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, and Personal Credit Requests (for speaker presentations, journal authoring, editing or reviewing, and academic coursework).

Please note:

- 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 courses pre-approved by the MDCB for attendees will qualify.
- CMDs will earn one CEU for each course credit hour. A maximum of 15 credits will be approved for any 5-year cycle.
- A maximum of 10 credits will be accepted for Self-Study activities in any 5-year cycle.
- Completed AAMD and ASRT activities are uploaded to learning plans on a regular basis as

 | IF (1) AAMD has your MDCB number on file and (2) your DOB and ASRT number are listed on your MDCB profile and match the information on file with ASRT. AAMD activities are transferred nightly and ASRT activities are transferred once a month for activities completed in the prior month.

Important Tips Before You Get Started

Generally, whenever there is an orange button in Learning Builder, this is a call to action for you, e.g.

Confirm Attendance

Acceptable forms of documentation include: PDF, TIF, BMP, or JPG.

- 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 Start Date" and "Activity End Date." Activities should have been approved at the time you completed 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 list icon next to the activity to read the rejection message.
- Activities indicated as "Under Review" have not yet been reviewed. Once your learning plan is audited you will receive e-mail notification. Learning plans are audited 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 activities until your new cycle begins.

To search for and add a **Course/Lecture/Seminar/Webinar/Self-Study**, **Directed Journal Reading**, or an **Applications Training Course** to your Learning Plan/Application:

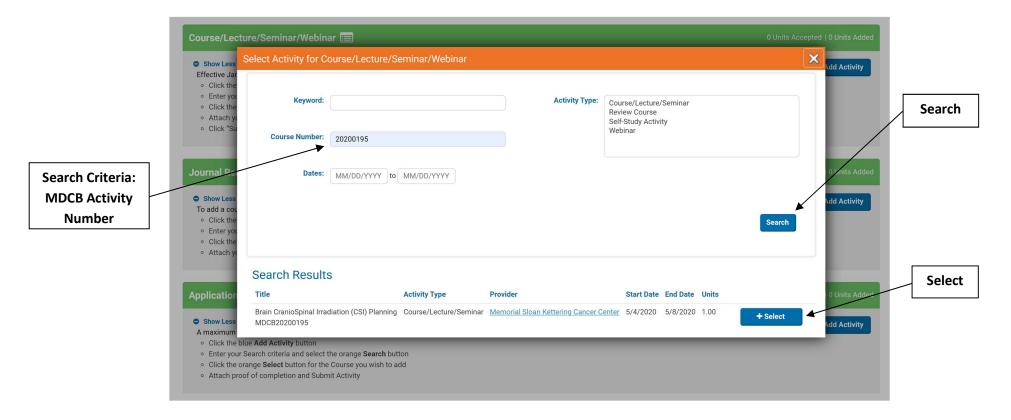
1) From your Learning Plan, click the blue **Add Activity** button for the type of activity you completed.



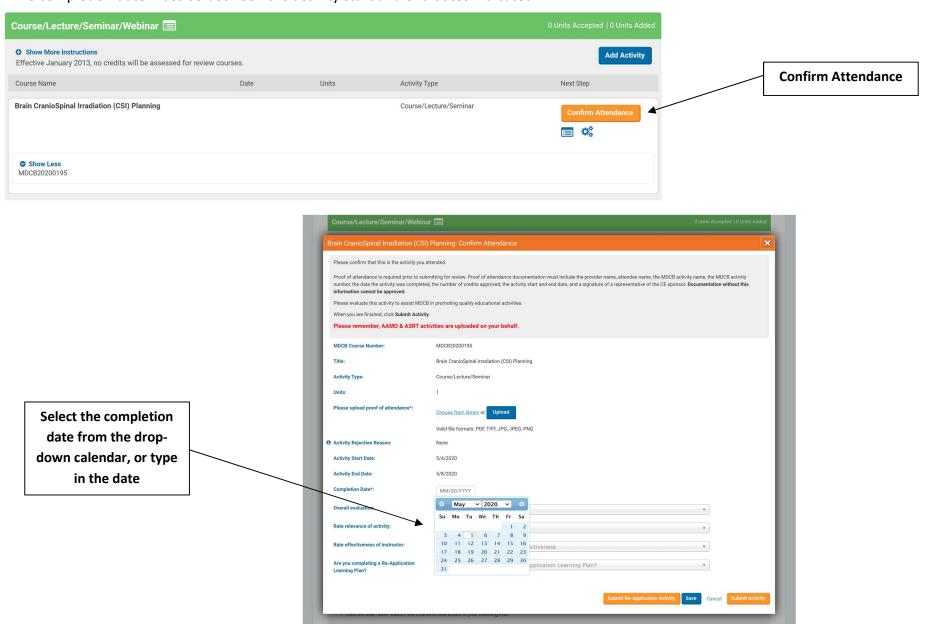
2) Enter your search criteria and select the **Search** button.

