

## How to Claim Category 2 CEUs for Academic Coursework (Masters Level or higher)

Please have the following documentation available before beginning your application.

1. A certificate or transcript stating credits or contact hours completed for the course and the accreditation body or university which approved the course.  
**If your course completion is listed in Credits (ex: 3 Credits), you must also provide documentation from your university or academic institution stating the ratio of Credit to Contact Hours.** For example, most US universities equate 1 credit of course work to approximately 15 contact hours. So, a 3 credit course would translate to 45 contact hours or 4.5 CEU.  
**You may only claim contact hours for time spent in class or that have tracked attendance (ex: online course modules).** Time spent outside of class (i.e. study or reading time) is an assumed activity and cannot be verified, therefore it is not eligible for CEUs.
2. A course brochure, syllabus, agenda or curriculum which outlines the objectives or goals for the course as well as the course meeting dates and times (or modules and durations of each, if online).
3. A [session attendance grid](#) which you have completed documenting the sessions and contact hours completed. If the course is online or self-paced, you will still need to complete the session grid by listing course modules or lessons completed and the dates of completion. The session attendance grid is different than the syllabus/brochure/agenda or transcript and you may not upload the same document for both requirements.

Within 90 days after the completion of the course, please submit your Category 2 CEU application via the CEU Portal. Applications submitted more than 90 days past the course completion date (as indicated on course materials) will be denied.

1. Login to your NSGC member or guest account, and head to the CEU Approval Page: <https://www.nsgc.org/page/ceuapproval>. From here, select the “Access the NSGC CEU Portal” button. Then select the orange “Submit a Category 2 CEU Application” button.
  - i. Don’t have an NSGC member or guest account? Follow [these instructions](#) for creating a free or paid account with NSGC.
4. Once you are in the portal, select the orange “Continue” button available on the right-hand side of the screen.



5. Next, select the blue “Add Activity” button under the green Category 2 Activities section.



6. The application has two sections: “Applicant and Activity Information” and “Uploads”:
- The **Applicant and Activity Information** section will ask for information such as contact information, and the details of the date(s), sponsor(s), and credit earned through the activity.

- The **Uploads** Section will ask you to upload your session attendance grid, activity brochure, and certificate of attendance for the activity. Please use the rollover help for web links to templates for each document type. Each upload section will allow only one file to be uploaded. If you have more than one document for a particular upload, please merge documents into one pdf or compressed file before uploading.

## 7. Application Fee Payment

- a. You will have two options for application payment: pay by check or by credit card:
  - i. **To pay by check**, select the “Pay by Check” button. An email with payment information, as well as a PDF of your invoice, will be sent to the email associated with your NSGC account.

- ii. **To pay by credit card**, select the “Pay Fees” button. The portal will then prompt you to enter your credit card information. A receipt will be emailed to the email address

associated with your NSGC account.

Self-Reported Continuing Education: Pay Fee

To pay by Credit Card, click Pay Fees. To pay by check, click Pay By Check and the system will email you an invoice.

Activity Title: Self-Reported Continuing Education

Start Date of Activity: 5/1/2018

End Date of Activity: 5/1/2018

Total Contact Hours Requested: 20

Category 2 CEU: 2

Category 2 CEU Filing Fee: Title: Category 2 CEU Filing Fee  
Amount: \$ 25.00

Pay Fees

Back Finish Later Cancel Pay by Check

8. Congratulations – you have submitted your application! You will receive an email confirmation shortly. Soon, your application will go into review by one of NSGC’s review teams.
9. There are three possible outcomes of your application review, outlined below:
  - a. **Approval:**
    - i. If your application is **approved**, you will receive an email notification with 2-4 weeks of your submission notifying you of your application approval. A Category 2 certificate of CEU credit will automatically be created and stored in your NSGC CEU Portal account.
      1. To view your certificate(s), visit <https://www.nsgc.org/Education-and-Events/Continuing-Education-Unit-CEU-Information> and select the “Access the NSGC CEU Portal” button. Next, select the orange “View My CEU Certificates” button.
      2. Your certificate(s) will appear under the green “Category 2 Activities” section. To view your certificate, select the gear icon to the right of the submitted application.
        - a. If your certificate is not visible within your account, within 48 hours of receiving confirmation of approval, please contact NSGC at [ceu@nsgc.org](mailto:ceu@nsgc.org) as soon as possible.
  - b. **Denial:**
    - i. If your application is **denied**, you will receive an email notification with 2-4 weeks of your submission notifying you of your application denial.
  - c. **Inquiry:**
    - i. If the review team submits your application to **inquiry**, it indicates the review team’s need for more information or clarification related to your application and supporting materials.
    - ii. If your application is sent to inquiry, you will receive an email notification alerting you to the request, which will include comments from the review team regarding what additional information is requested.
      1. You will then be able to go back into your application to make the requested edits.

- d. The inquiry process will continue between a review team and an applicant until an application is approved or denied.