

### **MDCB Quick Tip: CMD Verification**

CMDs or their employers can confirm CMDs' credential is current by navigating to: <https://mdcb.learningbuilder.com>:

- There is no need to create an account!
- Click on "Certificate Verification" on the left-hand side of the blue bar near the top of the page
- Enter First and/or Last Name in the box provided
- Click on the download icon to the right of the CMDs name for a PDF verification letter

Certification letters indicate the expiration date through which credential renewal fees have been submitted.

\*Please avoid using Internet Explorer\*

\*Google Chrome and Firefox work best in regards to downloading the PDF verification letter\*

### **Resolution for the New Year**

***Remember these 4 easy steps to ensure your CMD Credential is up to date!***

- 1) Whitelist "[info@mdcb.org](mailto:info@mdcb.org)" to ensure incoming mail is allowed into your email inbox.
- 2) Remember to set a calendar reminder for October 1, 2018 when Annual Renewal Fee becomes available.
- 3) Login to your Learning Builder profile to update changes in email or mailing addresses.
- 4) Save [CE Center](#) to Web Page Favorites on Google Chrome, Firefox, or Internet Explorer Version 11 web browsers!

## 2018 Learning Plan Review Schedule

The MDCB will be reviewing learning plans based on the schedule outlined at: <https://mdcb.org/news-and-events/learning-plan-review-schedule-2018>

**Year 5 of Cycle:** Continuous review for CMDs with 5-year cycle ending in 2018.

**Year 4 of Cycle:** January, April, July and October for CMDs with 5-year cycle ending in 2019.

**Year 3 of Cycle:** February, May, August and November for CMDs with 5-year cycle ending in 2020.

**Year 2 of Cycle:** March, June, September and December for CMDs with 5-year cycle ending in 2021.

**Year 1 of Cycle:** March, June, September and December for CMDs with 5-year cycle ending in 2022.

**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 and the activity number corresponds 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.