the examination cannot be completed in its entirety or the data from the examination is irretrievable, the examination score will be voided and not reported. The candidate may schedule a new appointment to test on a mutually agreeable future date without incurring an additional fee. Any rescheduling hereafter requires that the candidate be responsible for the associated fees. No reimbursement of travel or lodging expense is offered by the NBOME for any emergency or evacuation beyond the control of the NBOME.

If a candidate has completed a valid examination before the emergency or evacuation, and the data from the examination are retrievable, the candidate's examination may be scored and reported.

## MISSING DATA

### ALL LEVELS

If a candidate's data is missing a score may not be recorded or reported for the candidate.

## VOIDED EXAMINATION SCORES

### ALL LEVELS

Only the NBOME can void a score based on an assessment of adverse testing conditions that were reported, verified, and confirmed. Candidates may not void their own score for any reason.

In lieu of voiding the score due to a malfunction, the NBOME in its sole discretion may accept and score the candidate's examination provided he or she executes, in a form satisfactory to the NBOME, a verified statement that he or she was unaffected by the malfunction, expresses the desire to have his or her examination scored, agrees to accept the results of the examination, and waives any claim arising out of or relating to the examination.

Should an examination score be voided, the following options will be available.

- The candidate may reschedule the examination for a mutually agreeable future date without any additional fee.
- The candidate may be eligible for partial or full reimbursement of travel and lodging expenses from the NBOME.

The candidate must apply in writing, including email, for a reimbursement within 30 days of receipt of notification of voiding of the score and must provide the NBOME appropriate receipts and additional information requested by the NBOME in order to be considered for reimbursement of such expenses.

### **CANCELLATION DUE TO INCLEMENT WEATHER OR OTHER *FORCE MAJEURE***

#### **ALL LEVELS**

In the event of severe inclement weather, *force majeure*, or other event beyond the control of the NBOME or Prometric, the NBOME or Prometric may in its sole discretion cancel a scheduled examination. If this occurs, candidates scheduled to take that examination may schedule a new appointment to test on a mutually agreeable future date without an additional fee. Any rescheduling thereafter requires that the candidate be responsible for any associated fees. The NBOME or Prometric will, when feasible, make information available to candidates on the status of the examination. Candidates will not be reimbursed for any travel or lodging expenses in the event that a test is canceled under these circumstances.

### **TEST CENTER CONTACT INFORMATION**

#### **LEVELS 1/2-CE/3**

The specific test center contact information for examinations is provided on the electronic receipt candidates receive as confirmation of a scheduled test date. Candidates should retain a copy of the receipt for future reference.

For information about the possible cancellation of an examination, candidates should visit the Prometric website or call 800-853-6769 to learn if the test center will be open for test administration.

#### **LEVEL 2-PE**

The main telephone number for all of the NBOME National Centers for Clinical Skills Testing (NCCST) for the COMLEX-USA Level 2-PE examination is 866-479-6828.

### **ADVERSE TESTING CONDITIONS**

The following policies apply in the event any Adverse Testing Condition occurs or is alleged to occur during the administration of any COMLEX-USA examination. An Adverse Testing Condition (“Adverse Testing Condition”) is a situation that the NBOME determines, in its sole discretion, is outside the control of the candidate and interrupts the normal administration of the examination and substantially and negatively affects the candidate’s performance on the examination. Examples include computer malfunctions, failures or interruptions resulting in significant lost time or disruptions.

If Adverse Testing Conditions at a test center are universally adverse to all or most candidates, as determined by the NBOME in its sole discretion, the NBOME may offer to all

candidates so affected an option to reschedule the examination for a mutually agreeable future date without the candidate incurring any additional fee. For any rescheduling thereafter, the candidate will be responsible for the associated fees. If the NBOME is unable to reschedule the examination when this option is offered, then it is the responsibility of the candidate to make the new test appointment for a mutually agreeable future date.

If the test center is closed because of an Adverse Testing Condition (except inclement weather, other *force majeure*, or emergency evacuation as noted above), the candidate may be eligible for reimbursement of travel and lodging expenses from the NBOME. The candidate must apply to the NBOME for a refund in writing (including email) within 30 days following the event, and must provide appropriate receipts and any additional information requested by the NBOME to be considered for any reimbursement for such expenses.

