


The new CE Center at <http://cecenter.mdcdb.org> is now open for verification of courses on your learning plan (transcript). **In order to update learning plans, Internet Explorer 7 or greater or Firefox browsers are required.** The following instructions will guide you through the process:

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

- 1) From your Learning Plan / Application, click the blue 'Find More Activities...' button
- 2) Enter your Search criteria and select the orange Search button

Tips for Searching for a Course:

- Start with a Broad Search by using Keyword or Course Number and no other Search criteria
  - Example of Keyword Search: EGFR or Equipment
  - Example of Course Number Search: 108190
    - 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 Courses
- By clicking on the  icon that appears with activity, the start/end dates and units of the activity will be provided

- 3) Click the orange Select button for the Course you wish to add to your Learning Plan / Application
- 4) Click the blue Save button; the Course is now added to your Learning Plan / Application

To Upload Proof of taking the Course:

- 1) Have an electronic copy / scan of your 'proof' ready (pdf, jpg, etc) and accessible from the computer you are using.
- 2) Select the orange Confirm Attendance (or Select Journal Article) button
- 3) Click the blue Upload a file button and select your file to upload  
Note: Files upload may take several seconds – wait to continue until you see the trash bin icon next to the file name of the uploaded file
- 4) Optional – Answer the evaluation questions
- 5) Click the orange Submit Activity
- 6) The Course will now be submitted for Review (Verification) by MDCB

### **Important Tips**

- Web pages can be saved for upload for you Directed Journal Readings from the ASRT by saving the file to your desktop as a Web Page Complete file.
- MS Word or Excel documents that can be altered will not be accepted as proof of participation.
- Documentation with an .mht or .htm extension are also not acceptable as proof of participation.

- 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.
- Be sure documentation you receive from a provider of an activity you have participated in includes the current MDCB approval number and the date on which you participated.
- If a provider requests your CMD number, please be sure to provide it. We are working with many providers to furnish the MDCB with data on your participation in various activities. The data provided will auto populate learning plans for the activities as completed and accepted.
- When searching for an activity, the easiest way to find the activity you are looking for is to use only the keyword search.
- To determine the reason an activity has been rejected or received 0 credit, click on the "magnifying glass" icon next to the activity to read the rejection message.