

Certification

A Standard of Knowledge & Experience





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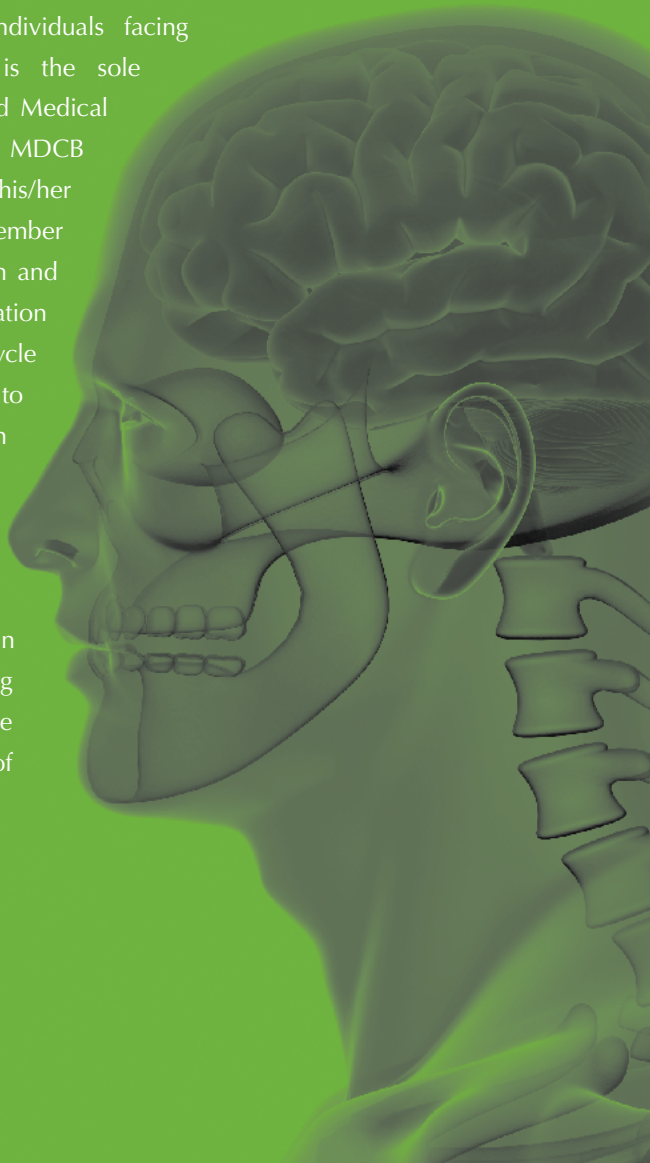
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The policies and procedures contained in this handbook are subject to change. Notification of change in policy will be provided and posted at the MDCB website, mdcb.org.

MDCB steers advancement of the medical dosimetry profession by establishing and maintaining certification and continuing education standards to enhance quality patient care.

Professional Responsibility

As a recognized member of the health-care field providing critical care to individuals facing life-threatening illnesses, it is the sole responsibility of each Certified Medical Dosimetrist to adhere to the MDCB Ethical Standards, renew his/her credential annually by December 31 of each calendar year, earn and document 50 continuing education credits in each five year cycle and make necessary updates to personal contact information in the CE Center. Renewal fees submitted after December 31 will be subject to a late fee. Failure to submit the renewal fee or maintain and document 50 continuing education credits in each five year cycle will result in loss of credential.



Introduction to the MDCB

The MDCB promotes excellence in cancer care by advancing the profession of Medical Dosimetry. The MDCB has developed and maintains an ethical framework and formal mechanism for medical dosimetrists to gain certification and demonstrate continuing proficiency.

A candidate who passes the exam will commence the five-year cycle and may begin accumulation of continuing education credits on January 1st, following certification, providing the annual registration fee is submitted.

Each new CMD will receive a new certificant packet including a welcome letter, certificate, press release template, certificant handbook and instructions on accessing online profiles to submit the CMD registration fee. All components of the packet will be delivered electronically. New certificants must update their online profile in the event of change of contact information. Certificants who have not notified the MDCB office of change of address and request a new packet will incur a packet replacement fee of \$25.

Structure

Board of Directors

The Board consists of a minimum of 12 volunteer members from several supporting organizations to ensure ongoing collaboration with those from related radiation oncology fields:

- AAMD – 1 CMD Member
- ACR – 1 Radiation Oncologist
- ASTRO – 1 Radiation Oncologist
- AAPM – 2 Medical Physicists

and

- At-large – a minimum of 5 CMDs
- Public Member – 1 individual from the community at large as per the National Commission for Certifying Agencies (NCCA) accreditation requirements.

Members of the board serve as officers in the following positions: president, president-elect, past president, secretary and treasurer. Nominations and selection of officers are made by the board. The full board meets a minimum of three times a year. At each meeting strategic decisions regarding the association, the exam and business matters are addressed.

CMDs are encouraged to seek board service. Details regarding board service are at: mdcb.org/about-mdcb/organizational-structure/board-directors.

Committees

Board members chair and participate in several standing committees.

Bylaws & Ethics Committee: This committee refines and updates the MDCB bylaws and policy manual and addresses ethical issues as outlined in the Ethical Standards of the Medical Dosimetry Certification Board.

Eligibility Committee: The members of this committee review credentials submitted by applicants for certification and determine if the applicants have met the eligibility criteria to sit for the MDCB Certification Exam.

Finance Committee: This committee is an oversight committee that is responsible for assisting the treasurer in financial matters.

Maintenance of Certification Committee: The responsibilities of this committee focus on implementing the MDCB policies governing the mechanism for Certified Medical Dosimetrists to demonstrate knowledge and continuing competencies. This entails assigning credits to sponsor-produced educational offerings and updating and refining the credit valuation criteria.