If during an examination a candidate brings to the attention of the test center professional staff any testing condition (e.g., program malfunction, interruption of examination, Adverse Testing Condition) that he or she believes has or will substantially and adversely affect his or her performance on the examination, and the condition is not resolved to the reasonable satisfaction of the candidate at the test site, the candidate may either:

**CONTINUE EXAMINATION.** After notifying the test center professional staff, the candidate may elect to continue with the examination. In such a case, the following shall apply:

If the test center staff confirms with NBOME that the condition complained of is an Adverse Testing Condition that did exist and the NBOME determines that it likely would have substantially and adversely affected the candidate's performance of the examination, then and only then the candidate may reschedule the examination for a mutually agreeable future date and will not be assessed any additional fee. The examination score will be voided and not reported. See also "Required Notifications of Adverse Testing Conditions" regarding appropriate notification.

If the test center staff does not confirm that the condition complained of existed, or that it existed but did not or would not have substantially and adversely affected the candidate's performance on the examination, the examination will be scored.

**Or**

**WITHDRAW FROM EXAMINATION.** If after notifying the test center professional staff the candidate chooses to withdraw from the examination due to an Adverse Testing Condition before its completion, the following shall apply:

If the test center staff confirms with the NBOME that the condition complained of is an Adverse Testing Condition did exist, and the NBOME determines that it would have

substantially and adversely affected the candidate's performance of the examination, then and only then the candidate may reschedule the examination for a mutually agreed future date and will not be assessed any additional fee. The examination to the extent completed may not be scored but the attempt may be annotated on the transcript as "Other."

If the test center staff does not confirm that the condition complained of existed, or that it existed but the NBOME determines that it would not have substantially and adversely affected the candidate's performance on the examination, NBOME may in its sole discretion elect to score the examination or to not score the examination and permit the candidate to retake the examination. The attempt may be annotated on the transcript as "Other." For the COMLEX-USA Level 2-PE, voluntary withdrawal from the examination may result in a failing score report as detailed in "Required Notifications of Adverse Testing Conditions." In such a case for any COMLEX-USA examination, the candidate may not reschedule to take the examination until 60 days after the date of the prior examination, must pay a full examination fee, and may not elect to withdraw from any future COMLEX-USA examination.

#### **REQUIRED NOTIFICATIONS OF ANY ADVERSE TESTING CONDITION**

In the event of an Adverse Testing Condition that impacts the administration of any COMLEX-USA examination to a candidate, the candidate must notify the test center staff before leaving the test center of any adverse impact the Adverse Testing Condition had or may have had on the candidate's performance of the examination. Simply making a comment in the post-examination survey regarding any possible Adverse Testing Condition does not qualify as written notification.

#### **And**

The candidate must submit to the NBOME in writing within 10 calendar days following the examination date via email to [clientservices@nbome.org](mailto:clientservices@nbome.org) a detailed description of the Adverse Testing Condition, a detailed statement of the impact the Adverse Testing Condition had or may have had on his or her performance of the examination, and a written request that the NBOME hold the publication of the candidate's score on the examination until the NBOME has completed its investigation of the matter, as a condition for any claim or right to recourse the candidate may have against the NBOME; Prometric; or any of their employees, agents, or representatives.

If the candidate fails to so notify both the test center staff and the NBOME of any claimed Adverse Testing Condition, the candidate thereby waives any claim or right to any recourse he or she has against the NBOME; Prometric; or their employees, agents, or representatives arising out or relating to that claimed Adverse Testing Condition.

