



MANITOBA DENTAL ASSOCIATION

CE Self-Entry Frequently Asked Questions (FAQs)

1. [What's my username?](#)
2. [How do I enter my CE credits/hours?](#)
3. [Is there a video on how to self-enter my CE credits/hours?](#)
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. [I entered hours for a course but when I checked my portfolio, it shows a different amount of credits.](#)
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 | RDA | |
|---|--|---|
| <ul style="list-style-type: none"> Your email address* that you submitted to the MDA OR The last 6 digits of your MDA member ID# <p><i>Example:</i> MDA ID#: 070-123-456 Username: 123-456 (must include hyphen)</p> | <ul style="list-style-type: none"> Your email address* that you submitted to the MDA OR The digits after "070-" of your MDA member ID#. This could be 1, 2, 3 or 4 digits. <p><i>Example:</i></p> | |
| | <p>4 digits MDA ID#: 070-2387 Username: 2387</p> | <p>3 digits MDA ID#: 070-168 Username: 168</p> |
| | <p>2 digits MDA ID#: 070-22 Username: 22</p> | <p>1 digit MDA ID#: 070-8 Username: 8</p> |

*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](#)

The screenshot shows the 'Member Login' section of the website. It includes a header for 'Dental Professionals' and a login form with fields for email and password, a 'Remember Me?' checkbox, and a 'Submit' button. Below the form are links for 'Forgot Password' and 'Create Password'. Three callout boxes provide instructions: 'Type in your username & password' points to the login fields; 'Forgot your password? Click and follow the steps' points to the 'Forgot Password' link; and 'First time logging in? Click "Create Password" and follow the steps' points to the 'Create Password' link.

Step 2: View **My Account** and click **Continuing Education**

Manitoba Dental Association 204.988.5300

Dental Professionals Public / Patients About MDA

Change Password Logout

My Account Once you have logged in you will be taken to "My Account" page

Summary

| | |
|----------------------|-------------------|
| Name: | Demo RDA |
| Email: | seo@webwizards.ca |
| MDA ID: | 0 |
| CE Anniversary Date: | Dec-04-2020 |
| CPR Expiry Date: | |
| Status ID: | 19 |

Step 3: Click **Submit CE Report**

Change Password Logout

Continuing Education Portfolio Here you can view your CE Portfolio Summary

Summary

| | |
|--|-------------|
| CE Anniversary Date: | Dec-04-2020 |
| Current Total Credit Hours for CE Cycle: | 1.00 |
| Current Total Credits in One Subject Area: | 1.00 |
| Current Total Credit Hours for Non Clinical, Dental Related: | 0.0 |
| Current Total Credits for Infection Control: | 0.0 |

Synchronous Seminars, Lectures and Participation Activities

| Course Title | Date Taken | Hours |
|-----------------------------------|------------|-------|
| Test Course | 10/01/2021 | 1.00 |
| Total Hours for Category (no max) | | 1.00 |

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.**

My Account

Continuing Education

Continuing Education Portfolio

Submit CE Report

Member Communications

Office Assessment Resources

Resources

Careers & Practices For Sale

Payment History

Change Password

Bylaw

CE Submissions

Once you have reached the CE Submission Page please be sure to complete all steps in the process.

Dentist / Registered Dental Assistant

Each course must be submitted separately and within 60 days of attendance in accordance with the Bylaw for Continuing Education.

Synchronous courses must be live and attended either in-person or via media that allows for interactive, two-way learning.

Certain programs such as CPR, Sedation, Advanced Study programmes, etc cannot be submitted through this CE Submission Form and must be sent to ce@manitobadentist.ca for proper credit.

*** All fields are required**

Course Title

Subject Area

Course Attendance in Hours

Course Date (mm/dd/yyyy)

Credit Hours Category

**** if program is not listed, please contact ce@manitobadentist.ca

Approved Course Sponsor Type

Name of Approved Course Sponsor

Digital Copy of Proof of Participation

Selected Files: None

Don't forget to add your Digital Copy of Proof of Participation! Submissions without this will be marked as invalid.

Step 5: Attestation and submit

Be sure to check Attestation.

Once all information has been completed
Submit

Attestation by Member

I confirm the accuracy of this submission. I will retain all my original CE documents for a period of 5 years past the end of my current 3-year CE cycle in which I am making this submission. I understand that providing any false or misleading information on this submission constitutes professional misconduct and will be referred for Peer Review. I also understand that my submissions may be reviewed, rejected, edited and/or audited by the Manitoba Dental Association at any time.

Submit



3. You can watch the [CE self-reporting instructional video here](#)

**Manitoba
Dental
Association**

204.988.5300

Dental Professionals

Public / Patients

About MDA

Change Password

Logout

My Account

Continuing Education +

Member Communications

Office Assessment Resources

Resources

Careers & Practices For Sale

Payment History

Change Password

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| Email: | seo@webwizards.ca |
| MDA ID: | 0 |
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Self Reporting CE Video

↔ Unlisted

Manitoba Dental Association
327 subscribers

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👍 0

🗨️

➦ Share

⬇️ Download

⌵ Save

⋮



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 [Dental Association Act, Dentist Bylaws and Registered Dental 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 [MDA Bylaws](#). If you note an error, send an email to ce@manitobadentist.ca with the following info:

- Course name
- Date of the course
- 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 [MDA Bylaws](#), 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

