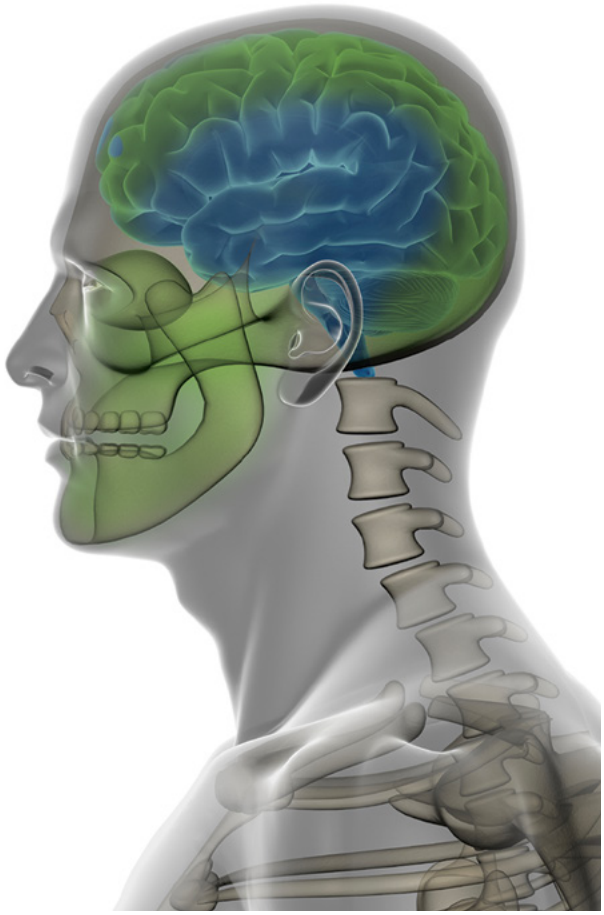

Certification

A Standard of Knowledge & Experience

ACCREDITED
CERTIFICATION PROGRAM
NCCA BY ICE

MDCB
Medical Dosimetrist Certification Board℠

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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.

Mission Statement

Our mission is to certify dosimetrists who advance quality patient care through rigorous standards of competency and integrity.

Vision Statement

All patients receive quality care from a certified dosimetrist.

Values

Integrity – We promote professional and ethical practices in medical dosimetry.

Quality – We commit to maintaining an accredited certification program aligned with best practices.

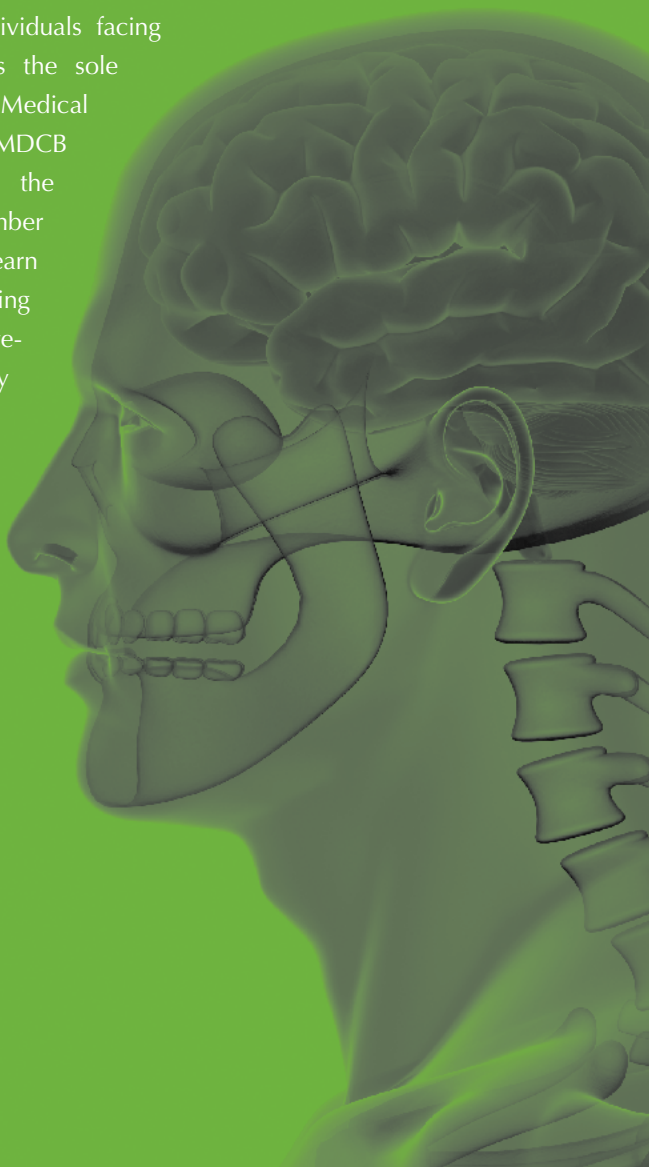
Credibility – We serve our stakeholders with care and commitment, focused on providing a quality certification program.

Innovation – We focus on embracing advancements in medical dosimetry.

MDCB
Medical Dosimetrist Certification Board℠

Professional Responsibility

As a recognized member of the healthcare 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 the 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 the loss of the CMD 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 renewal fee is submitted.

Each new CMD will receive a welcome email with links to a press release template, CMD verification letter, and the certificant handbook. A wall certificate will also be mailed via USPS to the address on file. It is the professional responsibility of the CMD to ensure that their address on file is correct so they receive the certificate when it is mailed.

