CE Self-Entry Frequently Asked Questions (FAQs)

- 1. What's my username?
- 2. How do I enter my CE credits/hours?
- 3. <u>Is there a video on how to self-enter my CE credits/hours?</u>
- 4. Where can I view the Bylaw for Continuing Education?
- 5. I went to a multiple day course; how do I enter more than 8 hours credits?
- 6. The course I took used MDA's scan card system; do I still need to enter my course online?
- 7. <u>I entered hours for a course but when I checked my portfolio, it shows a different amount of credits.</u>
- 8. Why are some numbers showing Red in my Portfolio?
- 9. I didn't get proof of attendance for the course I attended; can I still get the CE credit?
- 10. The submission form doesn't accept the format that my proof of attendance came in, what should I do?
- 11. Who can I contact if I have any questions on how to use the online submission?

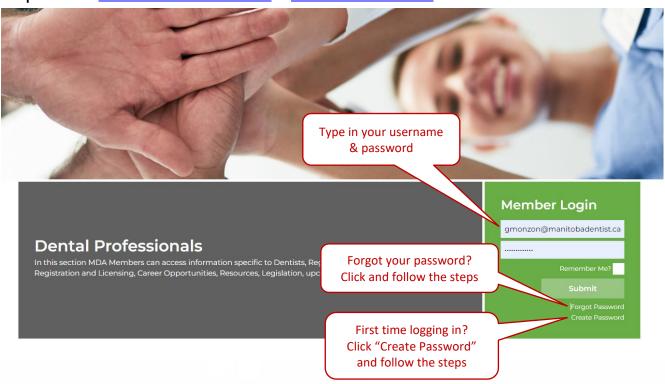
1. What's my username?

| Dentists | RD | A |
|--|--|---|
| Your email address* that you submitted to the MDA OR | Your email address* that you submitted to the MDA OR | |
| The last 6 digits of your MDA member ID# | • The digits after "070-" of your MDA member ID#. This could be 1, 2, 3 or 4 digits. | |
| Example: MDA ID#: 070-123-456 Username: 123-456 (must include hyphen) | Example: 4 digits MDA ID#: 070-2387 Username: 2387 | 3 digits MDA ID#: 070-168 Username: 168 |
| | 2 digits MDA ID#: 070-22 Username: 22 | 1 digit MDA ID#: 070-8 Username: 8 |

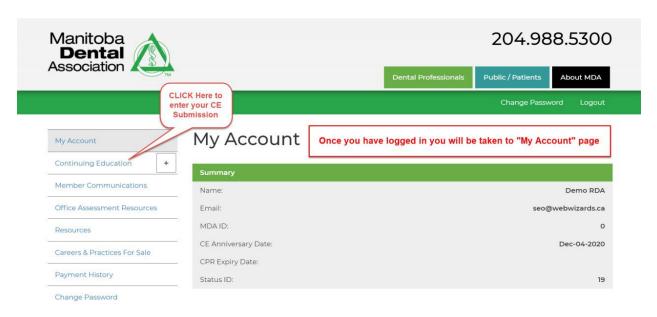
^{*}If you're having issues logging in using your email address, please call the MDA to verify the email address in our system.

