



Self-Assessment Services

Voucher Information Program (VIP) Order Form

Please read instructions before completing this form.

Organization Name: _____

Date: _____

**Primary Contact for
Communication/Voucher Management:**

Name

E-mail Address

Telephone

Fax

Person Submitting This Form:

Same as above Different, as shown below

Name

E-mail Address

Telephone

ASSESSMENT	QUANTITY							Cost	SUBTOTAL (# form x cost)
	*Any Form	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6		
Comprehensive Basic Science Self-Assessment (CBSSA)								\$45	\$
Comprehensive Clinical Science Self-Assessment (CCSSA)								\$45	\$
Comprehensive Clinical Medicine Self-Assessment (CCMSA)								\$45	\$
Comprehensive Basic Science w/Expanded Feedback								\$60	\$
Comprehensive Clinical Science w/Expanded Feedback								\$60	\$
*This option does not include expanded feedback forms.								TOTAL AMOUNT	\$

Mail this completed form and remittance for the total amount (personal checks not accepted), made payable to the National Board of Medical Examiners, in US currency, to:

**Medical School Services, National Board of Medical Examiners
3750 Market Street, Philadelphia PA 19104-3190**

QUESTIONS? medicalschoolservices@nbme.org



VOUCHER INFORMATION PROGRAM (VIP) ORDER FORM

INSTRUCTIONS FOR COMPLETION

NBME Self-Assessment Services (NSAS) vouchers are available for purchase by medical schools or other organizations. The vouchers can be distributed to medical students or others for use as “payment” when requesting a self-assessment from the NBME Self-Assessment Services interactive website. The primary contact entered on the order form will be given access to a website for management of the vouchers and viewing the performance feedback for those who use the vouchers. The vouchers are good for six months from the date of issue and may be used until 11:59 PM Eastern Time in the United States on the expiration date.

There are multiple forms of the CBSSA and CCSSA self-assessments. The CCMSA has only one form. Graphical performance feedback highlighting strengths and weaknesses by content category is generated for all self-assessments. Form 6 of CBSSA and Form 4 of CCSSA include expanded feedback: number of items answered incorrectly by category, average time spent on each incorrect item, percentage of items answered incorrectly and ability to review the text of items answered incorrectly. You may order any form, a specific form, or a combination of forms. All forms are built to the same contact specifications and have been equated to allow for differences in difficulty.

To complete this form:

1. Enter the name of your organization and the date the form is being submitted.
2. Provide the name of the person designated to distribute the voucher ID numbers, retrieve individual examinee results and to serve as the NBME’s primary contact for communication about this request.
3. Provide the name and contact information for the person submitting the request, *if different for the primary contact*.
4. Enter the quantity of vouchers needed in the row(s) next to the self-assessment(s) you are requesting.
5. Calculate and enter the fee sub-total at the bottom of any column where you have entered a quantity.
6. Calculate and enter the total amount to be submitted with this form in the last row.
7. Send the form and remittance (personal checks not accepted) to the NBME as instructed. Allow three business days for the NBME to process your request after it is received.
8. The primary contact will receive a confirmation e-mail when order processing has been completed by the NBME. A subsequent e-mail notification will be sent when the vouchers are available to retrieve and distribute, and will include a link with instructions on how to access the vouchers.

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