Leadership Development Committee: The committee oversees board candidate recruitment efforts and the board nominations process and makes recommendations for qualified candidates to the board for vote.

Test Development Committee: The committee's responsibilities include oversight of fulfillment of all exam-related initiatives, refining test items, and conducting content reviews of the examinations prior to and following exam administration.

MDCB Ethical Standards

Ethical Standards and Ethics Complaint Procedures of the Medical Dosimetrist Certification Board

PREAMBLE

The Medical Dosimetrist Certification Board ("the MDCB") seeks to promote the provision of safe, competent medical care for all patients requiring Medical Dosimetry services. To that end, the MDCB administers a certification program, leading to the Certified Medical Dosimetrist credential. The certification program includes experience requirements, a certification examination and periodic re-certification, and compliance with these Ethical Standards.

The Ethical Standards apply to persons holding certification credentials from the MDCB and to persons applying for examination and certification by the MDCB in order to become Certified Medical Dosimetrists. These Ethical Standards are intended to be consistent with the MDCB's Mission, Purposes and Objectives.

The Certified Medical Dosimetrist or candidate for certification (hereinafter collectively referred to as “CMD”) shall comply with, and bear responsibility for demonstrating compliance with, all existing and future rules and Ethical Standards of the MDCB. An individual is eligible to apply for certification or re-certification only when in compliance with all MDCB rules and Ethical Standards.

From time to time the MDCB may make changes to these Ethical Standards. In the event of such changes, the MDCB will notify the Medical Dosimetrist community through newsletters, the appropriate journals or electronic means. Copies of the current version of these Ethical Standards may be obtained by visiting the MDCB website at mdcb.org or by contacting the MDCB.

Ethical Standards

1. A CMD shall always promote the safety and welfare of his or her patients by performing Medical Dosimetry procedures safely and with reasonable skill. A CMD shall not engage in conduct likely to deceive, defraud, or harm the public. Irrespective of whether a patient is actually injured or otherwise harmed, a CMD shall not demonstrate a willful or reckless disregard for the health, welfare, or safety of a patient.
2. A CMD may not be convicted of, or enter a plea of nolo contendere to, regardless of adjudication, a crime, in any jurisdiction, which crime either directly relates to the provision of patient care or involves fraud, dishonesty or moral turpitude, including without limitation in the context of the CMD's employment.
3. A CMD shall not, without the express, prior written consent of the MDCB, use or reproduce, in whole or in part, or aid another in using or reproducing, in any manner or fashion, any MDCB examination materials (or the contents thereof), certificates, logos, abbreviations, emblems or other documents or property of the MDCB.
4. A CMD shall not misuse the MDCB name or any MDCB certificate, title, logo or emblem.
5. A CMD may not be under suspension, revocation or other disciplinary action by any professional Medical Dosimetry organization, certifying body, licensing board or credentialing agency.
6. A CMD shall not, without authorization to do so, possess, use or have access to any MDCB examination documents or materials, nor shall a CMD receive any unauthorized assistance prior to or during the conduct of any portion of a CMD examination. A CMD shall not divulge to others information gained from his or her CMD examination experience.

7. A CMD shall not make any material misrepresentation of fact during application for MDCB certification or re-certification, and shall not fail to disclose any material fact the disclosure of which is necessary to avoid having other statements be misleading. A CMD shall not engage in any act or omission to obtain or assist another in obtaining MDCB certification or re-certification by fraud, misrepresentation or deception.
8. A CMD having knowledge and evidence of a violation of any Ethical Standard by another CMD shall report such violation promptly by filing a written complaint with the MDCB. Any such complaint shall include specific detail and documentation regarding the identity of the person(s) involved in the alleged ethical violation. The identity of the complainant must be disclosed, as well as the identities of others known to have knowledge of the facts and circumstances surrounding the alleged ethical violation.
9. A CMD shall not, knowingly, falsely accuse another CMD of violating these Ethical Standards.
10. A CMD shall not make or file any report in connection with patient care, which report he or she knows to be false.
11. A CMD's ability to practice Medical Dosimetry with reasonable skill and safety shall not be materially impaired by reason of illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition.
12. A CMD shall not practice beyond the scope he or she is competent to perform as defined in the Medical Dosimetry Scope and Standards of Practice Document.
13. A CMD shall cooperate with, and shall not obstruct, the MDCB in connection with any investigation or hearing under the Ethical Standards.

Sanctions

The MDCB may deny, revoke or suspend certification or re-certification when a CMD is found to be not in compliance with MDCB rules, regulations and/or the foregoing Ethical Standards. In addition, the MDCB may censure a CMD, issue public or private reprimands, place a CMD on probation for up to 5 years, or impose other sanctions related to the ethical violation. A CMD placed on probation may continue to use the certification credential, but shall be subject to revocation of his or her certified status in the event of another ethical violation during the period of probation. If an applicant for certification is not in compliance with these Ethical Standards, the MDCB may refuse to allow the applicant to sit for the certification examination, or, in the event that the examination has been taken, the MDCB may refuse to release the examination results.

Ethics Complaint Procedures

These Ethics Complaint Procedures provide for the structure and operation of the MDCB Ethics Committee; they set forth procedures to be followed by the Ethics Committee and by the Board of Directors of MDCB in handling complaints filed under the Ethical Standards. All CMDs and applicants are required to comply with these Ethics Complaint Procedures; the failure to cooperate with the Ethics Committee or the Board of Directors in a proceeding under these Ethics Complaint Procedures is a violation of the Ethical Standards.

