


## 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. 
- 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](http://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.

The diagram illustrates the process of adding activities to a Learning Plan. It features four horizontal panels, each representing a different activity type. Each panel has a green header bar with the activity name and a status bar showing '0 Units Accepted | 0 Units Added'. Below the header, there is a 'Show Instructions' link and a list of steps for adding the activity. A blue 'Add Activity' button is located in the top right corner of each panel. Arrows from these buttons point to a central box labeled 'Add Activity'.

**Course/Lecture/Seminar/Webinar** 0 Units Accepted | 0 Units Added

[Show Instructions](#)

To add a course to your learning plan:

- Click the blue "Add Activity" button
- Enter your Search criteria and select the orange "Search" button
- Click the orange "Select" button for the course you wish to add
- Attach your proof of completion by Uploading or Choosing a file
- Click "Submit Activity"

**Add Activity**

**Journal Readings** 0 Units Accepted | 0 Units Added

[Show Less Instructions](#)

To add a course:

- Click the blue "Add Activity" button
- Enter your Search criteria and select the orange "Search" button
- Click the orange "Select" button for the Course you wish to add
- Attach your proof of completion by Uploading or Choosing a file

**Add Activity**

**Applications Training Courses** 0 Units Accepted | 0 Units Added

[Show Less Instructions](#)

A maximum of 16 CE Credits will be accepted for any five (5) year cycle. To add an applications training course:

- Click the blue **Add Activity** button
- Enter your Search criteria and select the orange **Search** button
- Click the orange **Select** button for the Course you wish to add
- Attach proof of completion and Submit Activity

**Add Activity**

**Personal Credit Request** 0 Units Accepted | 0 Units Added

[Show Less Instructions](#)

Credit assessment for speaker presentations, journal authoring, editing and reviewing, academic course work and exam item development.

One CEU will be awarded for each course credit hour. A maximum of 15 continuing education credits will be assessed for any five (5) year cycle.

To Search for and Add a Course to your Learning Plan:

- Click the blue "Add Activity" button
- Enter your Search criteria and select the orange "Search" button
- Click the orange "Select" button for the Course you wish to add to your Learning Plan
- Click the blue "Save" button; the Course is now added to your Learning Plan

**Add Activity**

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.
  - 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.
  - 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.

The screenshot shows a web application interface with a modal dialog box titled "Select Activity for Course/Lecture/Seminar/Webinar". The dialog has a search form with the following fields:

- Keyword:** An empty text input field.
- Course Number:** A text input field containing "20200195".
- Dates:** Two date input fields with the placeholder "MM/DD/YYYY" and a "to" separator.
- Activity Type:** A dropdown menu with options: "Course/Lecture/Seminar", "Review Course", "Self-Study Activity", and "Webinar".
- Search:** A blue button at the bottom right of the form.

Below the search form is a "Search Results" section with a table:


Title	Activity Type	Provider	Start Date	End Date	Units	
Brain CranioSpinal Irradiation (CSI) Planning MDCB20200195	Course/Lecture/Seminar	<a href="#">Memorial Sloan Kettering Cancer Center</a>	5/4/2020	5/8/2020	1.00	<a href="#">+ Select</a>

Annotations with arrows point to the following elements:

- Search Criteria: MDCB Activity Number** points to the "Course Number" field.
- Search** points to the blue "Search" button in the dialog.
- Select** points to the "+ Select" button in the search results table.



The background of the application shows a sidebar with "Show Less" links and a main area with "Add Activity" buttons. The top of the page has a green header with "Course/Lecture/Seminar/Webinar" and "0 Units Accepted | 0 Units Added".

- 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.

Course/Lecture/Seminar/Webinar  0 Units Accepted | 0 Units Added

[Show More Instructions](#)  
Effective January 2013, no credits will be assessed for review courses.


