

MDCB: Update Your Personal Information

Follow these steps to ensure your personal information is up to date!

- 1) Login to your Learning Builder Profile, found [here](#).
- 2) Click on "My Account", found in the upper right hand corner of the web page.
- 3) Click "Edit Profile", and ensure the following are up to date:
 - Primary Email Address
 - Primary Phone Number
 - Current Mailing Address
- 4) Please contact info@mdcb.org if you require assistance.

Thank you,

MDCB.

Top Five Reasons Why Your MDCB Activities Are Rejected

When updating your learning plan, please remember the top five reasons that Learning Plan activities are not approved:

1. The documentation is not in an acceptable unalterable format, i.e. pdf, tiff, bmp, jpg.
2. The activity was not completed during the current 5 year cycle.
3. Your name is not on the documentation.
4. The MDCB activity number and activity name is not on the documentation or the activity number does not correspond to the activity number downloaded to your Learning Plan.
5. The date the activity was completed is not within the start and end dates indicated. To determine an activity start and end date, click on the blue box to the left of the activity to determine the approval period.

Thank you,

MDCB.