

# Category 1 CEU Applications – Who, When, How Much?

## Who Applies?

Activity organizers apply for pre-approval of their conference or activity. Once the activity is approved, genetic counselors attend the activity and then activity organizers submit CEU claims on attendees' behalf following the activity.

You will need to use your NSGC account or [create an NSGC account](#) to submit an application via the CEU portal. Keep in mind, the portal will **ONLY** send communications to the email associated with the NSGC account used to submit the application, so you may wish to create a new guest account for which you can share credentials among team members if multiple people from your organization will be working on the application.

If you have attended a Category 1 approved activity, see the Category 1 Attendees section of [this page](#) for more information.

## When Do I Apply?

Applications should be submitted to the CEU portal **8 to 12 weeks prior to start date (not including start date) of your activity**. We recommend applying 8 weeks prior to the print deadline of your final program materials.

Rush fees apply for applications submitted less than 8 weeks prior to the start of the activity, and additional rush fees apply for applications submitted less than 4 weeks prior to the start date of the activity. **Applications submitted less than 21 days or less prior to the start date of your activity will not be accepted under any circumstances. NSGC does not retroactively approve any activity for Category 1 CEUs.**

The application **review and approval process typically takes between 3 and 6 weeks** and will vary depending on how many other activities are in review at that time. Please consider this when preparing and submitting your application. Keep in mind that all CEU Reviewers are volunteers and as such, NSGC cannot guarantee any approval dates.

## How Much Does It Cost?

There are two fees associated with Category 1 CEU activities: Application Fees and Filing Fees. Please note, to pay any fees by credit card you will need to go through the NSGC account which created the application. You **cannot** share a link to an invoice or pay by credit card in any way other than through the account which created the application. You may download an invoice to be paid by check only. If you need to have an institution or other colleague pay your fees, you will need to share your NSGC account

access with them to do so or create a guest account for your organization before creating your application as mentioned above.

## **Application Fees**

Application fees are determined at the time of application and must be submitted prior to receiving your final approval for the activity. Application fees are determined automatically by the portal system based on the date of submission and how many contact hours you are requesting. See the [application fees grid](#).

Rush application fees apply for applications submitted less than 8 weeks prior to start date, and additional rush application fees are incurred if applying less than 4 weeks prior to start date.

**There are two times during the application and review process that you may pay your application fees:**

1. When you (the activity organizer) submit your application
  - a. You may select Pay by Check to receive an invoice
  - b. You may pay instantly with a credit or debit card
2. After the review process is complete and prior to claiming your approval letter
  - a. You may select Pay by Check to receive an invoice
  - b. You may pay instantly with a credit or debit card

Please note, **approval for CEUs is not valid until application fees are paid**. Application fees are not refundable for any reason, including if your application is denied for CEUs.

## **Filing Fees**

Filing Fees are required for all participants who wish to claim CEUs. These fees are submitted after the completion of the approved activity at the time you (the activity organizer) submit your CEU earner report to claim your participant's CEUs. The cost is \$35 per CEU earner. **You can collect and submit these fees in one of two ways:**

1. Collect payments to your organization (or build the filing fees into the cost of your activity registration) and submit **one** check or **one** credit card payment to NSGC for the lump sum of all attendee filing fees. You'll have an option to select pay by credit or pay by check when you submit your post activity documentation in the CEU portal.
2. Pay the fees on behalf of your attendees. You'll have an option to select pay by credit or pay by check when you submit your post activity documentation in the CEU portal.

NSGC will **NOT**

- Collect CEU filing fees on your organization's behalf

- Reach out to participants to collect the CEU filing fees individually
- Create a link for individuals to pay their own CEU filing fees\*
- Accept individually mailed checks from all of your activity participants

You (the activity organizer) are responsible for collecting and submitting the filing fee payments and submitting to NSGC as part of your post activity documentation following the end of your approved activity. CEU certificates will not be issued if filing fees are not received from the activity organizer. Anyone who does not pay their filing fees will not receive a certificate.

*\*Filing Fees for NSGC SIG Sponsored activities:* If you are organizing an NSGC SIG Sponsored activity, you may contact [ceu@nsgc.org](mailto:ceu@nsgc.org) to have us create a direct link through which your participants can submit their filing fees to us. This option is **ONLY** available for NSGC SIG Sponsored activities.