**IRREGULAR CONDUCT**

If the NBOME determines in its sole discretion that a candidate committed or contributed to any Irregular Conduct in connection with the application, registration or taking of an examination, the NBOME may in its sole discretion take one or more of the following actions:

- Void the candidate’s examination and score and/or not score any examination.
- Deem the candidate to have failed the examination and enter a “Fail” score on the candidate’s Score Report and transcript.
- Annotate the candidate’s Score Report and transcript for the examination as “Irregular Conduct.”
- Suspend, revoke, or refuse to provide any Score Report or transcript to a candidate or any third party.
- Deny any application by the candidate to take any NBOME examination.
- Report the incident to the candidate’s school or graduate medical education program and/or to any licensure board or state or national jurisdiction, agency, or authority.
- And/or take any other action the NBOME in its sole discretion deems appropriate.

The candidate shall fully cooperate with any NBOME investigation of any possible irregularities in test administration, candidate behavior, breach of test security, or confidentiality. Failure to fully cooperate can result in sanctions, including examination failure, notation of irregular conduct, suspension of eligibility, or permanent loss of eligibility to challenge a future COMLEX-USA examination.

The term “Irregular Conduct” includes any behavior on the part of any candidate that violates the integrity or security of the examination, behavior that is disruptive to administration of the examination, or behavior deemed by the NBOME in its sole discretion to be inappropriate in connection with the application, registration, taking, administration, integrity, and security of any NBOME examination. Such behavior includes but is not limited to:

- Copying, fraud, deceit, or other dishonest conduct.
- Refusal to provide proper ID or permit photo documentation or other identification for ID verification at any time.
- Disrupting another candidate or candidates.
- At any time (i.e., before, during, or after any examination) verbally or physically harming or threatening to harm the test center professional staff, other examinees, test center employees, or NBOME personnel, representatives or agents, including telephone and in-person encounters regarding scheduling, scores, or score reporting.



- Communication or attempts to communicate with others during the examination other than authorized test center professional staff.
- Removal of or attempts to remove any test material, scrap paper, or white board from the assigned test area.
- Damage to property.
- Non-compliance with test center rules and regulations and security requirements, including operating test center equipment without reasonable care.
- Providing or receiving unauthorized information about the content of an examination.
- Communication or attempts to communicate about the content, format, or specific test items with another candidate or with any outside source or party (including use of telephones, personal computers, internet access, test review companies, or any other means) at any time, either before, during, or after any examination.
- Using or having available or access to any unauthorized device, text, notes, or other material that could assist the candidate in taking the examination.
- Providing false admittance information or altering applications, score reports, transcripts, or certificates.
- Providing false or forged identification upon presentation for testing at a test center.
- Misrepresentation of physical examination or treatment maneuvers performed or history taken during a standardized patient encounter in the e-SOAP note or other documentation required for the COMLEX-USA Level 2-PE examination. With the exception of vital signs provided by NBOME, under no other circumstances should a candidate document the results of physical examination or treatment maneuvers that were not performed or medical history that was not elicited during the clinical encounter.
- Violation of the NBOME's non-disclosure or confidentiality policies or the candidate's non-disclosure agreement at any time.
- Any violation of the Terms and Conditions, policies, rules, procedures, or obligations of candidates set out in the Bulletin of Information (BOI) as published at the time of the violation.
- Bringing personal property into the test area is considered by the NBOME to violate the security of the examination.
- Leaving his or her assigned test area during the administration of any COMLEX-USA examination.
- "Unprofessional Conduct" as described below.
- Other behavior as deemed by the NBOME to be unethical or unprofessional.

**NOTE:** Candidates are under both proctor and electronic surveillance during administration of the COMLEX-USA examinations at all test centers.

Any test center professional staff, or other Prometric staff, who suspects Irregular Conduct by a candidate during administration of the COMLEX-USA examinations will report that information to the NBOME. Also, candidates who directly observe Irregular Conduct must report such activity to the Prometric or NBOME test center professional staff.

NBOME reviews all Irregular Conduct reports and may pursue any and all actions it deems appropriate for or in connection with any Irregular Conduct, including but not limited to any damages or losses incurred by NBOME, including its reasonable attorneys' fees and costs, caused by the candidate's Irregular Conduct, and injunctive or other equitable relief without bond or other security.

Copying, reproducing, verbally discussing, relaying, or recording test items or test content, in addition to violating security, may result in action by NBOME against the candidate for violation of copyright laws and/or other action by NBOME allowed by law.

