

## REQUEST FOR EVALUATION

### **Before you submit a course for evaluation, please note the following:**

- Windows users: Internet Explorer 7 or higher, or Firefox is required to successfully submit requests for evaluation.
- For seminars that require CE for individual sessions, please complete individual RFEs.
- For multiday multisession conferences, please submit your requests for evaluation to the MDCB office at [info@mdcb.org](mailto:info@mdcb.org). All sessions should be noted in a spreadsheet and accompanied with objectives and presenter CVS for all sessions.
- For activities to be approved for personal learning plans, i.e. journal editing, academic course work, presentations or published articles, please email your request directly to the MDCB office at [info@mdcb.org](mailto:info@mdcb.org).
- **If you are in the database as a current CMD you will need to create a separate email "provider" account.**
- Examples of educational activities that **do not** conform to the MDCB definition of continuing medical dosimetry education and will not be considered for approval are:
  - **Attendance at departmental meetings, which are considered a requirement of employment. These include, but are not limited to, chart rounds, tumor boards, and ground rounds.**
  - **Business sessions of meetings sponsored by professional societies.**
  - **'Site visits' at hospitals, clinics, and other institutions.**
  - **Equipment demonstrations and exhibits.**
  - **Educational sessions, which are not directly related to the practice of medical dosimetry.**
  - **Activities conducted for professional societies, which are non-educational in nature. Examples include serving in positions such as elected officer, board member, committee member, chairperson, or ad hoc participant.**
  - **Activities that have no mechanism for learning outcome measurements, such as reading professional journal articles that do not contain a post-test, posters or exhibits.**
  - **Presentations given by students.**

### **To submit evaluation requests:**

1. **You must register as a provider to submit an RFE.** This will allow you to enter your contact information once and have it associated with all of the activities you submit. **Please visit <http://mdcb.learningbuilder.com>** and click the orange "Register as a Provider" button at the left side of the page. You will be required to enter your Email address and create a password, as well as a work address and phone number. Your institution's name goes in to the "Provider Information" field." Click [Save], and then return to the Log In page, enter the same Email address and the password that you just created. To begin submitting RFEs, click [Add Activity] and follow the prompts. If you already have a registered profile as a CMD, simply log in, click [My Account] at the top right corner, click the [Providers] link at the top left of the ensuing page, and then click [Add a Provider] at the far right. You will see a form

for creating a new record for your affiliated institution. Be sure that your existing account has a Work address with the Country field filled in.

**2. To submit an RFE once you have registered, go to the Learning Activities tab, and select the "Add Activity" button.** You will be presented with the option to add an activity of one of several types. Read the descriptions carefully to make sure you submit a request with the right activity type.

**3. Once you select your activity type, the system will guide you through each step of the process.** Make sure you have the objectives, abstracts, CVs of presenters, and any supplemental materials you would like to be included in the request. **For the provider field, include the name of your organization.** Your name should be included as the contact name. When selecting units applied for, include only the number of CE the CMD will earn.

***Prior to activity submission (and the last step in the guided application), you will be asked to review and agree to the Conflict of Interest and Commercial Disclosure policies. You must agree to these policies for your request to be considered.***

**4. Provider queue:** you will now have a queue that lets you track the status of your RFE in the process. It will let you pick up where you left off and observe when MDCB has requested additional information from you.

***Once you have completed and submitted your request for RFE, you will receive an e-mail confirmation. Due to configuration issues, providers currently submitting directed journal readings for approval will not receive a confirmation e-mail but can check their provider queue for status of any submissions. We will advise when this functionality has been updated.***

You will always be able to update your contact information using the My Account button in the top right corner.

#### **A few notes about the Provider Queue:**

-You will only be able to see activities that you submitted. If you belong to a provider that submits multiple activities, you will still only be able to see your own.

- Keep your eye on the Orange Buttons. They will tell you what your next step is.

- Your default view will be your "In Box" which will show you all of the activities that require your action. If there is no action for you to take for an activity, you will not see any activities in your "In Box."

- To see activities in other states, select the "Pending" to view activities that are in the review process, and "Complete" to see all the activities that have completed the process. "All Activities" will show you all activities in all states.

- Make sure you are able to receive e-mails from the LearningBuilder system. Notifications to you that require additional information will come to you through e-mail.

***Lastly, in order to facilitate the online CE submission process for our CMD practitioners, we are requesting that an electronic certificate of attendance is provided to all CMD attendees of approved MDCB activities. Please be sure to include MDCB number date(s) CE was earned and provider name on the certificate. If your organization does not provide a Certificate of Attendance, we can provide a Certificate of Attendance template***

***or***

***you can follow the instructions below for upload of an attendance roster to Learning Builder. The attendance roster will auto-populate CMDs learning plans (transcripts)with the appropriate credit.***

**Important Tips**

- Repeating activities will only be approved for a period of one year. Annual submission for CE assessment is required for courses that are repeating for more than one year.
- Certificates issued must reflect current approval numbers and dates.
- Requests for evaluation should be submitted a minimum of 30 days in advance of activity date. Beginning May 1, 2012, any requests submitted 10 days or less prior to the occurrence of the activity will be automatically rejected. No activities will be approved after an event has taken place.
- Providers can now submit a roster of attendees to the MDCB for any activity. Rosters will be uploaded to CMD learning plans/transcripts as complete and accepted activities. You can download a template by clicking the Attendance tab at the Provider page. Once you have completed the attendance roster you can upload it by following the instructions on the "process file" area on the attendance tab of the provider page. Be sure when completing the spreadsheet you use the exact Activity ID number and data entered into the system for each activity.

We look forward to your participation in our new RFE process and welcome your feedback.