Instructions for Updating Your Learning Plan

CMDs can update their learning plans (transcripts) in the CE Center at https://mdcb.learningbuilder.com. The MDCB recommends you bookmark this web page for quick and easy access to your learning plan. If you are using Internet Explorer to access the CE Center, version 7 or greater is required. The following instructions will guide you through the process:

Your Learning Plan is divided into sections to identify the various types of activities: Course/Lecture/Seminar/Webinar, Journal Readings, Applications Training Courses, Personal Credit Requests for speaker presentations, journal authoring, editing or reviewing, and academic course work.

Please note:

- As of January 1, 2012, Applications Training Courses will be approved for a maximum of 16 credits for any 5-year cycle.
- Personal Credit Requests for speaker presentations will be assessed for twice the number of participant credits. Only MDCB pre-approved courses for attendees will qualify.
- Academic course work approved between January 1, 2012 and December 31, 2015 will be awarded five (5) continuing education credits per academic course. Effective January 2016, the CMD will earn one CEU for each course credit hour. A maximum of 15 credits will be approved for any 5-year cycle. For credit assessment of all applicable credits, the official transcript need only be uploaded once.
- Completed AAMD and ASRT activities are uploaded to learning plans on a regular basis as

Important Tips Before You Get Started

- Generally, whenever there is an orange button in Learning Builder, this is a call to action by you.
- Acceptable forms of documentation include: pdf, tif, bmp, jpg or bmp.
- Only add activities to your learning plan that you completed during your current cycle.
- Be sure activities you are adding to your learning plan are valid by checking the “Activity End Date” and “Activity Start Date”. Activities should be active at the time you are completing them.
- Before participating in an activity, check the Learning Builder database to ensure an activity is currently approved for MDCB credit.
- When adding documentation to your learning plan the document must include the following: The provider name, your name, the MDCB activity name, the MDCB activity number, the date the activity was completed and the number of credits approved. Documentation without this information cannot be approved.
- To determine the reason an activity has been rejected or received 0 credit, click on the icon next to the activity to read the rejection message.
- Activities indicated in “staff review” have not yet been reviewed. Once your learning plan is audited you will receive e-mail notification. Learning plans are audited as per the schedule posted at mdcb.org
- Once your 5-year learning plan is in the “Completed” stage, you will no longer be able to add any activities until your new cycle period commences.

FOLLOW THE STEP BY STEP INSTRUCTIONS BELOW TO UPDATE YOUR LEARNING PLAN
To Search for and add an activity to your Learning Plan / Application:

1) From your Learning Plan, click the blue **Add Activity** button for the type of activity you are adding to your learning plan.
Enter your search criteria and select the orange **Search** button

**Search Criteria:** MDCB Activity Number
Tips for Searching for an activity:

• Start with a broad search by using only **one search criteria**, Keyword or Course Number
  - Example of Keyword Search: EGFR or Equipment
  - Example of Course Number Search: 20130587
    - Leaving off ‘MDCB’ in the Course Number yields better results
    - Do **not** include dashes (-) or pound sign (#) in Course Number Search
• If the Search returns a large number of results, you can add additional Search criteria to narrow the list of activities
• By clicking on the icon that appears to the left of the activity, the start/end dates and the number of units/credits for which the activity was approved will be provided
2) Click the orange **Select** button for the activity you wish to add to your Learning Plan

**NOTE:** If an activity is already on your learning plan, the select button will be shaded and you will not be able to add a duplicate.
3) Now that it is added to your learning plan, add the completion date indicated on your documentation. The completion date must be between the activity start and end dates indicated.

Activity has been added

Add completion date from the drop down calendar or type in the date
4) Upload a file and submit the activity for review.

* If you are uploading an Applications Training Course in the Applications Training Course section of your learning plan you will receive the warning: “A maximum of 16 CE Credits will be accepted for applications training courses for any five (5) year cycle.” Click on the orange “Ignore Warning(s) and Submit Activity” button.
5) In the year your five-year cycle ends, when you have a minimum of 50 approved credits, please submit your learning plan for completion by clicking on the “Complete Learning Plan” button at the top or bottom of your learning plan page. The button will be orange.
If you wish to have a personal activity evaluated for credit:

1) Select **Add Activity** in the personal credit request area
2) Click **Select**
3) Select personal activity request type from the drop down menu, upload a file and submit for evaluation.

Academic Coursework – Academic course work approved between January 1, 2012 and December 31, 2015 will be awarded five (5) continuing education credits per academic course. **Effective January 2016, the CMD will earn one CEU for each course credit hour.** A maximum of 15 CE credits per cycle will be assessed for academic course work. Documentation required to submit courses via a personal credit request is an official transcript from the institution and the catalog course description. You only need to add your transcript once. All courses eligible for credit will be evaluated.

**Item Writing for MDCB Exam:** One (1) CE will be awarded for every two (2) accepted questions. A maximum of ten (10) CE per year can be earned.

**Journal Authoring** - Authors may earn CE credit through a published article in a peer-reviewed scholarly journal that meets the definition of a journal as outlined by the National Library of Medicine's journal selection criteria for Index Medicus/Medline. Documentation required to submit author credit via a personal credit request is a pdf of the final published article listing authors.

**Journal Editing & Reviewing** - 2.5 CEs will be awarded for each article with a completed review status. Documentation necessary is a letter from the publisher listing the articles edited.

**Speaker Credit** – Activities must be approved for attendees and credit assigned prior to the presentation. Presenters will be awarded credit two times the approved amount for the lecture. Documentation required to submit speaker presentations via a personal credit request is a letter from the conference/course organizer stating you presented the lecture.
To delete an activity from your learning plan, click on the trash can icon.