Prior to taking the COMLEX-USA Level 2-PE examination, candidates must sign a Candidate Agreement, which includes confidentiality obligations, and may be provided with further examples of Irregular Conduct during the orientation. Behavior that may violate NBOME policy or provide an advantage to one candidate over others may result in disqualification from scoring (i.e., minimum note score).

A candidate who is notified that he or she has, or is believed to have been, engaged in Irregular Conduct, or is being investigated for alleged Irregular Conduct, will have 10 calendar days from the date of such notification to submit in writing, including email, and be received by the NBOME, a personal statement signed by the candidate of his or her position on the claimed or possible Irregular Conduct, and any and all information known or available to the candidate that he or she believes is relevant to the matter. After receipt of the candidate's statement and any information, or the lapse of the 10-day response period, whichever is earlier, NBOME will determine whether the candidate has engaged in Irregular Conduct and, if so, what action NBOME will take. Notwithstanding the foregoing, the NBOME may in its sole discretion take any action it deems appropriate prior to the submittal of any statement by the candidate to protect NBOME and the integrity of its examinations.

Decisions regarding Irregular Conduct are determined solely at the discretion of NBOME and all such decisions of NBOME are final.

Due to the nature of the process involved in reports of Irregular Conduct of a candidate or investigation of such conduct or any complaint in connection with the administration of a COMLEX-USA examination, an investigation of any actual or suspected Irregular Conduct may delay the release of any score of a candidate. NBOME will not release a score, if any, while the matter is under investigation. If a score release is expected to be significantly delayed because of an investigation for reasons of alleged Irregular Conduct, NBOME will notify the candidate and give the reasons for the investigation.

Information relating to any Irregular Conduct or behavior of a candidate and any action taken by NBOME in response to a candidate's Irregular Conduct or behavior may become part of the permanent record of the candidate maintained by NBOME and available to third parties. Every candidate authorizes NBOME to release any or all of the candidate's personal statement or other information provided by the candidate and any action taken by NBOME relating to the candidate's actual or alleged Irregular Conduct or behavior to the candidate's medical school, residency program director, any licensing board, authority, or other person(s) or entity or entities deemed appropriate by NBOME or required by law, without prior notice to or the consent of the candidate.

#### **OTHER UNPROFESSIONAL CONDUCT**

NBOME deems professionalism to be an important competency of an osteopathic physician, and a candidate must demonstrate professionalism at all times. NBOME will not tolerate unprofessional conduct on the part of any candidate under any circumstance, including but not limited to the following:

- At any time (i.e., before, during, or after any examination), the use of foul, lewd, improper, or culturally insensitive statements or behavior toward test center employees, other examinees, NBOME personnel, representatives or agents, including telephone and in-person encounters regarding scheduling, scores, or score reporting.
- Any conduct or behavior deemed by the NBOME to be inappropriate or unprofessional for an osteopathic physician.
- Violation by the candidate of any of the Terms and Conditions as set out in NBOME's Bulletin of Information (BOI) that was in effect when the violation occurred.

When any unprofessional conduct comes to the attention of NBOME, NBOME at its sole discretion may take any action it deems appropriate, including, but not limited to, any action for Irregular Conduct and/or any of the following:

- Record the name of the candidate, nature of the behavior or conduct, and the time and conditions under which the behavior or conduct occurred.

- Notate the candidate's record to reflect the unprofessional conduct.
- Record and store conversations or other documentation that are considered to be unprofessional.
- Record the punitive action, if any, taken against a candidate, including, but not limited to, a period of suspension or denial of testing by NBOME.
- Void and/or not score any examination taken by the candidate, deem the candidate to have failed the examination, report "Fail" as the result of the examination, and annotate the candidate's Score Report and/or transcript for the examination with an "I" as Irregular Conduct.
- Notification to the Office of the Dean of the college of osteopathic medicine and/or the director for medical education of the graduate medical education program where the candidate is matriculated or enrolled.

