How Do I Claim Category 1 CEUs?

Step 1: Attend a Category 1 approved event or activity.
- For a list of approved activities view our [Approved Category 1 Activities](#) list in the CEU Portal.
- Still unsure if it's a Category 1 approved activity? Ask the organizer if they applied for Category 1 CEUs for the event.
- If the event isn't Category 1 approved but has been pre-approved for continuing education by another accreditation body (CME, PACE, Nursing CE, etc) then you should [apply for Category 2 CEUs](#).

Step 2: Complete required documentation at the conclusion of the event/activity.
- Complete any required evaluations, self-report forms, or claim forms as requested by the organizer.
- **Make sure you provide your NSGC User ID to the organizer.** (Not sure what that means? [Click here](#)).
  - **Your NSGC User ID is how you get certificates.** It is required for certificate issuance. It is **not** the same as your NSGC username, ABGC number, license number, remote ID or any other identifier. Make sure you know and report the correct number.
- Pay your $25 filing fee to the organizer.
  - They may request a check made out to NSGC. This is only allowed until August 2019. If an organizer asks you for a check made out to NSGC after August 2019 please inform them to contact NSGC.
  - The filing fee may have been included in the cost of your registration for the activity. If you're unsure, ask the organizer.

Step 3: Wait.
- **You do not need to submit anything directly to NSGC**. The organizer will submit your CEU claims on your behalf along with their required post-activity documentation.
- Organizers have **up to 60 days** after the activity conclusion to submit post-activity documentation including CEU claims and filing fees to NSGC. NSGC typically issues certificates within 2 weeks after receiving post-activity documentation and filing fees.
- For series activities, you likely will not be issued any certificates until after the conclusion of the full series.

Step 4: View your certificate in the CEU Portal
- Login to your NSGC account and visit our [website here](#). Click "View My Certificates" and [use these instructions](#).
- Didn't receive a certificate you were expecting? Use our [Missing Certificate Request Form](#).
  - Make sure you've waited *at least* the aforementioned 60 days following the activity conclusion. NSGC recommends waiting 90 days before reaching out. Please note, typical response time for missing certificate requests is 8-10 business days.