1. ETHICS COMMITTEE

- (a) Membership on and Responsibilities of the Ethics Committee.** The MDCB President, with the approval of the MDCB Board of Directors, shall appoint at least three (3) MDCB Directors to serve as members of the Ethics Committee, each such person to serve on the Committee until removed and replaced by the President, with the approval of the Board of Directors, at any time, with or without cause. Subject to these Ethics Complaint Procedures, the Ethics Committee is responsible for (1) investigating each complaint alleging a violation of the Ethical Standards; (2) determining whether a violation has occurred; and (3) determining an appropriate sanction when a violation is found. The Ethics Committee shall also be responsible for periodically reviewing the Ethical Standards and the Ethics Complaint Procedures and recommending any necessary amendments to the Board of Directors.
- (b) The Chair of the Ethics Committee.** The President, with the approval of the Board of Directors, shall appoint one (1) member of the Ethics Committee to serve for a term of one (1) year as the Committee's Chair. The Chair of the Committee, who may be removed from such position by the President, with the approval of the Board of Directors, at any time, with or without cause, shall be responsible directly and exclusively to the Board of Directors. The Chair shall work together with other members of the Committee, staff, legal counsel and other resources necessary to fulfill the responsibilities of administering the Ethical Standards and these Ethics Complaint Procedures. The Chair shall preside at and participate in all meetings of the Ethics Committee.
- (c) Confidentiality.** Proceedings under these Ethics Complaint Procedures shall be treated confidentially, except to the extent required to complete any investigation, and except as provided in the event that certain sanctions are imposed.

2. SUMMARY DISPOSITION

- (a) Preliminary Screening of Complaints Alleging Violations of the Ethical Standards.** The Chair of the Ethics Committee shall review each complaint alleging a violation of the Ethical Standards which is filed with the Ethics Committee by a CMD.

- (b) **Summary Dismissal.** If in the sole discretion of the Chair there is (1) insufficient information upon which to base a charge of a violation of the Ethical Standards, or (2) the allegations against the respondent CMD or applicant are patently frivolous or inconsequential, or (3) the allegations if true would not constitute a violation of the Ethical Standards, the Chair may summarily dismiss the complaint. Staff and/or legal counsel of the MDCB may assist the Chair. The Chair shall advise the complainant in writing that the complaint has been dismissed and shall report each such summary dismissal to the Ethics Committee, without identifying the respondent.
- (c) **Summary Suspension.** If an alleged violation of the Ethical Standards is supported by clear and convincing evidence which on its face suggests that a violation has occurred and involves the violation by a CMD of standard 1, 2, 5, 6, 7, 10, 11 and/or 12 of the Ethical Standards, the Ethics Committee may give immediate written notice to the CMD of the alleged violation and further notice that, in the absence of a request by the CMD for an expedited hearing, which request must be received within five (5) working days of the date of the notice, the Committee shall, effective on the sixth working day following the date of notice to the CMD, summarily suspend the certification of the CMD pending a final determination under these Ethics Complaint Procedures with respect to the alleged violation of the Ethical Standards. Within five (5) working days after the Ethics Committee summarily suspends the certification of a CMD in accordance with this provision, the Ethics Committee shall, by certified mail, return receipt requested, give to the CMD written notice that describes (1) the summary suspension, (2) the reason or reasons for such suspension, and (3) the right of the CMD to request a hearing with respect to the summary suspension by written notice to the Ethics Committee, which written notice must be received by the Ethics Committee not later than fifteen (15) days after the date the CMD received notice of the summary suspension. If the CMD timely requests a hearing either before or following a summary suspension, the hearing shall be held before the Ethics Committee or a panel comprised of no fewer than three (3) members of the Ethics Committee as promptly as practicable, but in any event (a) within ten (10) days of the Ethics Committee's receipt of a request for same prior to a summary suspension, or (b) within thirty (30) days after the Ethics Committee's receipt of a request for same following summary suspension. The applicable provisions of Paragraph 5 of these Ethics Complaint Procedures shall govern all hearings with respect to the summary suspensions, except that a determination of the Ethics Committee, in the absence of a timely request for a hearing by the affected CMD, and a determination by the Ethics Committee or the panel, as the case may be, following a timely requested hearing, shall not be appealable.

3. INVESTIGATION

If the Chair of the Ethics Committee determines, based on an initial review of the complaint, that there is evidence of a violation of the Ethical Standards but

that summary suspension of the CMD credential is not warranted, the Chair shall inform the respondent in writing, by certified mail addressed to the last known address of the respondent, that a complaint of ethical misconduct has been filed and that the Committee has determined to initiate a formal investigation of the matter. The Chair shall provide a copy of the complaint and all accompanying supporting documentation and evidence to the respondent. The identity of the complainant shall be revealed. The respondent shall have thirty (30) days from the date of receipt of the notification letter to prepare and submit a response in writing, along with whatever affidavits and documentary evidence the respondent feels support the response. The Committee shall have the right to seek additional information regarding the matter from the complainant, the respondent and/or relevant third parties. In conducting its investigation and evaluating all evidence, the Ethics Committee shall presume at the outset of its investigation that the respondent acted ethically and shall determine that an act of ethical misconduct has occurred only if it finds clear and convincing evidence of such misconduct.

4. COMMITTEE DETERMINATION

The Ethics Committee shall evaluate all documentation pertaining to the matter and, within ninety (90) days of receiving all relevant evidence, determine whether the complaint is substantiated by clear and convincing evidence. If it is not, the complaint shall be dismissed, and both the complainant and the respondent shall be so notified by the Committee Chair in writing. If the Ethics Committee finds clear and convincing evidence of a violation of the Ethical Standards and proposes to impose a sanction, it shall give the respondent an opportunity to appear before the Committee at a hearing.

