



## Self-Reporting of CE

The MDA Board approved member self-entry of CE to begin in 2023. All members are now required to enter their own CE through the [MDA members portal](#). Auditing of member entries will be random using a method approved by the MDA Board.

Any member experiencing difficulty creating an account or entering CE should contact Diane at 204 988-5300 ex. 1 or Linda at 204 560-0846 for assistance.

A friendly reminder that your submissions must comply with the following or they may be rejected:

- for Dentists: [Bylaw for Continuing Education of Dentists](#)
- for RDAs: [Bylaw for Continuing Education of Registered Dental Assistants](#)

If you have any questions related to compliance, please send an email to [ce@manitobadentist.ca](mailto:ce@manitobadentist.ca)

### Before entering your CE submission, you will want to check the following:

1. Is the course provider an "Approved Sponsor" as outlined in the bylaw?
2. Does the course date fall within your current CE cycle? (Documents must be entered within 60 days of the CE activity). The document must be uploaded to your account in addition to entering the information.
3. Are there any minimums or maximums to be aware of for this CE category? The system has a summary at the top of the page which should alert you to any issues.

### Continuing Education submissions that MUST be sent to [ce@manitobadentist.ca](mailto:ce@manitobadentist.ca) are:

1. Dental Publications - Authorship of Journal Articles or Contributions to Textbooks
2. Teaching (Province of Manitoba accredited dental assisting training programmes)
3. Lecturers and/or Presenters to Professional Groups
4. Volunteer Presenters to Non-professional Groups
5. Request for CE for Volunteer presentations (RDA only)

### CPR certification or renewal

As of November 1<sup>st</sup>, members will be able to enter their CPR renewals into their Continuing Education (CE) account, just like other CE documents. Follow this [CPR Self-entry how to](#) for seamless entry of your CPR certification.

Note that CPR renewals can only be submitted for CE once annually, unless the member needs to obtain a higher level of CPR e.g., BLS must be obtained as a prerequisite for ACLS.

Members are encouraged to review the links and videos regarding self-entry at the following links:

- [Dentists](#)
- [Registered Dental Assistants](#)
- [Video on how to enter your CE \(4-minute watch\)](#)
- [CE Self-entry FAQs](#)
- [CPR Self-entry how to](#)