As with other Irregular Conduct, information relating to a candidate's unprofessional conduct may become part of the permanent record of the candidate maintained by NBOME. NBOME may in its sole discretion release any or all of the candidate's information or action(s) taken by NBOME relating to the candidate's Irregular Conduct or unprofessional conduct to the candidate's medical school, residency program director, any licensing board, authority, or other person(s) or entity or entities deemed appropriate by NBOME or as required by law, without prior notice to or the consent of the candidate.

### **SECURITY AND CONFIDENTIALITY**

All examinations, examination materials, answer sheets, grading materials, and clinical materials used in the COMLEX-USA examinations or other examinations of NBOME are the sole and exclusive property of the NBOME. All examinations of NBOME are protected by the copyright laws of the United States. Candidates have no right, title, or interest in or access to any examination of the NBOME, or to NBOME's means and methods for test development or its methodology of testing and scoring, or to any data or information relating to any examination of NBOME. All rights are reserved by NBOME. Only authorized test center professional staff or other authorized agents or employees of NBOME shall have custody or control of the examination and the examination materials.

NBOME is not affiliated with, does not sanction, and does not endorse any commercial enterprise that purportedly offers COMLEX-USA test preparation courses or materials. For self-assessment purposes, NBOME publishes and makes available to candidates its COMSAE practice examinations, tutorials, and sample COMLEX-USA Level 2-PE encounters.

Candidates may have access to the examination only while it is being administered and only under the supervision of authorized test center professional staff. Post-examination access to,

discussion of, or review by candidates, or any person on behalf of the candidates, of the examination or examination material is strictly prohibited.

Any discussion or disclosure of any aspect of the test items or the clinical cases or standardized patients either during the examination or after the examination is strictly prohibited. Candidates shall not discuss, disclose, paraphrase, publish, or otherwise make known to anyone, including another professional student, any test item, or information relating to any NBOME examination or other confidential property belonging to NBOME. Any violation by a candidate of this confidentiality agreement will be considered Irregular Conduct and be dealt with as prescribed in “Irregular Conduct” and/or as otherwise determined by NBOME. NBOME shall also be entitled to recover from the candidate all its damages and losses, including reasonable attorneys’ fees and costs, caused by any Irregular Conduct of the candidate. Every candidate also agrees and acknowledges that NBOME may have no adequate remedy at law and in its sole discretion is entitled to injunctive and/or other relief to prevent or limit any disclosure of test items or other confidential property of NBOME, in addition to its damages or losses, including its reasonable attorneys’ fees and costs incurred by NBOME as a result of any action taken to defend or protect its confidential property. See also Sections 2 and 5 of the Terms and Conditions.

### **REFUSAL TO ADMINISTER EXAMINATION**

NBOME may in its sole and absolute discretion refuse to administer or provide any of its examinations to any person for failure to meet the eligibility requirements or to adhere to the terms of this BOI, including but not limited to Irregular Conduct or Other Unprofessional Conduct. If NBOME determines not to provide its examination to any person who has registered or scheduled to take an NBOME examination and paid a registration or other fee to NBOME, the only recourse that person shall have against NBOME is a refund of the registration or other fee paid to NBOME by the candidate.

# VII. EXAMINATION SCORES

The number of test items answered correctly (the raw score) is converted to a 3-digit standard score for the purposes of making NBOME’s Pass/Fail decisions and for reporting the results.

The conversion for standard scores involves information about the performance of examinees that have taken these examinations previously:

## PASSING SCORES:

- COMLEX-USA Level 1: **400**
- COMLEX-USA Level 2-CE: **400**
- COMLEX-USA Level 2-PE: **PASS**
- COMLEX-USA Level 3: **350**

For information on converting a COMLEX-USA score to a percentile score and using the COMLEX-USA Percentile Score Conversion Tool, refer to “COMLEX-USA Percentile Scores” on the NBOME website.

For state medical and osteopathic medical licensing board purposes, a passing score on COMLEX-USA is equivalent to the historic 2-digit standard score of 75.