5. HEARINGS

Whenever the Ethics Committee proposes to take action in respect to the denial of an application for examination (for reasons other than failure to meet the criteria for eligibility as established by the MDCB, in which case, there is no right to a hearing) or of an application for renewal or reinstatement of a certificate, or in connection with the revocation or suspension of a certificate, a public or private reprimand of a CMD, the placing of a CMD on probation, or the imposition of any other sanction for an alleged violation of the Ethical Standards, it shall give written notice thereof to such person specifying the reasons for such proposed action. A CMD or an applicant to whom such notice is given shall have thirty (30) days from the date the notice of such proposed action is mailed to make a written request for a hearing.

Failure to request a hearing within such period shall constitute consent to the action taken by the Ethics Committee pursuant to such notice. A CMD or an applicant who requests a hearing in the manner prescribed above shall advise the Ethics Committee of his or her intention to appear at the hearing. A CMD or an applicant who requests a hearing may elect to appear by a written submission.

Failure to appear at the hearing or to supply a written submission in response to the charges shall be deemed a default on the merits and shall be deemed consent to whatever action or disciplinary measures the Ethics Committee determines to take. Hearings, which may be held telephonically, shall be held at such date and location as the Ethics Committee shall designate. Except as otherwise provided herein, the CMD or the applicant shall be given at least thirty (30) days' notice of the date, time and location of the hearing.

The hearing shall be conducted by the Ethics Committee with any three (3) or more of its members participating, other than any member of the Ethics Committee whose professional activities are conducted at a location in the approximate area of the CMD or the applicant in question. In the event of disqualification, the President may appoint a director to serve on the Ethics Committee for the sole purpose of participating in the hearing and rendering a decision. At the hearing, the CMD or applicant in question, by legal counsel or other representative if he or she desires (at the sole expense of the CMD or applicant in question), shall have the right to call witnesses, present testimony and be heard in his or her own defense, to hear the testimony of and cross-examine any witnesses appearing at such hearing, and to present such other evidence or testimony as the Ethics Committee shall deem appropriate to do substantial justice. Any information may be considered which is relevant or potentially relevant. The Ethics Committee shall not be bound by any state or federal rules of evidence. A transcript or an audio recording of the hearing shall be made. The CMD or applicant in question shall have the right to submit a written statement at the close of the hearing.

In the case of alleged violations of the Ethical Standards, the Ethics Committee shall assess the evidence presented at the hearing and make its decision accordingly; the Ethics Committee shall prepare written findings of fact and its determination as to whether there has been a violation of the Ethical Standards and, if so, the appropriate sanction. The Ethics Committee shall promptly transmit the same to the Board of Directors and to the CMD in question by certified mail.

Unless a timely appeal from any findings of fact and determination by the Ethics Committee is taken to the Board of Directors in accordance with Paragraph 6 below, the Ethics Committee's findings of fact and determination in any matter (including the specified sanction) shall be final and binding upon the CMD or applicant in question.

6. APPEALS

Within thirty (30) days after the decision of the Ethics Committee is mailed, the CMD or applicant may appeal to the Board of Directors from any decision of the Ethics Committee. In the event of an appeal, those Directors who participated in the hearing at the Ethics Committee shall not participate in consideration of the appeal. The Board of Directors shall consider the decision of the Ethics Committee and the files and records of the MDCB and the Ethics Committee

with respect to the CMD or applicant in question (including without limitation the transcript or recording of the hearing), and shall determine whether to affirm or to overrule the decision of the Ethics Committee, or to remand the matter to the Ethics Committee for further consideration. The CMD or applicant in question may provide additional information in such manner, on such issues, and within such time as the Board of Directors may prescribe. The written decision of the Board of Directors, which shall not be subject to further appeal, shall be communicated to the respondent by certified mail.

All investigations, hearings and appeals provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any CMD or applicant to make an unauthorized publication or revelation of the same, except to his or her attorney or other representative, immediate superior or employer.

7. PUBLICATION OF ADVERSE DECISIONS

While all hearings and appeals provided for herein shall be confidential at all stages, final decisions which are adverse to the CMD or applicant shall, if appropriate, be communicated to the appropriate authorities of all states and shall be provided in response to inquiries into a person's certification status. MDCB shall also have the right to publish any adverse final decision and the reasons therefore. For purposes of this paragraph, a final decision shall include the following: a decision of the Ethics Committee to suspend certification if the affected CMD does not timely request a hearing; a nonappealable decision of the Ethics Committee relating to a summary suspension that is issued before or after a hearing on the matter; a decision of the Ethics Committee from which no timely appeal is taken; and, in a case involving an appeal of a decision of the Ethics Committee in a matter, the decision of the Board of Directors in the matter.

8. EFFECT OF SUSPENSION OR REVOCATION OF CERTIFICATION OF RESIGNATION FROM THE MDCB

Upon revocation or suspension of MDCB certification or resignation from the MDCB, or as otherwise directed by the MDCB, a CMD shall immediately relinquish, refrain from using, and correct at the CMD's expense any outdated or otherwise inaccurate use of the MDCB name and/or related abbreviations and any MDCB certificate, title, logo or emblem, including without limitation the CMD credential. The CMD shall provide to MDCB evidence sufficient for MDCB to conclude that the CMD's employer has been informed of any revocation or suspension of the CMD credential; absent the receipt of such evidence, MDCB shall so inform the employer in writing.

