

Category 1 CEU Application Checklist

So, you're preparing to submit an activity for Category 1 CEU Pre-Approval – good for you! Here's a handy checklist to help you make sure you've got everything you need to submit your application for approval as seamlessly as possible. The fastest reviews occur when the application is put together well – so help us help you!

Review the “Who, When, and How Much?” document thoroughly to learn about who should be submitting your application, when it should be submitted and how much it will cost.

Then...

1. Select the NSGC account which will be the primary contact for your application.

- The primary email associated with the account used to submit your application is the **ONLY** one that will receive notifications (inquiries, submission status updates, etc) from the CEU portal once your application is submitted. Review Who, When and How Much? to determine if you should create a shared guest account.

2. Identify your general activity information

- Name, contact information and billing address for primary organizer**
 - May be your group name if you have a shared NSGC account.
 - This is the contact information that will show to potential attendees in the [Approved Activity Search](#) site.
- Activity Title**
 - This is the title that will show to potential attendees in the [Approved Activity Search](#) site.
- Sponsoring Organization**
 - The organization or group hosting the activity, ex: Georgia Association of Genetic Counselors or Ambry Genetics. Not fundraising sponsors.
- Activity Start Date**
 - Applications submitted less than 22 days prior to start date will not be accepted.
 - NSGC cannot retroactively approve any activity for Category 1 CEUs.
- Activity End Date**
 - For series applications, end date must be within one year of start date.
 - For enduring activities (online courses, conference recordings) end date should be no more than 2 years from start date.
- Event format**
 - Please note, all online activities with the exception of live (only) webinars require the completion of quizzes by attendees to confirm participation.

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- Select from the following event format options. **Note, this selection will determine what uploads and verifications are required of you in steps 3 and 4.**
 - In person or Live webinar(s) only (no recordings) – attendees will attend the activity in person OR attendees will attend the activity online and attendance will be tracked in real time. No recordings or materials available for credit after live session.
 - Online – attendees will attend the activity online and complete via distance-learning (ex: online course, conference recordings, webinar series recordings, etc)
 - Both – attendees may complete some components of the activity in person and some online via distance learning.
- Is the activity a series?** Select yes or no.
 - This tells reviewers what materials they should be looking for in your application.
- General description of activity**
 - This is an overall statement of purpose for the activity and may include target audience, relevance to genetic counseling core competencies, etc.
 - This description will show to potential attendees in the [Approved Activity Search](#) site.
- Three (3) Overall Activity Objectives**
 - These are overarching activity objectives and must be different from the individual session objectives outlined in your EAO form.
 - These objectives will show to potential attendees in the [Approved Activity Search](#) site.
- Name and contact info for the Certified Genetic Counselor (CGC) who is serving on your planning committee.**

3. Prepare your activity materials for upload in the application.

Please note, if you are missing any of the items in section 3 of this document you are not ready to submit an application.

Also, you need to submit the actual pdf, excel or word document versions of all of these items to us. We cannot accept links to Google docs or online forms as those are not valid for our annual ABGC audit.

- [Education Activity Overview Form \(EAO\)](#)**
 - This form should outline all proposed sessions, speakers, objectives, content, contact hours, and instruction method.
 - For series application you should submit the completed EAO for the first planned session. Not an example or a template, not a copy of a session from last year's series, not a sample of a possible session – the actual, completed first planned session EAO. If you don't have this you're not ready to apply.

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- This form is where you'll enter your objectives for the sessions. Please ensure you do the following when preparing objectives.
 - Include the correct amount of objectives for each session. You should have **one objective per speaker per 30 minutes of content**. So, essentially, anytime someone talks for more than 30 minutes, or another speaker is added, you should add an objective. Here are some examples.
 - The only exception to this is panels where the amount of objectives required is based on length of the session only (1 objective per 30 minutes).
 - Use **ONE measurable, behavioral verb per objective**. Objectives should be learner focused. Understand, learn and know are not measurable verbs. [Here are some examples](#) of measurable behavioral verbs.
- The information submitted on this form should confirm the information submitted in the evaluation and agenda/brochure (session lengths and titles, speaker names, etc)
- **Agenda/Brochure**
 - This should outline the activity agenda including session times, session titles and speakers.
 - If your activity is a series, your agenda should outline planned number of sessions, length of each session, and tentative dates/topics/speakers. This is so reviewers can verify the amount of requested contact hours for the series.
 - If your activity has a preliminary program that's a great thing to use here.
 - The information submitted in the agenda/brochure should match and confirm the information submitted in the evaluation and EAO form (session lengths/times, speaker names, etc).
 - This document is what will show to potential attendees in the [Approved Activity Search](#) site.
- **CV/Resume for primary organizer**
 - This should be the lead activity planner who is responsible for curating or creating the content of the series. Ideally this person is also a CGC (certified genetic counselor)
 - If your primary organizer is not a CGC, you need to also submit a CV for a CGC who is on your planning committee.
- **[Quiz Questions](#)**
 - If your activity is online you need quiz questions.
 - The **ONLY** exception to this currently is live (only) webinars where attendance will be tracked in real time. If your live webinar has recordings available afterwards then it's not a live (only) webinar and you need to submit quiz questions. If you're not tracking attendance in

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real time (i.e. duration of time participants are logged in) then you need to submit quiz questions and select “Online” as your activity format.