[Add Activity](#)


Course Name	Date	Units	Activity Type	Next Step
Brain CranioSpinal Irradiation (CSI) Planning			Course/Lecture/Seminar	<a href="#">Confirm Attendance</a>  

[Show Less](#)  
MDCB20200195

Confirm Attendance

Select the completion date from the drop-down calendar, or type in the date

Course/Lecture/Seminar/Webinar  0 Units Accepted | 0 Units Added

Brain CranioSpinal Irradiation (CSI) Planning: Confirm Attendance 

Please confirm that this is the activity you attended.

Proof of attendance is required prior to submitting for review. Proof of attendance documentation must include the provider name, attendee name, the MDCB activity name, the MDCB activity number, the date the activity was completed, the number of credits approved, the activity start and end date, and a signature of a representative of the CE sponsor. **Documentation without this information cannot be approved.**

Please evaluate this activity to assist MDCB in promoting quality educational activities.

When you are finished, click **Submit Activity**.

**Please remember, AAMD & ASRT activities are uploaded on your behalf.**

MDCB Course Number: MDCB20200195

Title: Brain CranioSpinal Irradiation (CSI) Planning

Activity Type: Course/Lecture/Seminar

Units: 1

Please upload proof of attendance\*: [Choose from library](#) or [Upload](#)

Valid file formats: PDF, TIFF, JPG, JPEG, PNG

[Activity Rejection Reason:](#) None

Activity Start Date: 5/4/2020

Activity End Date: 5/8/2020

Completion Date\*:

Overall evaluation:

Rate relevance of activity:

Rate effectiveness of instructor:

Are you completing a Re-Application Learning Plan?

[Submit Re-Application Activity](#) [Save](#) [Cancel](#) [Submit Activity](#)

5) Upload a file and **submit** the activity for review.

Course/Lecture/Seminar/Webinar

0 Units Accepted | 0 Units Added

Brain CranioSpinal Irradiation (CSI) Planning: Confirm Attendance

Please confirm that this is the activity you attended.

Proof of attendance is required prior to submitting for review. Proof of attendance documentation must include the provider name, attendee name, the MDCB activity name, the MDCB activity number, the date the activity was completed, the number of credits approved, the activity start and end date, and a signature of a representative of the CE sponsor. **Documentation without this information cannot be approved.**

Please evaluate this activity to assist MDCB in promoting quality educational activities.

When you are finished, click **Submit Activity**.

**Please remember, AAMD & ASRT activities are uploaded on your behalf.**

MDCB Course Number:

MDCB20200195

Title:

Brain CranioSpinal Irradiation (CSI) Planning

Activity Type:

Course/Lecture/Seminar

Units:

1

Please upload proof of attendance\*:

Choose from library or

Upload

Valid file formats: PDF, TIFF, JPG, JPEG, PNG

Activity Rejection Reason:

None

Activity Start Date:

5/4/2020

Activity End Date:

5/8/2020

Completion Date\*:

05/05/2020

Overall evaluation:

Select Evaluation - Overall

Rate relevance of activity:

Select Evaluation - Relevance

Rate effectiveness of instructor:

Select Evaluation - Instructor Effectiveness

Are you completing a Re-Application Learning Plan?

Select Are you completing a Re-Application Learning Plan?

Submit Re-Application Activity

Save

Cancel

Submit Activity

**\*Upload a file or choose a file that you have previously uploaded**

**Completion of brief survey about the activity**

**Submit 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):

Ignore Warning(s) and Continue

- 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](mailto: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):

Ignore Warning(s) and Continue

- 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](mailto: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**.

Complete Learning Plan


Complete the Learning Plan using this button.

Complete Learning Plan

Complete learning plan

## To have a personal activity evaluated for credit:

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

**Personal Credit Request** 

0 Units Accepted | 0 Units Added


[Show Less Instructions](#)  
Credit assessment for speaker presentations, journal authoring, editing and reviewing, academic course work and exam item development.  
  
One CEU will be awarded for each course credit hour. A maximum of 15 continuing education credits will be assessed for any five (5) year cycle.  
  