The MDCB shall be entitled to obtain injunctive relief, damages, costs, and attorney's fees incurred in obtaining such relief in the event that said CMD refuses, when requested, to immediately relinquish or refrain from using the MDCB name and/or related abbreviations and any MDCB certificate, title, logo or emblem, including without limitation the CMD credential.

Yearly Credential Registration

CMDs are required to pay a fee annually for credential registry. This registration process permits the use of the CMD credential. The annual registration fees are to be paid by December 31st prior to the registration year. An additional late penalty fee will be assessed for annual registration fees received after December 31st. Dosimetrists who have not paid the annual registration fee shall not use the CMD credential and will not be listed in the registry of Certified Medical Dosimetrists.

One wall certificate is provided upon receipt of the annual registration fee for each five-year cycle. Any current CMD can request a duplicate copy with submission of a \$25 fee for processing and shipping/handling charges.

Maintenance of Certification

In addition to maintaining yearly registration, CMDs must demonstrate proof of continuing development of knowledge and experience by submitting 50 continuing education credits over a prescribed five-year period.

Continuing Education

PURPOSE

The MDCB is responsible for establishing and managing credentialing and renewal processes for Certified Medical Dosimetrists. Credential renewal is granted to those CMDs who have demonstrated current cognitive capability in the field of Medical Dosimetry by appropriately documenting participation in continuing education activities.

DEFINITION

The MDCB defines continuing Medical Dosimetry education as activities that are planned, structured and related to the practice of Medical Dosimetry. *The Scope of Practice of a Medical Dosimetrist* as defined by the AAMD, establishes relevance to the practice of Medical Dosimetry. Each activity must be designed with clearly stated objectives and must be organized to impart information, which is representative of the depth outlined by activity objectives.

Activities Eligible for Continuing Education Credit

Academic Courses: Courses taken for transferable academic credit are eligible for continuing education credits provided they are relevant to the professional development of the CMD. A passing grade in a pass/fail system or a grade of C or better in an approved course will receive credit.

The Maintenance of Certification Committee has right of final approval on courses submitted.

Applications Training Courses: Pre-approved dosimetry-related equipment applications training courses are eligible for credit.

Certification Exam: The certification exam is a continuing education option that may be taken any time within the five-year cycle.

Courses, Lectures, Seminars, Self-Study or Webinars relevant to the practice of Medical Dosimetry are acceptable for continuing education credit when pre-approved by the MDCB. *Medical Dosimetry review courses will not be approved for continuing education credits.*

Directed Readings: Credits may be obtained for completion of Directed Readings for articles which are pre-approved by the MDCB.

Journal Authors: Authors may earn MDCB continuing education 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.

Journal Editors and Reviewers: Credits are awarded for each completed article.

Speakers: Formal presentations related to the practice of Medical Dosimetry or scientific research given in the form of lectures are eligible for continuing education credit. Activities must be approved and credit assigned prior to the presentation.

Credit Assignment

The following table provides a summary of the credits assigned to specific categories of continuing education activities. For more detailed information, please refer to the previous section.

| CATEGORY | CREDIT ASSIGNMENT* |
|--------------------------------------|--|
| Academic College Courses | One CEU will be awarded for each course credit hour with a maximum of 15 continuing education credits per 5-year cycle. |
| Applications Training Courses | Credit given for didactic lecture, demonstration and hands-on practice. A maximum of 16 continuing education credits will be accepted for applications training courses per five-year cycle. No more than eight (8) CE credits per day will be approved. No activities will be approved for presentations that represent a CMD's primary role. |
| Certification Exam | 50 credits |

| CATEGORY | CREDIT ASSIGNMENT* |
|--|---|
| Courses, Lectures, Seminars or Webinars | <ul style="list-style-type: none"> < 15 minutes 0 credit 15 – 29 minutes .25 credit 30 – 49 minutes .5 credit 50 – 74 minutes 1.0 credit 75 – 99 minutes 1.5 credits 100 – 129 minutes 2.0 credits > 130 minutes Credits issued will be based on 1 CE per 60 minutes and rounded down to the nearest 1/4 hour for any CE equal to less than 1/4 credit. |
| Directed Readings | Credits are awarded for MDCB-approved journal readings. |
| Journal Authors | <ul style="list-style-type: none"> • 10 credits for primary author. • 5 credits for secondary author. • 3 credits for third author. • 1 for fourth and all other authors. |
| Journal Editors/Reviewers | Credit will be assigned based on evaluation of material. |
| Self-Study | A maximum of 10 CEUs will be accepted for self-study activities in any five-year cycle. |
| Speakers | Presenters will be awarded credit equal to two times the credit approved for attendees. |

**All MDCB-approved CEU are approved for ARRT Category A credits.*

Examples of Ineligible Continuing Education Activities: 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:

1. Attendance at departmental meetings, chart rounds, tumor boards and grand rounds.
2. Business sessions of meetings sponsored by professional societies.
3. ‘Site visits’ at hospitals, clinics, and other institutions.
4. Equipment demonstrations and exhibits.
5. Educational sessions not directly related to the practice of Medical Dosimetry.
6. 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.

7. Activities that have no mechanism for learning outcome measurements, such as reading professional journal articles that do not contain a post-test, or posters and exhibits.

CRITERIA FOR CONTINUING EDUCATION FOR THE CERTIFIED MEDICAL DOSIMETRIST

Continued education offerings should reflect the educational needs for the Certified Medical Dosimetrist to maintain the status of CMD after registering each year and completing 50 CEUs in each five-year cycle.

Courses, Lectures, Seminars/Workshops, Self-Study, Webinars, vendor supported activities/applications and other professional organizations (AAMD, AAPM, ASRT, ASTRO) that integrate with the MDCB that will expand, enhance the knowledge base and increase the skill level are available for credit if a Request for Evaluation has been reviewed/approved with a CEU value assigned.