Tips on searching for an activity:

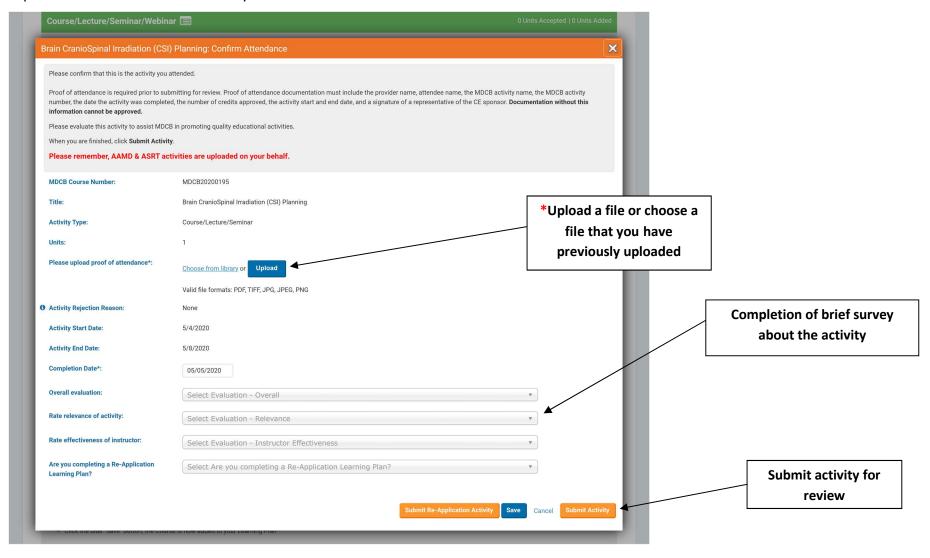
- Start with a broad search by using only one search criteria: Course Number or Keyword.
 - o Example of Course Number Search: 20200195
 - Leaving off 'MDCB' in the Course Number yields better results.
 - Do *not* include dashes (-) or pound signs (#) in Course Number search.
 - o Example of Keyword Search: EGFR or Equipment
- If the search returns many results, you can add additional search criteria to narrow the list of activities.
- Refer to the activity start and end dates to make sure to select the activity you completed.
- 3) Click the blue Select button for the activity you wish to add to your Learning Plan.



4) Now that it is added to your learning plan, click the Confirm Attendance button and add the completion date indicated on your documentation. The completion date must be between the activity start and end dates indicated.



5) 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 Continue" button.

Please fix the following error(s):

• Warning: A maximum of 16 CE Credits will be accepted for applications training courses for any five (5) year cycle.

If you are uploading an activity completed through the ASRT or AAMD, you will receive the warning: "American Society of Radiologic Technologists (ASRT) activities are uploaded to learning plans as "activity accepted" with no further action needed by CMDs. If your activities have not been uploaded to your learning plan, please contact info@mdcb.org."

