

**Resolution for the New Year**

***Remember these 4 easy steps to ensure your CMD Credential is up to date!***

- 1) Whitelist "[info@mdcb.org](mailto:info@mdcb.org)" to ensure incoming mail is allowed into your email inbox.
- 2) Remember to set a calendar reminder for October 1, 2019 when the Annual Renewal Fee becomes available.
- 3) Login to your Learning Builder profile to update changes in email or mailing addresses.
- 4) Save [CE Center](#) to Web Page Favorites on all web browsers!

***For those who have not yet submitted their 2019 Annual Renewal Fee:***

***Renewal fees submitted after December 31 will be subject to a \$50 late fee. Failure to submit the renewal and penalty fees by March 1 of any calendar year will result in loss of the CMD credential.***

***For more information, [click here](#).***

Thank you,

MDCB.

The MDCB will be reviewing learning plans based on the schedule outlined at:

<https://mdcb.org/continuing-education/learning-plan-review-schedule>

### **2019 Learning Plan Review Schedule**

**Year 5 of Cycle:** Continuous review for CMDs with 5-year cycle ending in 2019.

**Year 4 of Cycle:** January, April, July and October for CMDs with 5-year cycle ending in 2020.

**Year 3 of Cycle:** February, May, August and November for CMDs with 5-year cycle ending in 2021.

**Year 2 of Cycle:** March, June, September and December for CMDs with 5-year cycle ending in 2022.

**Year 1 of Cycle:** March, June, September and December for CMDs with 5-year cycle ending in 2023.

**When updating your learning plan, please remember the top five reasons that Learning Plan activities are not approved:**

- The documentation is not in an acceptable unalterable format, i.e. pdf, tiff, bmp, jpg.
- The activity was not completed during the current 5 year cycle.
- Your name is not on the documentation.
- The MDCB activity number and activity name are not on the documentation provided and the activity number does not correspond to the activity number downloaded to your Learning Plan.
- The date the activity was completed is not within the start and end dates indicated. To determine an activity start and end date, click on the blue box to the left of the activity to determine the approval period.

Thank you,

MDCB.