Examples of subjects that relate to the medical dosimetrist which were required as part of formal education and are now more advanced than those required for pre-credentialing may include but are not limited to:

- Advanced Computer Science
- Advanced Treatment Planning
- Brachytherapy
- Dose Calculation Methods
- Education & Research
- Imaging Acquisitions & Registration
- Interpersonal and Interaction Skills for Personnel
- Legal Aspects
- Management & Billing Issues
- Other Imaging (Nuclear Medicine, CT, MRI)
- Other Modes of Therapy
- Personal Health & Mental Care
- Physics
- Professional Responsibilities
- Quality Assurance
- Radiation Protection
- Simulation/Acquisition With Processing of Patient Data
- Teaching & Learning Process

REPORTING CREDIT TO MDCB

1. All continuing education activities must be pre-approved by the MDCB.
2. Credit will be recorded by updating transcripts in the CE Center. CMDs must maintain all certificates of attendance, grade transcript or other proof of completion of approved activities provided by the activity sponsor for five (5) years. MDCB will audit throughout the year.
3. Documentation of credits should be updated in the year earned. Credits earned in excess of 50 during any one cycle cannot be applied to a subsequent cycle.

4. At the end of five (5) years the CMD must prove completion of 50 MDCB approved/accepted continuing education credits to remain actively credentialed.

How to Update Your Transcript/Learning Plan

The CE Center for verification of courses on your learning plan (transcript) is located at mdcb.learningbuilder.com. If you are using Internet Explorer to access the CE Center, version 7 or greater is required. A complete set of instructions for updating your learning plan can be found on the "Reporting Credits" page of the "Continuing Education" section of the MDCB website.

Audit Policy

Audits will be conducted continuously throughout the year. All documentation provided will be reviewed for accuracy. Following the audit, email notification will be provided regarding the status of the CMD's learning plan and any additional documentation that is required.

CMDs are required to upload proof of attendance at the time of submission of the CE credit. The proof of attendance will be verified before credit is granted.

Audits will be conducted on the following schedule:

- **Year 5 of Cycle:** Continuous review throughout the year.
- **Year 4 of Cycle:** January, April, July and October.
- **Year 3 of Cycle:** February, May, August and November.
- **Year 2 of Cycle:** March, June, September and December.
- **Year 1 of Cycle:** March, June, September and December.

Temporarily Disabled CMD Policy

1. Certified Medical Dosimetrists who are temporarily disabled and therefore unable to be employed as a medical dosimetrist or to complete required continuing education (CE) to maintain CMD status may apply for temporarily disabled status in writing addressed to the MDCB President accompanied by the appeals form posted at mdcb.org.
2. Verification of disabled status by a licensed physician must be provided.
3. The CMD will be required to sign an agreement not to engage to any extent whatsoever in the provision of Medical Dosimetry services during the disabled status period.
4. During the period of disabled status, the CMD must continue to maintain the CMD credential fee.

5. If, during the disabled status period, the CMD is unable to complete the 5-year/50 credits requirement, an extension of time to complete the requirement shall be provided. The length of any such extension of time shall be at the discretion of the MDCB Board of Directors. Any extension of time due to temporary disability shall not impact the CMD's next 5-year period for completion of an additional 50 CE credits.
6. Verification by a licensed physician of ability to return to employment will be required.
7. Temporarily disabled CMDs who are granted extensions under this policy but who fail to complete the CE requirement by the extension date shall have their certification revoked and will be required to retake and pass the CMD certification examination and meet all other eligibility requirements in order to regain CMD status.

Lapsed Credential for Non-Payment of Fee Policy

Certification renewal fees must be submitted by December 31 of each calendar year. Renewal fees submitted after December 31 will be subject to a \$50 late fee. Failure to submit the renewal and penalty fees by February 1 of any calendar year will result in loss of the CMD credential. A CMD whose credential has lapsed can apply for reinstatement in writing to the MOC Chair by completing the appeals form posted on the MDCB website. CMDs will be considered for reinstatement based on the following criteria:

| PERIOD OF LAPSE | FEE | REQUIRED DOCUMENTATION |
|------------------------------|--|---|
| January 1 to 31 | Annual Certification Renewal Fee + late fee (\$50) | None |
| February 1 to June 30 | Annual Certification Renewal Fee + late fee (\$50) + reinstatement fee (\$250) | <ul style="list-style-type: none"> • Completed Appeals Form • Evidence of ten (10) CE credits for each completed year of the current CE cycle by June 1st following the last cycle year • Ten (10) new additional credits* • Written request to the MOC Chair |
| July 1 | Recertify by exam | <ul style="list-style-type: none"> • Last MDCB # and year of previous certification • Evidence of ten (10) CE credits for each completed year of the current CE cycle • Ten (10) new additional credits* • Written request to the MOC Chair |

**Any additional continuing education credits submitted during the payment lapsed period will not count toward the CE cycle minimum.*

Decisions made by the MOC Chair may be appealed, in writing, to the MDCB Board of Directors c/o the President. Decisions of the MDCB Board of Directors are final.