2. How do I enter my CE credits/hours?

Step 1. Go to www.manitobadentist.ca > Dental Professionals



Step 2: View My Account and click Continuing Education



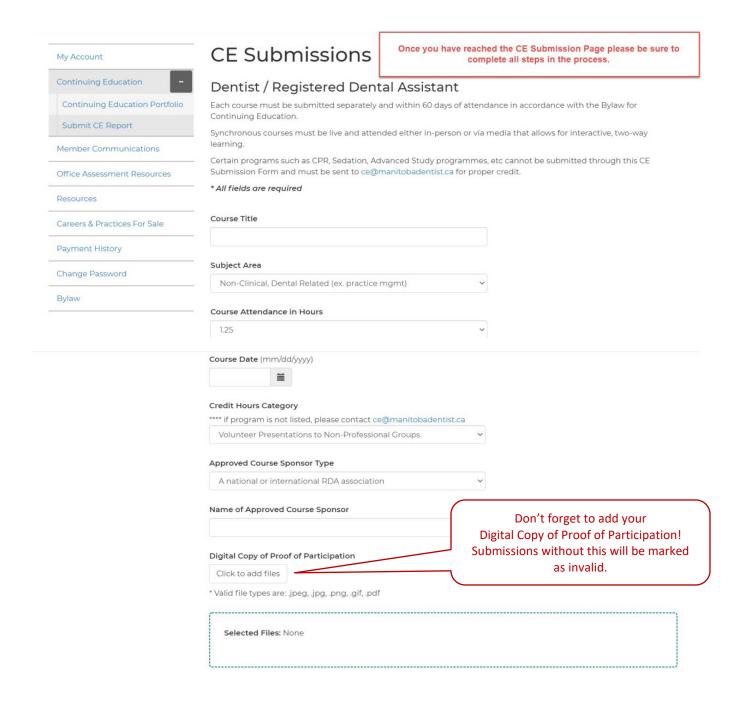
Step 3: Click Submit CE Report



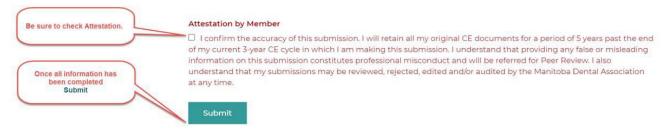
Step 4: Enter your course information

Please note:

- The Course Title has a 100-character limit (including spaces).
 You may shorten the course title, as long as it has the gist or keywords from the actual course title.
- Please ensure to submit a "Digital Copy of Proof of Participation".
 CE submissions without this document will be marked as invalid.

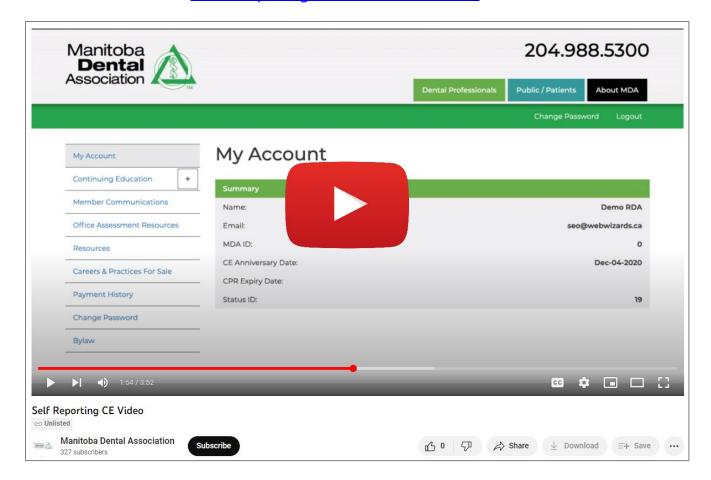


Step 5: Attestation and submit





3. You can watch the CE self-reporting instructional video here





4. Where can I view the Bylaw for Continuing Education?

All members are encouraged to review their respective bylaws.

| Dentists | RDA | |
|--------------------------------|---|--|
| Bylaw for Continuing Education | The Bylaw for Continuing Education of Registered Dental Assistants | |

You can review the <u>Dental Association Act, Dentist Bylaws and Registered Dental</u> Assistants Bylaws on the MDA website.



5. I went to a multiple day course; how do I enter more than 8 hours credits?

Courses should be added on a per day basis. Proof of participation needs to be uploaded for each separate submission. For courses that do not have a separate title per day, notations such as "Day 1 of 3" etc. should be added to the title to avoid the appearance of duplicate entries that may negate credit.

Example:

| Course title | Credit hours |
|---------------------------------------|--------------|
| Guided Implant Placement (Day 1 of 3) | 8.00 |
| Guided Implant Placement (Day 2 of 3) | 8.00 |
| Guided Implant Placement (Day 3 of 3) | 8.00 |



6. The course I took used MDA's scan card system; do I still need to enter my course online?

No, all courses that use the MDA Scan Card System do not need to be entered online.



7. I entered hours for a course but when I checked my portfolio, it shows a different amount of credits.

Some entries are modified automatically to meet limitations set in the <u>MDA Bylaws</u>. If you note an error, send an email to <u>ce@manitobadentist.ca</u> with the following info:

- a. Course name
- b. Date of the course
- c. Justification for the credit hour adjustment in your report



8. Why are some numbers showing Red in my Portfolio?

When numbers on your Portfolio are shown in red, it identifies potential compliance issues with the MDA Bylaws. It is the professional responsibility of all Dentists and RDAs to ensure their own compliance with the requirements of all MDA Bylaws; the online portfolio is intended to assist members in identifying those issues only.



9. I didn't get proof of attendance for the course I attended; can I still get the CE credit?

No. As per the <u>MDA Bylaws</u>, proof of participation must always be submitted to attain CE credit, whether submitted online or to the MDA directly.



10. The submission form doesn't accept the format that my proof of attendance came in, what should I do?

The online CE submission portal accepts a large number of file types such as jpeg, jpg, png, gif and pdf. If the proof of attendance is printed material, digital copies are easy to create using scanners or programs such as Adobe Acrobat. Members encountering difficulties can submit a document to CE@manitobadentist.ca.



11. Who can I contact if I have any questions on how to use the online submission form?

If you have any questions on how to use the online submission portal, please contact the Deputy Registrar at deputyregistrar@manitobadentist.ca

