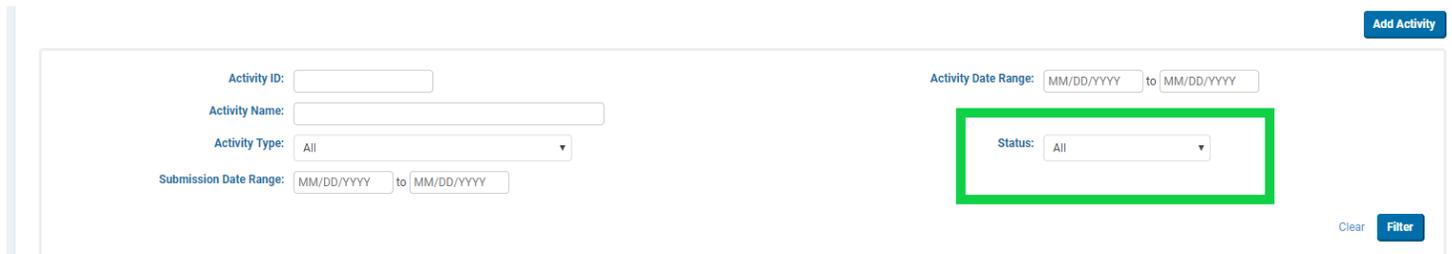


# How to View the Status of your Category 1 Application

There are certain phases of the review process where your application will be visible and editable, and some phases where it is not. To view your application in it's current step, please follow the instructions below.

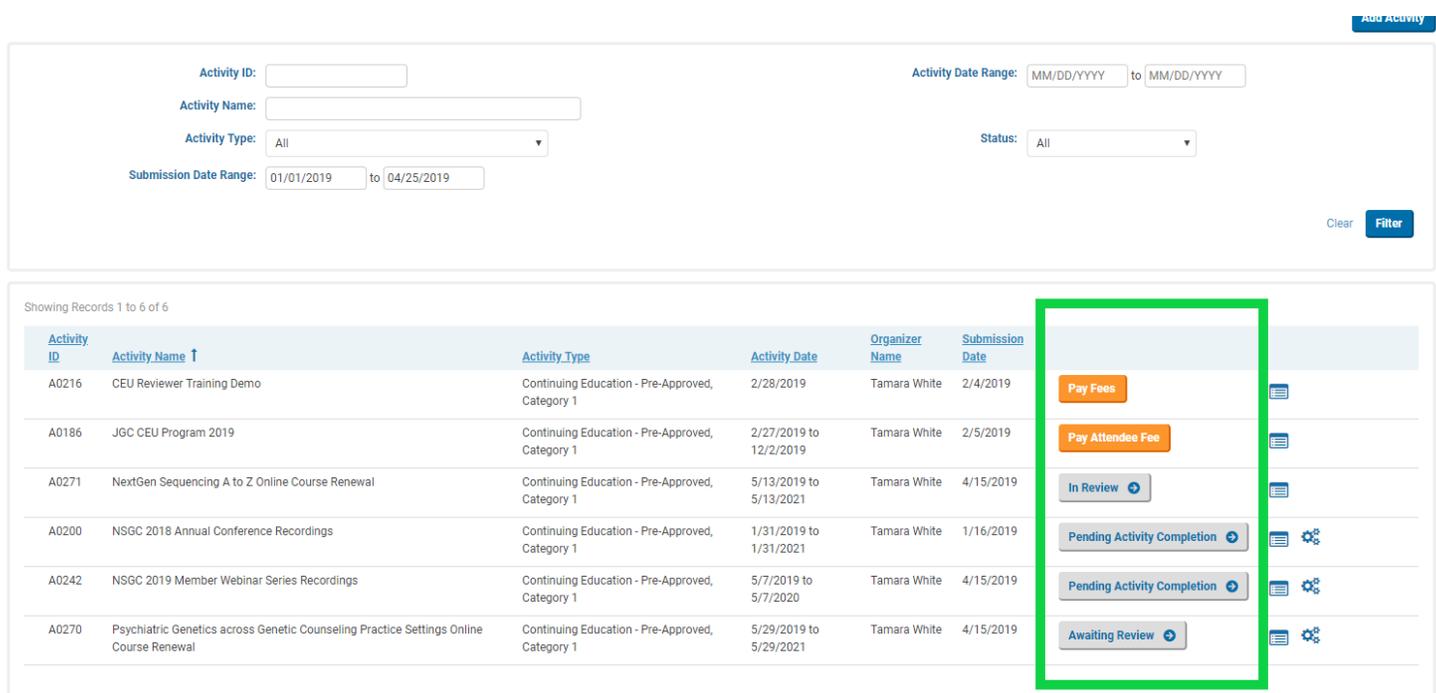
1. Login to your NSGC account (the one used to submit the application)
2. Click the "Submit a Category 1 Application" button on this page.
3. Scroll down on the portal landing page until you see some filtering options. Click the dropdown menu arrow next to "Status" and select "All", then click the "Filter" button.



The screenshot shows a filtering interface with the following fields:

- Activity ID:
- Activity Name:
- Activity Type: All (dropdown)
- Submission Date Range: MM/DD/YYYY to MM/DD/YYYY
- Activity Date Range: MM/DD/YYYY to MM/DD/YYYY
- Status: All (dropdown, highlighted with a green box)
- Buttons: Add Activity, Clear, Filter

4. You should now see any applications you have submitted or in progress. Next to each application you will see either an orange or grey status button.
  - a. **Orange buttons** indicate an action is required from you. Actions required may include payment of fees, revision requests (aka. Applicant inquiry), attendance upload, etc.
  - b. **Gray buttons** indicate that the application or activity is in a stage where you cannot make adjustments or actions. For example, when an application is in review, you are unable to access or change the application materials until the reviewers have finished their review. Likewise, when an activity has been approved but the end date for the activity has not yet passed, you cannot yet upload post activity documents or attendance reports.



The screenshot shows a table of application records with the following columns: Activity ID, Activity Name, Activity Type, Activity Date, Organizer Name, and Submission Date. The status buttons for each record are highlighted with a green box.

Activity ID	Activity Name	Activity Type	Activity Date	Organizer Name	Submission Date	Status
A0216	CEU Reviewer Training Demo	Continuing Education - Pre-Approved, Category 1	2/28/2019	Tamara White	2/4/2019	Pay Fees
A0186	JGC CEU Program 2019	Continuing Education - Pre-Approved, Category 1	2/27/2019 to 12/2/2019	Tamara White	2/5/2019	Pay Attendee Fee
A0271	NextGen Sequencing A to Z Online Course Renewal	Continuing Education - Pre-Approved, Category 1	5/13/2019 to 5/13/2021	Tamara White	4/15/2019	In Review
A0200	NSGC 2018 Annual Conference Recordings	Continuing Education - Pre-Approved, Category 1	1/31/2019 to 1/31/2021	Tamara White	1/16/2019	Pending Activity Completion
A0242	NSGC 2019 Member Webinar Series Recordings	Continuing Education - Pre-Approved, Category 1	5/7/2019 to 5/7/2020	Tamara White	4/15/2019	Pending Activity Completion
A0270	Psychiatric Genetics across Genetic Counseling Practice Settings Online Course Renewal	Continuing Education - Pre-Approved, Category 1	5/29/2019 to 5/29/2021	Tamara White	4/15/2019	Awaiting Review