Lapsed Credential for CE Non-Compliance Policy

Along with being registered each year, every five years, a CMD must show proof of continuing knowledge and skills by documenting 50 continuing education credits. Any CMD who is not compliant with all continuing education credits by the end of the CE cycle will be reinstated based on the following criteria:

| PERIOD OF LAPSE | FEE | REQUIRED DOCUMENTATION |
|------------------------------|--|--|
| January 1 to 31 | Annual Certification Renewal Fee + late fee (\$50) | None |
| February 1 to June 30 | Annual Certification Renewal Fee + late fee (\$50) + reinstatement fee (\$250) | <ul style="list-style-type: none">• Completed Appeals Form• Evidence of ten (10) CE credits for each completed year of the current CE cycle by June 1st following the last cycle year• Ten (10) new additional credits*• Written request to the MOC Chair |
| July 1 | Recertify by exam | <ul style="list-style-type: none">• Last MDCB # and year of previous certification• Evidence of ten (10) CE credits for each completed year of the current CE cycle• Ten (10) new additional credits*• Written request to the MOC Chair |

CMD Verification

Institutions or individuals wishing to verify a CMD's credential can confirm CMD status by searching the CMD Verification function at mdcb.learningbuilder.com.

FAQs

1. What is my responsibility as a CMD?

A: As a recognized member of the health-care field providing critical care to individuals facing life-threatening illnesses, it is the sole responsibility of each Certified Medical Dosimetrist to adhere to the MDCB Ethical Standards, renew their credential annually by December 31 of each calendar year, earn and document 50 continuing education credits in each five-year cycle and make necessary updates to personal contact information in the CE Center. Renewal fees submitted after December 31 will be subject to a \$50 late fee. Failure to submit the renewal and penalty fees by February 1 of any calendar year will result in loss of the CMD credential. A CMD whose credential has lapsed can apply for reinstatement.

2. Who do I contact if I have questions about my learning plan or questions about requests for evaluation?

A: If you require technical support, please contact learningbuilder@heuristics.net. If you have administrative questions, please contact the MDCB at info@mdcb.org.

3. How can I find out if a course has been approved for credit? If so, how many credits is it worth?

A: The CE Center at mdcb.learningbuilder.com provides listings of currently approved courses and how many credits each course is worth. If a course you are looking for is not on the list, the activity did not meet the MDCB requirements for approval or approval was not requested by the provider and is not available for CE credits.

4. How many credits do I have?

A: You can determine how many credits you have and need to complete your five-year cycle by viewing your Learning Plan. A current Learning Plan for each active CMD is maintained in the CE Center and includes information regarding how many credits you have, how many you need to complete and by what date the credits must be completed. The “Units Accepted” for each type of activity and the “Units Added” for each type of activity are indicated at the top of each section of your Learning Plan. Please keep in mind you need to accrue 50 CE credits in five (5) years to maintain your Medical Dosimetry Certification.

5. How can I update my Learning Plan?

A: You can update your Learning Plan by logging in to your personal record at mdcb.learningbuilder.com and clicking on “My Learning Plan.” To add activities click on the blue “Add Activity” button to guide you through the process of adding courses. If you have multiple documents for one activity, please merge your documents into one comprehensive document for upload. If you have questions about how to upload an activity to your learning plan, while you are in the process, click on “show more instructions.”

6. Can I get credit for academic courses I have completed?

A: You can submit a request for assessment of your college level courses on your learning plan by clicking on the blue “add activity” button and selecting the “Personal Activity Credit Request” and following the instructions. Illustrated instructions can be found on the “Reporting Credits” page of the “Continuing Education” section of the MDCB website. Requests for credit for speaker presentations, published journal articles or journal editing or reviewing can be requested in the same way.

7. Where can I find instructions for updating my learning plan?

A: Complete and illustrated instructions for updating your learning plan can be found on the “Reporting Credits” page of the “Continuing Education” section of the MDCB website.

8. I am searching for an MDCB activity but cannot find it. What can I do?

A: The best way to search for an activity is to use only one search field. If you are sure of the MDCB-approved course number you can enter it into the “Course Number” field and click on the “Search” button. If you are not certain of the course number, to conduct your search use the “Keyword” field and type in a partial activity title.

9. What do I do if I have been audited?

A: The MDCB continuously audits CMD learning plans. A learning plan review schedule is posted on the MDCB website. Once your learning plan has been audited you will receive an email that advises you of your status. When you receive the audit message, check your learning plan to determine what activities may need further documentation.

10. I have updated my learning plan, but the activity indicates it is still in “staff review.” Is this a problem?

A: CMD’s learning plans are under continuous review based on the posted audit schedule. Once your learning plan has been reviewed, you will receive an audit notification.

11. How do I know the reason an activity has been rejected?

A: 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.

12. I forgot my Login and/or Password.

A: Your login is the email address the MDCB has on file for you or your MDCB number. To retrieve your password, enter the CE Center and click on the link “Forgot Your Password?” and follow the instructions. You will be prompted to provide your e-mail address for password reset instructions to be forwarded to you. If you are requesting a password reset to a “Hotmail” or “Yahoo” account and it appears that you do not receive your reset information, please check your junk or spam filter folders. If you no longer have access to the email address on file with the MDCB, please contact info@mdcb.org.

13. Are my MDCB CMD credits applicable for ARRT CE credits?

A: Yes, beginning in 2008, MDCB was approved as an ARRT RCEEM (Recognized Continuing Education Evaluation Mechanism) and all MDCB-approved credits can be submitted for ARRT Category A credits. Although ARRT accepts credits approved by other RCEEM member entities, they do require that documentation for the approved credits come from the original CE provider.

14. My contact information has changed, how do I update my information?

A: In the “My Account” section of the CE Center you can update the contact information on your personal profile by editing the fields on the left-hand side of the page. To ensure approval of activities on your learning plan, if your name has changed, documentation must be submitted to the MDCB office at info@mdcb.org.