As a reminder, ASRT and AAMD are transferred on your behalf if (1) **AAMD has your MDCB number on file** and (2) **your DOB and ASRT number are listed on your MDCB profile and match the information on file with ASRT**. AAMD activities are transferred nightly and ASRT activities are transferred once a month for activities completed in the prior month.

If you still wish to upload your credits manually, click on the orange "Ignore Warning(s) and Continue" button.

Please fix the following error(s):

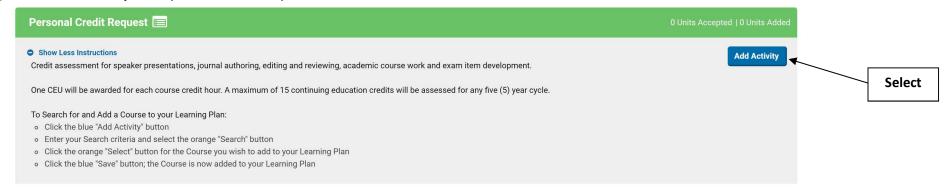
• Warning: American Society of Radiologic Technologists (ASRT) activities are uploaded to learning plans as "activity accepted" with no further action needed by CMDs. If your activities have not been uploaded to your learning plan, please contact info@mdcb.org.

6) 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.

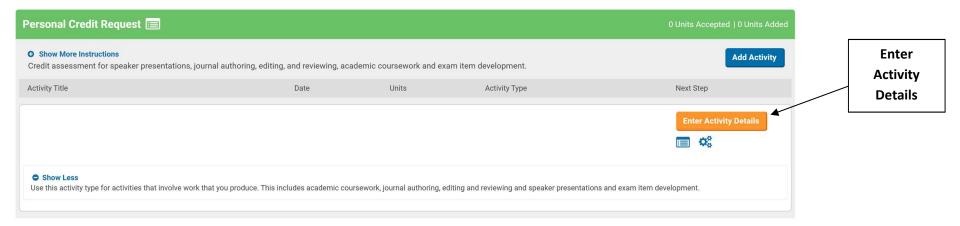


To have a personal activity evaluated for credit:

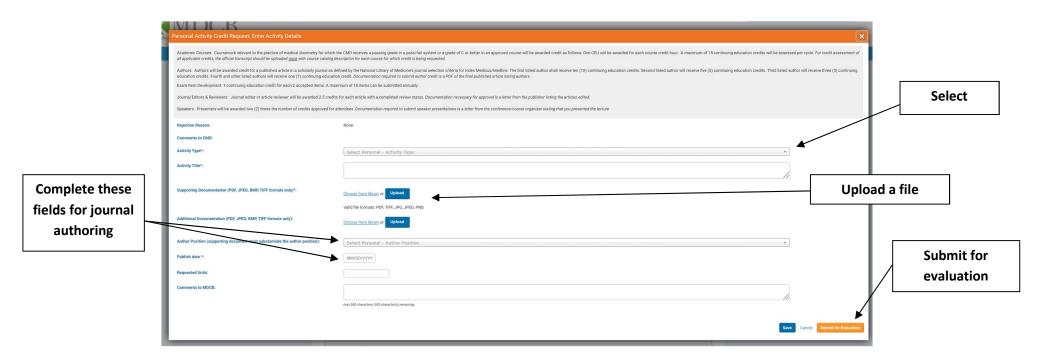
1) Select Add Activity in the personal credit request section.



2) Click Enter Activity Details



3) Select personal activity type* from the drop-down menu, upload a file and submit for evaluation.



*Personal Activity Types:

Academic Coursework – Coursework relevant to the practice of medical dosimetry for which the CMD receives a passing grade in a pass/fail system or a grade of C or better in an approved course. One CEU will be awarded for each course credit hour. A maximum of 15 continuing education credits will be assessed per cycle. For credit assessment of all applicable credits, the **official transcript** should be uploaded **once** with course catalog description of each course for which credit is being requested.

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

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 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 is a letter from the conference/course organizer confirming that you presented the lecture.



To delete an activity from your learning plan, click on the **gear icon**

to the right of any added activity, and select Delete.