- Questions should be multiple choice. True-false questions are not allowed.
- 5-7 questions per hour of content is required.
- If submitting a series application, submit the quiz questions for the first planned session (the actual planned first session materials – not examples or templates).

[Evaluation](#)

- Your evaluation should evaluate your overall activity as well as each session.
- You are required to evaluate whether EVERY SESSION objective was met. Yes, it’s a lot, we know. But it’s an ABGC requirement so we have to enforce it.
- You are required to evaluate every speaker and evaluate whether or not their presentation was presented without bias and adhered to COI requirements.
- If it’s a series application, submit the first session evaluation form (actual first planned session evaluation – not examples).

[COI \(Conflict of Interest\) Disclosure Forms](#)

- Every speaker/moderator/presenter should complete a COI disclosure form prior to you submitting your application.
 - For series applications, submit the completed forms for your first session presenters/speakers.
- Your application cannot and will not be approved without **all** signed COI forms from **all** speakers as this constitutes an incomplete application.
- Speakers should complete the entire form, including stating any relevant disclosures and checking the three boxes on the bottom half of the form to confirm that they have read and agreed to the stated clauses.
- You need to have at least the majority of your speaker COI forms collected at the time of your application submission. If you do not yet have at least the majority of your forms collected you are not ready to submit an application.
 - You will have an opportunity to submit additional collected forms during the review process once the reviewers have sent an inquiry/revision request.
- Your organization’s COI form **may or may not** be acceptable in place of the NSGC COI form. See [Category 1 application FAQs](#) for additional info.
 - All other organization COI forms should be compared to the NSGC form to determine if the same clauses are included (especially the information regarding using non-branded and non-logo’d content, templates, etc). If the same clauses are included you may use the alternate form. If not, please use the NSGC form.
 - Be prepared that if your alternate form is not adequate reviewers may ask you to have your speakers sign the NSGC form. Do **not** send an email asking us to evaluate your form, as NSGC staff cannot determine if another form will be guaranteed

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for acceptance, as this is ultimately up to the reviewers' discretion.

4. Prepare to answer the Verifications and Attestations required for submission

- For In Person and Live (only) Webinars**
 - Select how attendance will be tracked
 - Verified Attendance list
 - Sign In sheet
 - Completion of a quiz
 - Attendance verification code
 - Badge Scanning
 - Other (please explain)
 - Ensure that your evaluation form evaluates if all objectives (overall and every session) were met.
- For online activities** (in addition to the verifications and attestations required for in person activities)
 - Verify that your quizzes utilize:
 - 5-7 questions per hour of content
 - Multiple choice questions (no true/false)
 - 80% minimum passing grade to earn CEUs
 - Verify that you have tested your online/distance learning activity.
 - For online courses or other enduring content at least three participants or planning committee members should have tested the content to ensure contact hours are correct.

5. Prepare to pay your application fees

- Submit 8-12 weeks in advance of your start date to avoid any rush fees**
 - Application fees are calculated based on the amount of contact hours requested and the time of submission prior to activity start date.
 - Rush fees apply for applications submitted 8 weeks or less **prior to start** date. This does not include your start date. If your start date is exactly 8 weeks from your submission date you will incur rush fees.
 - Additional rush fees apply for applications submitted 4 weeks or less prior to start date.
 - You may not pay additional rush fees to “hurry” your application review.
 - Application fees are not refundable for any reason including if your application is denied.

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- You're not paying for guaranteed approval, you're paying to have your application reviewed and the costs that are associated with NSGC doing so
- **Determine if you will pay by credit/debit card or check**
 - If paying by credit card, click the "Pay Fees" button to pay immediately.\
 - Please note, ONLY the account which was used to create the application will have access to pay the fees. You cannot share a link or share access to have an institution or other person pay the fees.
 - If paying by check, click "Pay Later" to receive an automatically created invoice via email (from nsgc@learningbuilder.net)
 - Please remit this invoice with your check to the address on the invoice.
 - If you are unable to complete payment at this time, you will have an opportunity to pay the application fees at the end of the review process prior to collecting your activity approval letter.
 - Payments cannot be made by credit card at any time other than during the initial submission or at the end of the review (prior to collecting your approval letter).
- **Once you've clicked either Pay Fees or Pay by Check your application is automatically submitted. You cannot edit until you receive an inquiry/revision request.**

6. Pat yourself on the back! You just submitted a Category 1 CEU Application!