15. How can I provide proof of my CMD credential to my current or prospective employer?

A: Any institution can download a letter of verification from mdcb.learningbuilder.com by clicking on the link for “CMD Verification” and searching for the CMD’s name. The system will create a letter of good standing for all CMDs who are current on their credits and renewal fees. The CMD verification letter will indicate your valid date through the latest year for which you have submitted your renewal fee. The letter will not indicate your cycle end date.

16. How can my institution submit a “Request for Evaluation” (RFE) for MDCB credits?

A: 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 mdcb.learningbuilder.com and click the orange “Register as a Provider” button at the left side of the page and follow the instructions provided.

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.

17. What should I do if I have questions about the status of a “Request for Evaluation (RFE)?”

A: To check the status of your RFE, log in to your queue to determine if your activity has been approved or if additional action is required on your part.

18. How can I determine my CMD number?

A: To determine your CMD number, log into the CE Center, mdcb.learningbuilder.com. Your CMD number will be indicated on your profile as “unique identifier.”

19. How can I retrieve documentation for my learning plan to confirm my participation at ASTRO annual meetings?

A: To ensure that your credits from the ASTRO conference are loaded to your MDCB learning plan, be sure to register for the meeting as a dosimetrist and complete the evaluation by the deadline. Credits typically will upload to your learning plan approximately 30 days after the end of the conference.

20. How can I retrieve documentation to confirm my participation in AAMD activities?

A: Since 2011, the AAMD has been uploading completed activities to Learning Plan transcripts for CMDs. The updates take place nightly. Be sure your MDCB number is on file with the AAMD.

21. How can I retrieve documentation for my learning plan to confirm my participation for Varian activities?

A: To retrieve confirmation of participation in Varian events:

- If you completed Varian training at your local facility, the CE credits are posted in the participant's Certificate Manager account. For inquiries, go to: variancertificatemanager.com and then click on the "Contact Us" button.
- For inquiries about CE credits earned at Varian Users Meetings (i.e., ASTRO, AAPM, AAMD) and Varian regional meetings, go to: variancertificatemanager.com and click on the "Contact Us" button. Your inquiry will be forwarded to the appropriate individual who can assist you.
- For inquiries about CE credits earned at Varian's Corporate Education Facility in Las Vegas or Milpitas and for completed elearning offerings, go to variantraining.com.

22. How can I retrieve documentation for my learning plan to confirm my participation in Philips activities?

A: To retrieve confirmation of participation in Philips events:

- Open your internet browser and navigate to the Philips Learning Center using the following link: theonlinelearningcenter.com.
- Log in to your account "using the email you provided the trainer" and the password that was created upon registering.
- Highlight My Account in the left hand margin and click on My Certificates.
- The CEU certificate will always be accessible on the PLC web site. For user training questions or issues with accessing your test or certificate, call the PLC Help Line at 1-800-692-4295 or by visiting theonlinelearningcenter.com/online-cme-help.aspx.

23. How can I retrieve documentation for my learning plan to confirm my participation for ASRT activities?

A: All MDCB-approved ASRT activities in which CMDs participate will be uploaded to learning plans as "Activity Accepted," providing the CMD has completed the following fields on their profiles: "DOB" and "ASRT number." Completed ASRT activities are uploaded to learning plans in the month following completion of the activity with no further action required by the CMD. The MDCB will not recognize for credit any activity that is duplicated across bienniums.

24. I have more than 50 credits for my current cycle. Can I apply the additional credits to my next cycle?

A: Credits can only be applied to the cycle in which they are earned.

25. An activity submitted on my learning plan has not been approved. The orange button indicates “Confirm Attendance” or “Select Journal Article.” What should I do to resubmit it?

A: Click on the icon to the right of the orange button to see the “Activity Rejection Reason” field to determine why the activity has not been approved. Delete the current documentation by clicking on the trash can icon to the right of the documentation you have uploaded. Upload documentation that fulfills the additional information request.

26. How can I print a copy of my Learning Builder transcript?

A: To print a copy of your Learning Builder transcript, navigate to your learning plan and click the list icon next to “Complete Learning Plan” in the blue bar at the top of your learning plan web page. Next, select the “Summary” option and click either the “Printer Friendly” or “View Offline” links to extract a copy of completed activities.

27. I am at the end of my five-year cycle and have 50 credits. What should I do?

A: If you meet the minimum 50 credit requirement and are in the final year of your current cycle, you can submit your learning plan for completion or continue to accumulate continuing education credits. To submit your learning plan for completion, click on the orange “Complete Learning Plan” button found at both the top and bottom of your learning plan. If your learning plan is audited and deemed complete, you will receive an email confirmation and your learning plan will be locked from adding additional CE credits. Your learning plan for the next 5-year cycle will also be locked until January 1st after the start of the new cycle. While you will not be able to update a learning plan with additional credits, you will be able to submit the credential renewal fee.

28. How can I retrieve documentation for my learning plan to confirm my participation at AAPM meetings?

A: To guarantee that credits from AAPM meetings are loaded to your learning plan, registrants must complete the AAPM online meeting evaluation. Registrants must indicate the type of credits needed and are prompted to enter a valid CMD number. Credits are typically uploaded a minimum of 30 days after the end of the meeting.

29. I recently passed the MDCB exam. When can I begin accumulating credits for my first 5-year cycle?

A: Your first 5-year cycle will begin on January 1st in the year following the successful completion of the exam, providing the annual certification fee is submitted. You can begin adding courses to your transcript for any CE credits completed after January 1st.

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2020–2021

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1120 Route 73, Suite 200 • Mount Laurel, NJ 08054
Toll Free: 866-813-MDCB (6322) • Phone: 856-439-1631 • Fax: 856-439-0525
info@mdcb.org • mdcb.org