## SCORING

### ALL LEVELS

The percentage of candidates that pass or fail a COMLEX-USA examination is not predetermined. The Pass/Fail standard is criterion-based. A candidate’s score for any COMLEX-USA examination is based solely on a candidate’s performance on the total examination, not on performance in individual content areas. The COMLEX-USA examination score reports include performance profiles summarizing relative strengths and weaknesses for areas designated on the blueprint.

Items that may be included in the examination solely for research or pre-testing purposes will not be included in the candidate’s score.

### LEVEL 2-PE

For COMLEX-USA Level 2-PE, details about examination scoring are available in the [Orientation Guide](#) and at COMLEX USA Level 2-PE Pre-examination and Post-examination [FAQ](#), which can be found on the NBOME website. Level 2-PE is a conjunctive Pass or Fail criterion-based examination.

## SETTING THE MINIMUM PASS/FAIL STANDARD

### ALL LEVELS

Consistent with many other national high-stakes examinations for physician licensure worldwide, the NBOME follows industry standard best practices in determining minimum Pass/Fail standards for its COMLEX-USA examinations, for periodic review, and, if needed, for resetting current standards. At least every five years, the NBOME reviews the standards for minimum competency required to pass COMLEX-USA examinations. This process, referred to as “standard setting,” may result in a change in the “cut score” (or scores) needed to pass an examination. The NBOME reserves the right to review the minimum passing standards for any NBOME examinations at any time, and minimum passing standards may be adjusted without notice before score reporting. Notice of adjustments is posted on the NBOME website. To learn more about the NBOME’s process for standard setting, refer to the Standard Setting section of the NBOME website.

## PRIMARY INTENDED USE AND SECONDARY USES OF COMLEX-USA EXAMINATION SCORES

### ALL LEVELS

The primary intended use of COMLEX-USA is for initial licensure of osteopathic physicians for the practice of osteopathic medicine. Recognized and important secondary uses of the COMLEX-USA examination program include the following: advancement and promotion, including graduation, of students in osteopathic medical schools; direct evidence of student learning and outcomes research by osteopathic medical schools and of residents in graduate medical education programs; uses by residency program directors as part of eligibility criteria for entry into graduate medical education programs; and advancement and promotion and assessment of Milestones for program completion by residents in graduate medical education programs. NBOME advises against the use of any evaluation instrument for which there is insufficient validity evidence.

## SCORE REPORTING

### ALL LEVELS

Candidates will be notified by email when their scores have been released. Candidates may access their Pass/Fail status and/or scores for any COMLEX-USA examination through the CRS portal on the NBOME website (Account Access Login can be found at the top right corner of the home page). The Office of the Dean at a candidate’s college of osteopathic medicine may access this information for their students using a secure school page of CRS portal.

Each candidate acknowledges and agrees that NBOME will provide the candidate’s COMLEX-USA Level 1, Level 2-CE, and Level 2-PE examination Score Reports to the candidate and Office of the Dean of the candidate’s school and NBOME will provide the COMLEX-USA Level 3 examination score reports to the candidate and the Office of the Dean of the candidate’s school of graduation, and score reports will be released to the program director, Director of Medical Education, or Designated Institutional Official of the candidate’s graduate medical education program. Each candidate acknowledges and agrees that their Score Reports may be provided to additional third parties as provided in the Bulletin of Information (BOI).

No COMLEX-USA scores will be reported by telephone, email, or fax.

For candidates tested before July 1, 2012, a reprint of the Score Report may be requested in writing (including email), along with a fee as determined by the NBOME. Refer to the NBOME

website for information on Non-Examination Related Fees.

Score Reports are generally posted to the candidate's account at "View Score Report" and the secure school page of the NBOME CRS portal. Specific score release target dates for COMLEX-USA scores, based on dates of test administration, can be found under Score Release Dates on the website.

**Score report release can be subject to delays that are contingent upon candidate scheduling, standard setting, and other variables.**

## SCORE ANNOTATIONS

### ALL LEVELS

On occasion, scores may be released with the following annotations:

**I – Irregular Conduct** occurred on the part of the candidate. Candidate conduct that may be considered irregular is described under "Irregular Conduct." Candidates (including any representative the candidate has authorized in writing), Medical Licensing Agencies, candidate's medical school, and residency/fellowship program directors may obtain further information regarding this annotation by contacting the NBOME.