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:

- 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. COMPLAINTS

A complaint alleging a violation of the Ethical Standards may be filed by a CMD or by any other person with knowledge and evidence of facts which, if true, would establish a violation of one or more of the Ethical Standards by a CMD or by an applicant for examination and certification as a CMD. A complaint must be in writing, signed, accompanied by all documentary or other evidence regarding the alleged violation and filed with the Chair of the Ethics Committee; a complaint may not be anonymous. A complaint must contain a detailed description of the conduct alleged to be unethical, together with the specific Ethical Standard(s) which are alleged to have been violated. A complaint must be submitted within three (3) months of the complainant becoming aware of the alleged unethical

conduct and in no event later than twelve (12) months following the conclusion of the alleged unethical conduct. A complaint may only be submitted once and may not be re-filed.

3. 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 appropriately filed.

(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.

Nondiscrimination Policy

The MDCB does not discriminate on the basis of age, color, disability, ethnic or national origin, gender, race, religion, sex, sexual orientation, or any other protected classification under US state or federal law in the administration of its application, examination, or certification activities.

Annual Credential Renewal

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

A wall certificate is issued upon granting of the CMD credential. Any current CMD in the US or Canada can request a duplicate physical copy of the certificate through the LearningBuilder platform. A fee will be incurred for issuing a duplicate certificate. Unfortunately, certificates cannot be mailed internationally.

Maintenance of Certification

In addition to renewing the credential annually, CMDs must demonstrate proof of continuing development of knowledge and experience by submitting a minimum of 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 College Courses
- Applications Training Courses
- Courses, Lectures, Seminars
- Directed Journal Readings
- Item Writing for MDCB Exam
- Journal Authoring
- Journal Editing & Reviewing
- Plan Study
- Podcasts
- Speakers
- Webinars

For more detailed information, visit https://mdcb.org/continuing-education/eligible-activities.

Credit Assignment

A summary of the credits assigned to specific categories of continuing education activities is posted here: https://mdcb.org/continuing-education/continuing-education-credit-assignments.

Examples of Ineligible Continuing Education Activities: Activities that do not conform to the MDCB definition of continuing medical dosimetry education will not be considered for approval. Examples include:

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 that are not directly related to the practice of medical dosimetry.
6. Activities that are a function of the CMD's primary role.
7. Activities conducted for professional societies that are non-educational in nature. Examples include serving as a board member, committee member, or ad hoc participant.

8. Activities that have no mechanism for learning outcome measurements, such as journal clubs, reading professional journal articles that do not contain a post-test, poster presentations, and exhibits.

9. Activities that are specific to institutional policy and procedure.

CRITERIA FOR CONTINUING EDUCATION FOR THE CERTIFIED MEDICAL DOSIMETRIST

The MDCB Maintenance of Certification process ensures that practitioners meet the criteria for continuing professional development to provide safe, high-quality patient care. Continuing professional development helps address the rapid advances in technology, growth in knowledge, evolution of the industry, and limitations of academic degrees.

Examples of subjects that relate to the Medical Dosimetrist may include, but are not limited to:

- Advanced Computer Science
- Advanced Treatment Planning
- Brachytherapy
- Dose Calculation Methods
- Education/Teaching & Research
- Imaging Acquisitions & Registration in Radiation Oncology
- Interpersonal and Interaction Skills for Personnel
- Legal Aspects
- Management & Billing Issues
- Other Imaging Applicable to Radiation Oncology
- Other Modes of Therapy
- Personal Health & Mental Care
- Medical Physics
- Professional Responsibilities
- Quality Assurance
- Radiation Protection
- Simulation/Acquisition With Processing of Patient Data

REPORTING CREDIT TO MDCB

CMDs record the completion of continuing education credits on learning plans at https://mdcb.learningbuilder.com. A minimum of 50 continuing education credits must be earned and documented in each 5-year cycle for a CMD to remain actively credentialed. Only credits earned during a given 5-year cycle can be applied to the corresponding learning plan. Credits earned in excess of 50 during any one cycle cannot be applied to a subsequent cycle.

New CMDs can begin accumulating CE credits on January 1 following certification, provided the annual credential renewal fee has been submitted.

Updating Your Learning Plan

A complete set of instructions for updating your learning plan can be found at https://mdcb.org/continuing-education/reporting-credits.

Audit Policy

Learning plan audits are conducted throughout the year according to a set schedule. CMDs are required to upload proof of attendance when submitting for CE credit. The proof of attendance documentation must meet MDCB requirements and will be verified before credit is granted. CMDs will receive an email notification after their learning plan audits are completed.

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.

Retirement Policy

CMDs who elect to retire the credential should advise the MDCB via email to the MDCB general email address of their decision to retire. No annual fee will need to be submitted following retirement. However, once retired, practitioners will not be considered active CMDs or be able to use the CMD credential. The only way to reinstate the CMD credential is to pass the CMD exam.

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.

Beginning on October 1st annually, the MDCB distributes email reminders twice monthly to CMDs to the email on file. Although we distribute regular email reminders as a professional courtesy, we cannot be assured that they are received, and if they are received, that they are opened. In addition, a reminder postcard is sent to the mailing address on file.

A CMD whose credential has lapsed can apply for reinstatement on the Learning Builder platform. 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)	• 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*

PERIOD OF LAPSE	FEE	REQUIRED DOCUMENTATION
July 1	Recertify by exam	• MDCB # and year of previous certification • Ten (10) new additional credits*

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

Decisions regarding reinstatement 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

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)	• 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*
July 1	Recertify by exam	• MDCB # and year of previous certification • Ten (10) new additional credits*

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

The MDCB's frequently asked questions can be found at https://mdcb.org/about-mdcb/faqs.

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MDCB
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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

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