To Search for and Add a Course to your Learning Plan:

- Click the blue "Add Activity" button
- Enter your Search criteria and select the orange "Search" button
- Click the orange "Select" button for the Course you wish to add to your Learning Plan
- Click the blue "Save" button; the Course is now added to your Learning Plan

**Add Activity**

Select

- 2) Click **Enter Activity Details**

**Personal Credit Request** 

0 Units Accepted | 0 Units Added

[Show More Instructions](#)  
Credit assessment for speaker presentations, journal authoring, editing, and reviewing, academic coursework and exam item development.

**Add Activity**

Activity Title	Date	Units	Activity Type	Next Step
				<b>Enter Activity Details</b>

[Show Less](#)  
Use this activity type for activities that involve work that you produce. This includes academic coursework, journal authoring, editing and reviewing and speaker presentations and exam item development.

Enter  
Activity  
Details



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

The screenshot shows a web form titled "Personal Activity Credit Request: Enter Activity Details". The form includes several sections: "Academic Courses", "Authors", "Exam Item Development", "Journal Editors & Reviewers", and "Speakers". Below these are fields for "Rejection Reason", "Comments to CMD", "Activity Type\*", "Activity Title\*", "Supporting Documentation", "Additional Documentation", "Author Position", "Publish date", "Requested Units", and "Comments to MDCB". The "Activity Type\*" field is a dropdown menu with the text "Select Personal - Activity Type". The "Supporting Documentation" and "Additional Documentation" sections each have a "Choose from library or" link and an "Upload" button. The "Author Position" field is a dropdown menu with the text "Select Personal - Author Position". The "Publish date" field is a date input with the format "MM/DD/YYYY". The "Requested Units" field is a text input. The "Comments to MDCB" field is a large text area with a character count "max 500 characters; 500 character(s) remaining". At the bottom right are "Save", "Cancel", and "Submit for Evaluation" buttons. Annotations with arrows point to the "Activity Type\*" dropdown (labeled "Select"), the "Upload" button (labeled "Upload a file"), the "Activity Title\*" field (labeled "Complete these fields for journal authoring"), and the "Submit for Evaluation" button (labeled "Submit for evaluation").

Personal Activity Credit Request: Enter Activity Details

Academic Courses: 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 will be awarded credit as follows: 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 for each course for which credit is being requested.

Authors: Authors will be awarded credit for a published article in a scholarly journal as defined by the National Library of Medicine's journal selection criteria for Index Medicus/Medline. The first listed author shall receive ten (10) continuing education credits. Second listed author will receive five (5) continuing education credits. Third listed author will receive three (3) continuing education credits. Fourth and other listed authors will receive one (1) continuing education credit. Documentation required to submit author credit is a PDF of the final published article listing authors.

Exam Item Development: 1 continuing education credit for each 2 accepted items. A maximum of 10 items can be submitted annually.

Journal Editors & Reviewers: Journal editor or article reviewer will be awarded 2.5 credits for each article with a completed review status. Documentation necessary for approval is a letter from the publisher listing the articles edited.

Speakers: Presenters will be awarded two (2) times the number of credits approved for attendees. Documentation required to submit speaker presentations is a letter from the conference/course organizer stating that you presented the lecture.

Rejection Reason: None

Comments to CMD:

Activity Type\*: Select Personal - Activity Type

Activity Title\*:

Supporting Documentation (PDF, JPEG, BMP, TIFF formats only): Choose from library or Upload

Valid file formats: PDF, TIFF, JPG, JPEG, PNG

Additional Documentation (PDF, JPEG, BMP, TIFF formats only): Choose from library or Upload

Author Position (supporting documents must substantiate the author position): Select Personal - Author Position

Publish date \*: MM/DD/YYYY

Requested Units:

Comments to MDCB:

max 500 characters; 500 character(s) remaining

Save Cancel Submit for Evaluation

Select

Upload a file

Complete these fields for journal authoring

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.

**Personal Credit Request** 

0 Units Accepted | 0 Units Added

[+ Show More Instructions](#)  
Credit assessment for speaker presentations, journal authoring, editing, and reviewing, academic coursework and exam item development.

Add Activity

Activity Title	Date	Units	Activity Type	Next Step
				<div>Enter Activity Details</div> <div> Delete </div>
<a href="#">+ Show More</a>				

Click on the gear icon,  
then select delete