**O – Other Condition(s)** that occurred during administration of an examination beyond the control of the candidate (e.g., candidate illness, computer malfunction) that resulted in the examination not being scored, or the examination being scored after test administration to the candidate under different or unusual conditions. Candidates (including any representative the candidate has authorized in writing), Medical Licensing Agencies, candidate's medical school, and residency/fellowship program directors may obtain further information regarding this notation by contacting the NBOME.

## POSTING SCORES

In 2019, when the new passing standards are applied to the new Level 1, Level 2-CE and Level 2-PE examinations under the new COMLEX-USA Master Blueprint in 2019, initial score report releases will be delayed.

### LEVELS 1/2-CE

Approximately 4 to 6 weeks from the date of examination administration.

### LEVEL 3

Approximately 8 to 10 weeks from the completion of the examination (after the initial score release).

*In particular for the two-day Level 3 examination, the initial score release will likely not occur until early in 2019*

### LEVELS 2-PE

Approximately 8 to 10 weeks from the date of examination administration.



## SCORE CONFIRMATION

### ALL LEVELS

Before releasing examination results and posting the candidate's score report, the NBOME conducts a process of quality assurance to ensure that all candidate scores are accurate. However, the NBOME will confirm for a candidate any examination score if a candidate so chooses. To request a score confirmation, a candidate must submit a request from the "View Scores" tab of his/her NBOME online account within 120 days of the examination date. Please be advised that there is a \$50 fee per score confirmation request.

### LEVELS 1/2-CE/3

For COMLEX-USA Level 1, Level 2-CE, and Level 3, score confirmation involves confirmation of responses recorded by computer at the test site. Because score confirmation is limited solely to review of the responses recorded, it is unlikely to change the candidate score. The NBOME will confirm whether all sections were complete and that the candidate's responses were graded against the proper form. NBOME does not release information about the scoring of individual examination questions.

Further information regarding COMLEX-USA cognitive examination score reports can be found within the [FAQs](#) on the NBOME website. Candidates should carefully review the information provided prior to contacting NBOME.

### LEVEL 2-PE

For the COMLEX-USA Level 2-PE, score confirmation involves confirmation of the numerical aspects that make up the scores and Pass/Fail decisions, but does not include further review or re-scoring of the recorded performances or the e-SOAP notes.

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## PRIVACY AND USE OF CANDIDATE DATA

### ALL LEVELS

It is the policy of the NBOME that candidate scores and other confidential data, including personally identifiable information, provided by the candidate or about the candidate, will be protected from improper access, use, or disclosure and will not be released to any third party, except as provided or authorized in the Bulletin of Information (BOI), or at the request of the candidate, or as required by law; provided NBOME may use a candidate's de-identified score or other candidate data or information for research or other purposes related to the mission of NBOME without notification to or the permission of the candidate unless and until the candidate specifically notifies the NBOME in writing that his or her score, data, and information may not be used by the NBOME for research or other purposes.

For more information please see [www.nbome.org/who-we-are/privacy-notice/](http://www.nbome.org/who-we-are/privacy-notice/).

## VIII. RELEASE OF CERTIFIED TRANSCRIPTS

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Candidates who have completed COMLEX-USA examinations after 1990 may request a certified (official) transcript by logging into the CRS portal, using the "Purchase Transcripts" tab, and completing the electronic request form and payment.

Candidates who completed COMLEX-USA examinations (or its predecessors) before 1990 may either download, complete, and email a paper form or utilize the electronic version noted above, paying the required fee. No requests for transcripts will be taken by telephone or fax.

COMLEX-USA transcripts contain scores and Pass/Fail status for all COMLEX-USA examinations taken and score interpretation annotations/notes. A candidate's certified transcript is the only verification of scores NBOME considers acceptable by Medical Licensing Agencies and the Federation Credentials Verification Service (FCVS).

The normal processing time for a certified transcript is three to five business days following receipt of request and payment.

All certified transcripts will be mailed by first-class mail unless otherwise arranged with NBOME.

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