



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 70-2376 -02 use 237-602 you must insert the hyphen).

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

Dental Assistants – [CLICK HERE](#)

Dentists – [CLICK HERE](#)

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?

Not all courses can be submitted through the online portal and need to be sent to ce@manitobadentist.ca for proper entry by the MDA Staff. Courses such as CPR, Advanced Study, Authorship and a few others have complex reporting requirements and cannot be entered online.

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 feel there is an error, contact ce@manitobadentist.ca with the course name, date and reason you feel different credit should be applied.



Regulating the Practice of Dentistry and Dental Assisting in the Public Interest

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 dentist and RDA's to ensure their own compliance with the requirements of all MDA bylaws, the online portfolio is intended only to assist in doing that.

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. If difficulties are still being had, submission can be sent to the MDA by CE@manitobadentist.ca or regular mail to the attention of Diane McDonald.