

# Category 2 CEU Application Checklist

So, you're preparing to submit an application for Category 2 CEUs – good for you! Here's a handy checklist to help you make sure you've got everything you need to submit your application 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. Ensure your NSGC account, which will be the primary contact for your application, is up to date.

- The primary email associated with the NSGC 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.
  - If you don't have an NSGC account you can [create a free one](#).

## 2. Identify your general activity information

- Name, contact information and billing address**
  - Note, whatever email address is associated with your NSGC account is what will be used for correspondence from the portal, regardless of if you enter a different email on the application.
- Activity Title**
  - This is what will show up on your CEU certificate.
  - If this is a quarterly series application make sure to include the appropriate quarter in your title (ie. Grands Rounds 2019 – Q1)
- Sponsoring Organization**
  - The organization or group hosting the activity, ex: Georgia Association of Genetic Counselors or Ambry Genetics. Not fundraising sponsors.
- Activity Start Date**
  - For series activities start date should not be more than 3 months prior to end date (ie. quarterly submission)
- Activity End Date**
  - Must be within 90 days prior to submission date
  - For series activities must be quarterly and within 90 days after end of quarter
  - Applications submitted more than 90 days after activity end or quarter end date (as documented in your application materials) will be rejected.
- Provider of Continuing Education Credit**
  - This is **NOT** NSGC. Do not list NSGC.
  - All Category 2 activities are required to have been pre-approved for continuing education by a reputable non-genetic counseling CEU provider (ex: CME, ACCME, PACE, Nursing CE, European CME, an accredited university, etc)

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- If the activity was not pre-approved for continuing education by an accreditation body or reputable continuing education provider then it is **not valid** for Category 2 CEUs.
- ☐ **Content Relevancy**
  - Describe how this activity was relevant to your growth as a genetic counselor
  - Outline which domains of the [ACGC Practice-Based Competencies for Genetic Counselors](#) this activity fulfills.
- ☐ **Total Contact Hours Requested**
  - You may not request more contact hours than were approved for continuing education by the accreditation body for the activity, or are stated on your certificate of completion.
  - For academic coursework, you may only request contact hours for time spent in class or completing timed course work modules online. You may not request contact hours for study/reading time or other assumed work outside of class as this time is not measurable or verifiable.

### 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, websites or online forms as those are not valid for our annual ABGC audit.
- If you have more than one document for any upload section below please combine them into a merged pdf or compressed (zipped) file for upload.
- ☐ **Session Attendance Grid ([template here](#))**
  - This form should outline all attended sessions, speakers, and contact hours.
    - **Do not write “see transcript” or “see agenda” or “attended all sessions”.**
      - **Why?** The session attendance grid is your (the applicant) own account of what you attended and is your "claim form" for the contact hours you are requesting. Reviewers shouldn't have to assume the applicant attended a full session and they shouldn't have to do the math to make sure the requested contact hours add up correctly by trying to add up session times from a brochure. The other documentation required (brochure/agenda and certificate) is supplemental to this and will be used to confirm the information claimed in the session attendance grid and ensure that the activity meets Category 2 requirements.
- ☐ **Agenda/Brochure**
  - This should outline the activity agenda including session dates, times/lengths, titles and speakers.

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- The information submitted in the agenda/brochure should confirm the information submitted in the session attendance grid.
- If you are submitting for a series activity, please submit the agenda/flyer/email/brochure for each session attended for which you are seeking credit.
- If you have more than one document to upload in this section please combine into a merged pdf or compressed (zipped file).
- Certificate of Attendance**
  - Your certificate (or transcript) should include the following:
    - Contact hours earned for the activity
    - Accreditation body which pre-approved the activity for continuing education
    - Completion date
  - If the certificate does not include any of the above requirements, please submit additional documentation with the required information. If you have multiple documents, combine into a merged pdf or compressed file for upload.
  - The certificate cannot be a self-report form or photo of a badge.
  - If you do not have a certificate yet for a series activity and are submitting a quarterly application, please submit the documentation you have currently and give an estimated date when you will receive the final certificate.
  - The awarded contact hours on the certificate should match (or be greater than) the contact hours requested in the session attendance grid.
- For academic coursework applications**, please [review this document](#) to ensure you have the proper documentation.

### 4. Prepare to pay your application fees

- Filing fees in the amount of \$50 USD are required for each activity application.**
  - An activity is defined as one conference or event, one course, or one annual cycle (4 quarters) of a series.
  - Rush fees apply for applications submitted 8 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.
- 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](mailto:nsgc@learningbuilder.net))
    - Please remit this invoice with your check to the address on the invoice.

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- If you've already paid the \$50 filing fee for your annual series activity, please click "Pay by check" then send an email to [ceu@nsgc.org](mailto:ceu@nsgc.org) with your transaction id or paid invoice number along with the title of the series for which you are submitting a subsequent quarterly application.
- **Once you've clicked either Pay Fees or Pay by Check your application is automatically submitted.** If for some reason your application did not automatically submit and you see an orange submit button, please click it. Once submitted you cannot go back or edit the application until you receive an inquiry/revision request.

**5. Pat yourself on the back! You just submitted a Category 2 CEU Application!**