

New Website Frequently Asked Questions (FAQ's)

1. I am having trouble logging into my account?

- Note this process varies from RDA to Dentist.
- We suggest for ease of access you use your MDA Affiliated Email Address.
- **RDA's Member Login**- use your MDA Member affiliated **email address OR the last 4 digits of your Member ID #**
- **DENTIST Member Login** - use your MDA Member affiliated **Email Address OR the last 6 digits of your MDA member ID # ie. 000-000** (ex if your MDA ID is 770-237-602 use 237-602 and you must insert the hyphen).

2. Where can I view the Bylaw for Continuing Education – all members are encouraged to review this bylaw.

You can view the bylaw on the MDA Website.

3. 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. Where each day does not have a separate title, notation such as "Day 1 of 3" etc should be added to the title to avoid the appearance of duplicate entries that may negate credit.

4. Why can't I enter in my CPR and other courses eligible for CE credit?

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

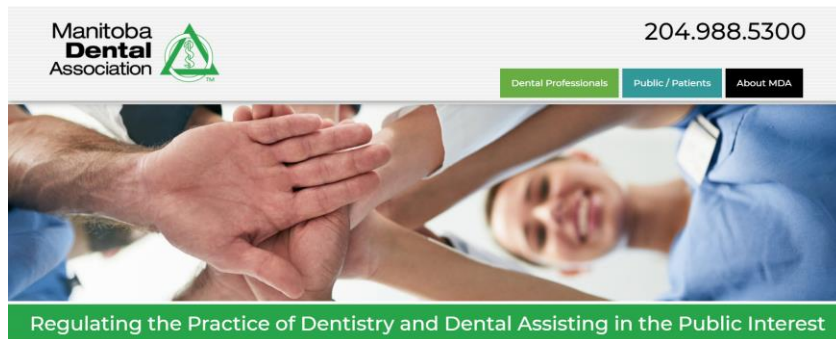
CPR Submissions - Please send CPR submissions directly to CPR@manitobadentist.ca

5. The course I took used the MDAs scan card system, do I still need to enter in my course online?

No, all courses that use the MDA Scan Card Systems should not be entered in online to avoid duplicate entries. Providers of CE will make it clear when online entry is not needed.

6. I entered in hours for a course but then when I went to check my portfolio, it shows a different amount of credits?

Some entries are modified automatically to meet limitations set in the Bylaws. If you note an error, contact ce@manitobadentist.ca with the course name, date and justification for the credit hour adjustment in your report.



7. 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 only to assist members in identifying those issues.

8. I didn't get proof of attendance for the course I attended, can I still get credit?

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

9. 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 not received by the member or registrant in one of these formats, digital copies are easy to create using scanners or programs such as Adobe Acrobat. Members encountering difficulties can submit a document to the MDA at CE@manitobadentist.ca or regular mail to the attention of Diane McDonald.

10. If I have any questions on how to use the online submission form who can I contact?

If members have any question on how to use the online submission portal they can contact the Deputy Registrar at deputyregistrar@manitobadentist.ca