

**REMINDER!**

**2019 ANNUAL CREDENTIAL RENEWAL FEE NOW AVAILABLE**

To pay your 2019 Annual Credential Renewal Fee online:

1. Log in to your account at <https://mdcb.learningbuilder.com/>
2. Click on the **Learning Plans** button under the **My Cycle** tab at the top of the page.
3. Proceed to the Learning Plan that includes the 2019 year.
4. Select the (orange) **Pay Fees** button.

***If your 5-year cycle ends in 2018, your 2014-2018 Learning Plan must be submitted in order to access the Learning Plan that includes 2019.***

New CMDs or CMDs beginning a new cycle must activate a new Learning Plan:

1. Click on the **Learning Plans** button under the **My Cycle** tab at the top of the page.
2. Click on the **View** or **Begin** button. The plan is locked from adding new activities until the start of your new cycle, but you can view it to pay your credential fees.
3. Select the (orange) **Pay Fees** button.

You will receive an email confirmation of your payment. The e-mail will also be accessible on your list of communications.

Payments received after December 31 will be subject to a late fee in addition to the renewal fee. CMDs who do not renew before January 31 of each year of the 5-year cycle risk losing the CMD credential.

As a recognized member of the health-care field providing critical care to individuals facing life-threatening illnesses, it is the sole responsibility of each CMD to adhere to the MDCB Ethical Standards, renew his/her credential annually, including maintaining the appropriate number of continuing education credits each cycle in the MDCB CE Center and make necessary updates to personal contact information.

Thank you,

MDCB.