

**Department Of Health  
Health Systems Quality Assurance  
Office of Health Professions and Facilities  
Washington State Podiatric Medical Board  
Policy/Procedure**

<b>Title:</b>	PMLexis Courtesy Candidates	PO97-42
<b>Reference:</b>	Board minutes: September 19, 1997; April 12, 2012; July 12, 2012	
<b>Contact:</b>	Program Manager	
<b>Effective Date:</b>	July 12, 2012	
<b>Supersedes</b>	September 19, 1997	
<b>Approved</b>	Board	
<b>Signature</b>	Suzanne Wilson, DPM, Chair	

**Purpose Statement:**

To establish criteria for acceptance of courtesy candidates wishing to sit the PMLexis examination in Washington State.

**Policy Statement:**

The Podiatric Medical Board staff will accept only those courtesy candidates whose applications have been approved by the issuing state and given a candidate ID number for that state. Applicants will only be accepted if sufficient time is allowed for staff to order the examinations and facility space is available.

**PROCEDURE:**

**RESPONSIBLE STAFF**

**ACTION TAKEN**

Credentialing staff

Obtain candidate name, address and candidate number from issuing state in writing.

Order examinations, send eligibility letter and facility location information to candidate, administer examination.

Since National Boards sends scores to the issuing state, scores are not provided to courtesy candidates.

Payment for the examination is the responsibility of the issuing state.